

Select Board
Tuesday, April 25, 2023
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Remote)

The Carlisle Select Board met on Tuesday, April 25, 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, Kate Reid, and Travis Snell.

Staff Present:

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

Community Input:

There were no requests for community input.

Appointments – Employee(s):

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to appoint James Hall to be the Town of Carlisle Dept of Public Works Director.

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to appoint Jose Ramos (Billerica, MA) to the Carlisle Police Department to serve as a Part-time Officer pending successful salary negotiations and background check.

Community Choice Agreement Contract Renewal:

The Select Board met with Robert Zogg of the Community Choice Aggregation (CCA) Advisory Committee regarding the renewal of the current Community Choice Agreement.

Carlisle is currently in the second year of a three-year contract that allows residents to choose an independent electricity supplier. Eversource provides electricity delivery to all households regardless of the supplier. The deadline to lock in pricing for a new contract is April 26th.

- **Standard Product** (default): \$0.15989/kWh (25% more MA Class 1 renewable energy content than required by the state)
- **Optional Basic Product:** \$0.15025/kWh

- **Optional Renewable Product:** \$0.17896/kWh (100% MA Class I renewable energy certificates)
The default Standard Product will now include 25% more MA Class 1 renewable energy content than required by the state, an increase from the previous contract where the standard product included only 15% more MA Class 1 content. The Optional Basic Product will meet state renewable requirements, and the Optional Renewable “Green 100” Product will be 100% MA Class I renewable energy certificates.

These prices represent only the supply portion of consumer electric bills, and Eversource will continue to charge all customers for delivery charges and a fixed monthly fee. Supply prices are the same for residential and commercial accounts and new prices will not go into effect until January 1, 2024, at which time there will be new prices for Eversource Basic Service.

After conferring with the town’s broker, the Town Administrator has signed a new 24-month contract with three product options.

Center Park Sign Request:

The Select Board met with Alison Saylor on behalf of the Friends of Center Park to request approval and funding for a new sign at Center Park.

The Friends have permission from the Historical Commission and Department of Public Works to affix a metal bracket to an oak tree to hang a sign welcoming the public to the town’s pocket park across from the Police Station on Lowell Street.

The Board viewed a PowerPoint presentation with examples of a sign and a graphic design of the 41" x 15" sign from the sign maker Charlie Dahlgren of Evergreen Signs in Chelmsford, along with a picture showing where on the tree the sign will hang.

On the motion made by Kate Reid and seconded by David Model, it unanimously **VOTED** to approve the request from the Friends of Center for a new sign.

ARPA Requests and Approvals:

The Select Board met with ARPA Committee chair Scott Triola presenting the ARPA Committee recommendations on new funding requests that total \$318,842.

- 0 The total uncommitted ARPA Funds as of April 24, 2023, is \$669,130.
- 0 The remaining ARPA Funds after approvals: \$350, 288

Note: Kate Reid abstained from voting on tonight’s ARPA Funding recommendations

Chart of Accounts Update/Expansion

The ARPA committee voted [3-0] to recommend that the Select Board approve \$40,000 in ARPA funds to be used to update and expand the Town’s general ledger chart of accounts.

On the motion made by David Model and seconded by Travis Snell, it was **VOTED** [4-0-1] to approve \$40,000 in ARPA funds to be used to update and expand the Town general ledger chart of accounts.

Carlisle Public School Grant - Elevator Modernization

The ARPA Committee voted [3-0] to recommend that the Select Board approve \$140,480. in ARPA funds to be used to modernize the CPS Grant elevator.

On the motion made by David Model and seconded by Travis Snell, it was **VOTED** [4-0-1] to approve \$140,480 in ARPA funds to be used to modernize the CPS Grant elevator.

Carlisle Public School Wastewater Treatment Plan MUA

The ARPA Committee voted [3-0] to recommend that the Select Board approve \$58,362 in ARPA funds to remove and replace the CPS wastewater treatment plant make-up air units (CPS WWTP MUA).

On the motion made by David Model and seconded by Travis Snell, it was **VOTED** [4-0-1] to approve \$58,362 in ARPA funds to remove and replace the CPS wastewater treatment plant makeup air units.

Refrigerator/Freezer RTU

The ARPA Committee voted [3:0] to recommend that the Select Board approve \$40,000 in ARPA funds to be used to modernize the existing walk-in refrigerator and freezer units in the CPS kitchen.

On the motion made by David Model and seconded by Travis Snell, it was **VOTED** [4-0-1] to approve \$40,000 in ARPA funds to be used to modernize the existing walk-in refrigerator and freezer units in the CPS kitchen.

DPW Sand Body & Dump Truck/Plow Purchase

The ARPA Committee voted [3:0] to recommend that the Select Board approve \$40,000 in ARPA funds to be used to purchase a sander for the new DPW dump truck (pending approval of dump truck purchase at Town Meeting) and to be used for the purchase of the new dump truck/plow if the cost exceeds the amount approved at Town Meeting.

- The sander is expected to cost \$27k.
- \$180k is being requested at Town Meeting to purchase the dump truck.

On the motion made by David Model and seconded by Travis Snell, it was **VOTED** [4-0-1] to approve \$40,000 in ARPA funds to be used to purchase a sander for the new DPW dump truck (pending approval of dump truck purchase at Town Meeting) and to be used for the purchase of the new dump truck/plow if the cost exceeds the amount approved at Town Meeting.

Town Meeting Update:

- Assigning Presentations

May 8, 2023 – Annual Town Meeting Warrant Articles

	Motion Assignments					Other
	Barney	David	Nathan	Kate	Travis	
ARTICLE 1 - Consent Agenda	X					
ARTICLE 2 - Town Reports						
ARTICLE 3 - Salaries of Elected Officials						
ARTICLE 4 - Actuarial Valuation of Post-Employment Benefits						
ARTICLE 5 - Real Estate Tax Exemption						
ARTICLE 6 - FY 2024 Chapter 90 Authorization						
ARTICLE 7 - PEG Local Access Appropriation						
ARTICLE 8 - Department Revolving Funds Authorization (Nathan)						
ARTICLE 9 – FY24 Salary/Wage Table			X			
ARTICLE 10 – Prior Year Bills					X	
ARTICLE 11 – FY24 Operating Budget						<u>FinCom</u>
ARTICLE 12 – FY24 Capital Budget						<u>FinCom</u>
ARTICLE 13 – Corey Auditorium Lighting Project						<u>School</u>
ARTICLE 14 – Greenough Barn Removal	X					
ARTICLE 15 – Additional FY23 CPA Appropriation					X	
ARTICLE 16 – CPA Annual Recommendations				X		
ARTICLE 17 – Senior Means tested Property Tax Exemption Prog		X				
ARTICLE 18 – Town Offices Saturday Hours				X		
ARTICLE 19 – Amend the Carlisle General Bylaws – Section 12.1				X		
ARTICLE 20 – Personnel Bylaw Amendment					X	

Contract Approvals:

Employment Agreement – Fire Chief

On the motion made Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve and execute the employment contract between the Town of Carlisle and Bryan Sorrows for the position of Fire Chief commencing on July 1, 2023, and expire as of the end of the day on June 30, 2026. Said agreement may be extended for an additional three (3) year term, to expire on June 30, 2029

Financial Policies:

Financial Reserves Policy

Purpose: To help the Town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating and expending reserve funds. With well-planned sustainability, Carlisle can use its reserves to finance emergencies and other unforeseen needs, to hold money for specific future purposes, or in limited instances, to serve as revenue sources for the annual budget. Reserve balances and policies can also positively impact the Town’s credit rating and consequently its long-term cost to fund major projects.

No action was taken on this pending the final version submitted by David Model.

Overlay Policy

Purpose: To ensure the proper treatment of the overlay account, this policy sets guidelines for determining the annual overlay amount in the Town’s budget and for deciding whether any overlay balance can be certified as surplus. The allowance for abatements and exemptions, commonly referred to as the overlay, is an account to offset anticipated abatements and exemptions of committed real and personal property taxes. The account may also be charged in the event property taxes are deemed to be uncollectable.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to adopt the Overlay Policy as presented on April 25, 2023.

Town Administrator’s Report:

A full copy of the Town Administrator’s Report is available online at:

<https://www.carlislema.gov/DocumentCenter/View/4875/Town-Administrator-Report---April-25-2023>

Action Items:

MVP Letter of Support

On the motion made by Kate Reid and seconded by David Model, it was VOTED to support the Planning Board’s application for an action grant studying climate resilience best practice as it relates to land use policies, regulations, and bylaws and further vote to authorize the Chair or Town Administrator to draft a letter of support on behalf of the Select Board.

Use of the Town Common – 2023 Race Amity Day

On the motion made by Kate Reid and seconded by David Model, it was VOTED to support the use of the Town Common and to have a member of the Select Board (Barney Arnold) read the annual proclamation designating the 2nd Sunday in June as “Race Amity Day” in the Town of Carlisle.

Letter of Support – Town of Lexington

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to authorize the Chair or Town Administrator to prepare a letter from the Carlisle Select Board in support of the Town of Lexington’s restructuring project of Route 4 and Route 225 at the interchange around the Bedford Street/Hartwell Avenue area and Route 128.

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to adjourn the meeting.

MEETING ADJOURNED.

Documents reviewed during the meeting:

- SB 04-25-2023 Agenda & Packet
https://www.carlislema.gov/DocumentCenter/View/4869/SB_04252023_Agenda_Packet
- Town Meeting Warrant Booklet
<https://www.carlislema.gov/DocumentCenter/View/4827/2023-ATM-Warrant-Booklet-FINAL-DRAFT?bidId=>

Prepared by J. Gibbons