

Select Board  
Tuesday, March 28, 2023  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Remote)

The Carlisle Select Board met on Tuesday, March 28, 2023, at 7:00 p.m. at the Town Hall, Clark Room located at 66 Westford Street. Members present in person were Chair Barney Arnold, Vice-chair David Model, Nathan Brown, Travis Snell and Kate Reid.

**Staff Present:**

Ryan McLane, Town Administrator  
Aubrey Thomas, Assistant Town Administrator  
Jennifer Gibbons, Executive Assistant

**Community Input:**

There were no requests:

**Middlesex County Retirement System (MCRS) – Retiree COLA**

One-time Retiree COLA Increase - MGL Chapt 269 of the acts of 2022

Accepting this local option grants retirees, a one-time COLA increase from 3% to 5% of the system’s \$16k COLA base. The MCRS needs 2/3 of participating Select Boards to approve this measure.

No Action Taken... pending further clarification from Middlesex County Retirement System on the actual budget impact next year if approved.

**Town Meeting Recommendations**

FY24 Operating Budget and Capital Plan.

On the motion made by Kate Reid and seconded David Model, it was VOTED [3-2] to direct the Finance Committee to add \$30K in the FY24 Operating Budget for sustainability and not in ARPA.

ROLL CALL VOTE: B. Arnold-Aye, K. Reid-Aye, D. Model-Aye, N. Brown-Nay and T. Snell-Nay.

\*\* The Select Board agreed that the Finance Committee should determine where the additional \$30K will come from, whether through budget changes or free cash, but not with ARPA Funds.

Capital Plan

Department	Project	Amount
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Schools	To purchase and install internal security cameras	\$42,000
DPW	To purchase and equip a DPW dump truck	\$180,000
Fire	To purchase replacement hose	\$15,000
Police	To purchase and equip a police cruiser	\$60,000
Town Hall	To purchase, upgrade, and install IT equipment	\$50,000
	Total	\$347,000

On the motion made by David Model and seconded by Travis Snell, it was unanimously agreed to support both the Operating budget and capital plan pending a review of the final spending for the town’s allocation of American Rescue Plan Act (ARPA) funds.

Library Renovations - CPA PROJECT PRESENTATION

The Select Board met with GPL Director Martha Feeney-Patten and Library Trustees Chair Christine Stevens. The Library Trustees have requested \$400K in CPA funds and expects to raise the remainder through private fundraising and grants.

A full copy of the Gleason Public Library Renovation Project is available online at [https://www.carlislema.gov/DocumentCenter/View/4769/0\\_SB\\_03-22-2023\\_Agenda\\_Packet](https://www.carlislema.gov/DocumentCenter/View/4769/0_SB_03-22-2023_Agenda_Packet)

The Select Board unanimously agreed to support the Library’s CPA Application for Project Eligibility - The Community Preservation Committee is scheduled to formally review application on Thursday, April 6, 2023.

Review Warrant Articles:

- ARTICLE 1 - Consent Agenda (ARTICLES 1 – 8)
- ARTICLE 2 - Town Reports
- ARTICLE 3 - Salaries of Elected Officials
- ARTICLE 4 - Actuarial Valuation of Post-Employment Benefits
- ARTICLE 5 - Revaluation
- ARTICLE 6 - Real Estate Tax Exemption
- ARTICLE 7 - FY 2024 Chapter 90 Authorization
- ARTICLE 8 - PEG (Public, Educational, Government) Local Access Appropriation

Consider increased amount to address capital needs in the Heald and Parlin Rooms. The funds for this account come from cable company payments and do not impact the operating budget.

- ARTICLE 9 - Department Revolving Funds Authorization

Will include removing the Building Department and Sticker Fund revolving accounts and transferring remaining balances to the General Fund

#### ARTICLE 10 - FY24 Salary/Wage Table

Bylaw requires that this be voted separately from the budget, but decisions here impact the budget and the two are connected –

The latest budget version includes the proposed changes to this plan and:

- o 15-year scale (changed from 30)
- o 1% step increase per year tied to performance evaluations
- o Changes recommended by the HRS Report

#### ARTICLE 11 - Fiscal Year 2022 Budget Transfers (THIS CAN BE REMOVED)

State law allows departments to transfer money internally, but departments needing funds to cover expenses beyond internal capacity need an additional vote. As we get closer to Town Meeting, these one-off situations become known.

#### ARTICLE 12 - Prior Year Bills

Requires a 9/10 vote at Town Meeting. This is for bills that should have been paid in FY22 that were missed or submitted late.

- \$1,528 (police department bill)
- \$35k for legal bills

#### ARTICLE 13 – Reduce the Tax Rate (Free Cash for Operating Budget) (THIS CAN BE COMBINED WITH 14 OR STAY FOR TRANSPARENCY)

- Use of Free Cash will be included in this article pending legal review

#### ARTICLE 14 - FY2024 Operating Budget

The Select Board continued its discussion whether to fund an environmental sustainability staff person. After a lengthy discussion, the board agreed to add \$30K to the town’s operating budget to partially fund a sustainability position and agreed to support both the budget and capital plan.

The Finance Committee will be to determine where to find the additional \$30K whether through budget changes or ARPA funding.

Nathan Brown reminded the board of its past decisions to not fund staff positions with the use of ARPA funds.

Kate Reid also an ARPA member explained that if it is important to the town, ARPA would have no objection to funding the position.

The Board requested summary of outstanding ARPA expenses and remaining funds in order to decide if adequate funds are available.

Nathan Brown and Travis Snell agreed if adequate funds are available, they would prefer to take \$30K from ARPA

Kate Reid stated that adding \$30K to the operating budget sends a stronger message about the board’s commitment to sustainability.

On the motion made by Kate Reid and seconded by David Model, it was VOTED [3-2] to add \$30K to the Fiscal Year 2024 Operating Budget contingent upon getting a final ARPA tally.

In favor: B.Arnold-Aye, D. Model and K. Reid.

Opposed: N. Brown and T. Snell

	FY2023 BUDGET	FY2024 RECOMMENDED
<b><u>GENERAL GOVERNMENT</u></b>		
Town Hall & General Expense	\$ 566,253	\$ 577,179
Town Hall Maintenance & Facilities	\$ 398,971	\$ 413,696
Historical Commission	\$ 9,246	\$ 15,037
Zoning Board of Appeals	\$ 10,208	\$ 14,653
Town Accountant	\$ 166,133	\$ 177,834
Treasurer	\$ 295,578	\$ 317,412
Town Clerk	\$ 123,689	\$ 142,524
Assessors	\$ 212,235	\$ 208,881
Planning Board	\$ 136,492	\$ 151,541
Energy & Sustainability	\$ 3,500	\$ 44,925
sub-total	\$ 1,922,305	\$ 2,063,682
<b><u>PROTECTION OF PERSONS &amp; PROPERTY</u></b>		
Police	\$ 1,895,874	\$ 2,049,115
Fire	\$ 698,162	\$ 740,443
Communications	\$ 456,480	\$ 479,044
Conservation	\$ 169,189	\$ 175,218
Dog & Animal Control	\$ 15,557	\$ 12,000
Building & Inspection Services	\$ 41,123	\$ 187,361
Street Lights	\$ 4,000	\$ 4,000
sub-total	\$ 3,280,385	\$ 3,647,181
<b><u>PUBLIC WORKS</u></b>		
Department of Public Works	\$ 838,456	\$ 871,056

Snow & Ice	\$	90,000	\$	90,000
Transfer Station	\$	264,918	\$	275,089
Road Maintenance	\$	88,416	\$	88,416
sub-total	\$	1,281,790	\$	1,324,561

**HEALTH & HUMAN SERVICES**

Youth Commission	\$	4,015	\$	3,293
Board of Health	\$	142,267	\$	148,057
Council on Aging	\$	238,697	\$	277,139
Veteran's Agent	\$	20,000	\$	21,000
sub-total	\$	404,979	\$	449,489

**EDUCATION**

Carlisle Public School	\$	12,418,454	\$	12,794,097
CCRSB (w/o debt)	\$	6,356,769	\$	6,942,949
CCRSB Debt Service	\$	927,815	\$	951,035
Vocational	\$	134,702	\$	84,702
sub-total	\$	19,837,740	\$	20,772,783

**CULTURE & RECREATION**

Library	\$	667,983	\$	693,048
Recreation	\$	201,072	\$	212,071
sub-total	\$	869,055	\$	905,119

**INSURANCE & FRINGE**

Blanket Insurance	\$	328,900	\$	389,000
Group Insurance & Medicare	\$	1,460,111	\$	1,474,712
OPEB Trust	\$	215,000	\$	215,000
County Retirement	\$	1,265,339	\$	1,402,244
Unemployment Insurance	\$	50,000	\$	30,000
sub-total	\$	3,319,350	\$	3,510,956

**UNCLASSIFIED**

Reserve Fund	\$	200,000	\$	150,000
sub-total	\$	200,000	\$	150,000

**DEBT SERVICE**

Debt Service	\$	1,332,438	\$	1,280,569
sub-total	\$	1,332,438	\$	1,280,569

<b>Total Operating Budget</b>	<b>\$</b>	<b>32,448,042</b>	<b>\$</b>	<b>34,104,340</b>
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ARTICLE 15 - Capital Equipment (Small)

Department	Project	Amount
Schools	To purchase and install internal security cameras	\$42,000
DPW	To purchase and equip a DPW dump truck	\$180,000
Fire	To purchase replacement hose	\$15,000
Police	To purchase and equip a police cruiser	\$60,000
Town Hall	To purchase, upgrade, and install IT equipment	\$50,000
	<b>Total</b>	<b>\$347,000</b>

ARTICLE 16 - Capital Equipment - Corey Auditorium Lighting Project [\$280,000]

To install new equipment and repair additional equipment to replace and fix the lighting in the Corey Auditorium of the Carlisle Public Schools

ARTICLE 17 - Chart of Accounts Expansion

This request allows the finance department to hire a consultant to expand our account capacity and build a modern chart. This will improve operational efficiency and budget transparency.

- REMOVE if SB chooses to use ARPA per FinCom recommendation)

ARTICLE 18 - Greenough Barn Demolition (SB)

To remove the Greenough Barn. The RFP for this demolition will go out to bid prior to Town Meeting to ensure proper funding and decrease liability.

\$200k - Includes sustainability and weed prevention

ARTICLE 19 - CPA: Cranberry Bog Dam #1 Restoration (THIS WILL BE COMBINED WITH ARTICLE 20 AS A CPC RECOMMENDATION ARTICLE)

ARTICLE 20 - CPA: Gleason Public Library Renovation (THIS WILL BE COMBINED WITH ARTICLE 20 AS A CPC RECOMMENDATION ARTICLE)

ARTICLE 21 - Senior Means-Tested Property Tax Exemption

***Town Administrator's Report:***

View a full copy of the TA's Report online at:

[https://www.carlislema.gov/DocumentCenter/View/4769/0\\_SB\\_03-22-2023\\_Agenda\\_Packet](https://www.carlislema.gov/DocumentCenter/View/4769/0_SB_03-22-2023_Agenda_Packet)

Action Item:

National Brain Tumor Society Ride

On the motion made by Kate Reid and seconded by Nathan Brown, it was VOTED to approve the National Brain Tumor Society (NBTS) request to travel on a portion of the streets of the Town of Carlisle on May 21, 2023 subject to coordination with the Town of Carlisle Public Safety Officials and Town Street Marking Policy.

Upcoming Select Board Meetings:

Tuesday, April 11, 2023: Regular Select Board Meeting

Tuesday, April 25, 2023: Regular Select Board Meeting

- Monday, May 8, 2023: Town Meeting
- Tuesday, May 16, 2023: Town Election

***Minutes Approval /Review of Warrants:***

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to approve the March 14, 2023, draft minutes as presented.

FY 23 WARRANTS

23PR19 (Town & School payroll) – total \$817,750.58

- Fire payroll Feb 2023 included

23TE19 (Town bills) – total \$524,275.91

- \$174k MIIA – health & dental insurance
- \$101k Guardian – Library roof top unit (ARPA funded)
- \$9k WJ Graves – road sand
- \$8k Eastern Minerals – road salt
- \$6k – fireproof safe (ARPA funded)

***Minutes Approval:***

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the regular meeting minutes of February 28, 2023, as presented.

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to approve and release to the public the Executive Session Minutes of July 13, 2022, and September 27, 2022. On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to adjourn.

MEETING ADJOURNED.

Documents reviewed during the meeting:

➤ SB 03-28-2023 Agenda & Packet

[https://www.carlislema.gov/DocumentCenter/View/4769/0 SB 03-22-2023 Agenda Packet](https://www.carlislema.gov/DocumentCenter/View/4769/0_SB_03-22-2023_Agenda_Packet)

Prepared by J.Gibbons