

Carlisle Select Board
Tuesday, April 27, 2021
Remote participation: Zoom Meeting Minutes

Meeting ID: 891 6137 8265

The Carlisle Select Board met on Tuesday, April 27, 2021 at 7:00 p.m. by remote participation via Zoom Meeting ID: 891 6137 8265. Those present were Chair Alan Lewis, Barney Arnold, Kate Reid, Luke Ascolillo and David Model.

*This meeting was live streamed and recorded
<https://www.youtube.com/watch?v=Gwvzvs59zww>

In accordance with Massachusetts Open Meeting Law Remote Participation 940 CMR 29.10 all votes shall be by roll call.

LEPC Update:

Confirmed Case (tested) 189
Case Count (in the last 14 days) 6
Relative Change in Case Count (in last 14 days)* Lower
Percent Positivity (in last 14 days) 1.04%

American Rescue Plan Act funding - The town received \$1. 5M in the first round of federal COVID relief funding, which was used to purchase safety equipment for the town and schools. Local Emergency Planning Committee (LEPC) has requested the Select Board to appoint an advisory committee to determine how the next round of funding should be spent. - The Select Board agreed to schedule this matter as a future agenda item.

Mock Rescue - Carlisle Police will host a large-scale mock exercise at Great Brook State Park on May 5th. Approximately 150 officers from around the state will participate in a search and rescue for a missing person with no cell phone.

Community Input:

1-Doug Stevenson on behalf of the Celebrations Committee met with the Select Board to review the Memorial Day festivities to be held entirely outdoors, including the flag-raising, outdoor ceremony, and the traditional parade to the monuments, all of which will be abbreviated.

The committee has already consulted the Board of Health to make sure there were no additional requirements.

No official vote required. However, the board unanimously agreed to support the celebration as presented.

Master Plan Presentation – Barrett Planning Group (BPG)

The MPSC had submitted the \$72,900 contract for approval at the previous SB meeting on April 13, but the SB requested a presentation from Barrett Planning Group before making a decision.

The Select Board met with MPSC Chair Jack Troast and Judy Barrett, owner of Barrett Planning Group. Mr. Troast explained that the MPSC had carefully executed the procurement process with guidance from the Town Administrator Tim Goddard.

Judy Barrett briefed the board on her qualifications, which include 34 years in the field. Judy Barrett has worked with the towns of Lincoln and Groton to complete their master plans.

The MPSC submitted a copy of the contract for the amount of \$72,900 for approval by the Select Board.

David Model and Luke Ascolillo stated they would not support the approving the contract without a presentation from Barrett Planning Group regarding the scope of work, objectives, and justification for amount requested.

Barney Arnold explained that the Planning Board recently went through a rigorous process with the MPSC to restructure the committee, to look at tasks remaining and determine how a new consultant would assist the volunteer committee. This contract is a result of that process and delaying the contract two more weeks will further impede the possibility completing the Master Plan by the end of the year.

On the motion made by Kate Reid and seconded by Barney Arnold, it was VOTED (3-2) to award the Town of Carlisle Master Plan - Project/Program Management Services Contract to Barrett Planning Group LLC, PO Box 6338, Plymouth, Massachusetts 02362 in the amount not to exceed \$72,900.00, subject to approval as to form by Town Counsel.

ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Nay, A. Lewis-Aye, D. Model-Nay and K. Reid-Aye.

Insurance Advisory Committee (IAC):

The Select Board has been requested by the Insurance Advisory Committee to amend the Health Care Insurance premium cost split from the 50/50 to 55 percent (Town share) and 45 percent (active employee/retiree share).

Finance Director Kimberly Kane explained the health care insurance premium savings to the town by switching MIIA.

	<u>MNHG</u>	<u>MIIA</u>
Total Annual Cost:	\$1,972,942	\$151,039.44
Total Annual Cost:	\$,1972,942.80	\$1,82,473.28

Town Share difference: (\$80,234.76)
Employee Share difference: (\$80,234.76)
Total Savings: \$160,469.52

After carefully reviewing options, including a higher split for active employees, and keeping retirees at 50% it was later agreed to approve the recommendation of the IAC to avoid higher costs to the town.

On the motion made by Barney Arnold and seconded by Kate Reid, it was unanimously *VOTED* to amend the Health Care Insurance Premium cost split between Town and the active and retired town employees from 50/50 split to 55 percent (Town share) and 45 percent (employee share) effective for the June 1, 2021 billing.

ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid-Aye.

Carlisle Garden Club project updates:

The Select Board met with Cecile Cecilia Sandwen and Alison Saylor from the Carlisle Garden Club to discuss the Rotary Restoration Project

Garden Club has planted and maintained rotary garden for over thirty years. The Plants and supplies are made possible through Club volunteerism and fundraisers at little cost to the town.

After Construction Assessment

- Most shrubs unsalvageable
- Sprinkler system lost
- Needed safety perimeter not installed, rotary has not reduced in size

Rotary Restoration Project

- Low shrubs not more than three feet mature height.
- Incorporate newer hardy varieties with multi-season interest, focusing on natives
- Fewer perennials and those well-behaved, not seedy
- Clear area in front of statue, incorporate pathway, possibly around statue
- Replace sprinkler
- Address safety perimeter edge if feasible
- Safety perimeter installed around the rotary (w/easier maintenance)
- Path to the 1885 Lady Liberty statue for community leaders performing annual Memorial Day Ceremonies honoring Veterans (i.e, Fieldstone stepping stones interplanted with spreading low perennials)

Historical Commission has approved the fieldstone pathway to statue. Pathway around statue to be considered will be discussed later. Safety perimeter TBD. Historical Commission also considered mandating removal of existing large rocks.

The Select Board agreed to support the Garden Club's interest in keeping the large rocks and possibly adding a few more.

Grant of \$1,000 from Garden Club Federation must be used by October 2021.

Additional \$2,000 raised 2019, but pandemic puts stop to planned 2020 fundraising and most volunteer work.

The Select Board asked the Town Administrator to assist Alison Saylor with applying for state grants.

2021 Election/ Town Caucus

The Select Board met with Town Clerk Peggy Wang to discuss the proposal to eliminate the nominating caucus for the 2021 Annual Town Election and to allow nomination papers for candidates for municipal offices signed by at least 10 registered voters of the town be returned between 36 and 32 days prior to the town election, the specific date to be designated by the Town Clerk.

Town Moderator Wayne Davis suggested holding the Annual Town Caucus at the CPS Auditorium. In the past, the turnout has been fairly small, with under 50 residents in attendance which would allow for social distancing.

It was the consensus of the board to have the Town Caucus held on May 13, 2021 and the 2021 Town Election to be held on Saturday, June 22, 2021.

No public meetings are permitted which the Town Caucus is being conducted. All town board and committees will be notified in advance.

ANNUAL TOWN MEETING – Vote to close the warrant

The Select Board reviewed and approved the inclusion of the following warrant articles on the 2021 Annual Town Meeting Warrant

ARTICLE 1 – Consent Agenda

ARTICLE 2 - Town Report

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 2022 Chapter 90 Authorization**

ARTICLE 8 - Department Revolving Funds Authorization**

ARTICLE 9 – PEG (Public, Educational, Government) Local Access Appropriation**:

- ARTICLE 10 - Fiscal Year 2021 Budget Transfers:
- ARTICLE 11 – FY2022 Operating Budget:
- ARTICLE 12 – Special Appropriations:
- ARTICLE 13 – Capital Equipment:
- ARTICLE 14 – Municipal Facilities (eliminate specified list projects and amounts).
- ARTICLE 15 – CPA Annual Recommendations:
- ARTICLE 16 – Establish a New Committee –Town Governance Task Force:
- ARTICLE 17 – Amend the Carlisle Zoning Bylaws – Selectmen to Select Board:
- ARTICLE 18 – Amend the Carlisle General Bylaws – Personnel Bylaw Revision:
- ARTICLE 19 – Amend the Carlisle Zoning Bylaws – Adult Use Marijuana:
- ARTICLE 20 – Carlisle Affordable Housing Trust
- ARTICLE 21 – Funding for Public Safety Architectural Programming Study:
- ARTICLE 22 – Salary/Wage Study Update[need new wage/salary schedule]

The Select Board to add a separate warrant article for Town Clerk’s salary instead of including in Article 3 based on Town Moderator’s recommendation.

*Annual Town Meeting Warrant to be finalized by the Select Board on May 11, 2021.

On the motion made by Barney Arnold and Kate Reid, it was unanimously *VOTED* to close the 2021 Annual Town Meeting Warrant to be held on Sunday, June 6, 2021 at One o’clock in the afternoon at the outdoor plaza adjacent to the Spaulding Building at the Carlisle Public School at 83 Church Street.

ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid-Aye.

New Town Committees:

Public Safety Facilities Task Force Charge/Membership

The Select Board reviewed the draft of the Public Safety Facilities Task Force Charge and membership prepared by Alan Lewis with the requested revisions agreed upon at the last meeting:

and future needs of the Town.

Responsibilities

This task force will re-evaluate the concerns and deficiencies related to our current public safety buildings. It will consider the future of public safety and design for it; consider multiple purpose rooms and adaptable designs. In doing so, it will consider the following questions:

1. What are the advantages and/or disadvantages of building new vs. renovating the existing structures?
2. If building new, what are the advantages and/or disadvantages of a combined facility vs. separate facilities?
3. If building new (either separate or combined facilities), what are the potential uses of the existing structure(s)?
4. What are the estimated costs and tax implications of each option?
5. What are the space requirements of the facility/facilities?
6. What sites are potentially available for the facility/facilities?
7. How does the planning consider and compliment the work of other Town committees such as Master Planning, Municipal Facilities, and the Carlisle Energy Task Force?

Committee members will also engage in a detailed assessment of public input and ultimately make recommendations to the Town regarding any plans or approaches to address current and future needs.

Members

The Committee shall consist of up to 7 members consisting of at least 1 representative of the Municipal Facilities Committee and 6 at-large representatives of the community, each with professional backgrounds and qualifications consistent with those needed for design and construction of a municipal public safety facility in Massachusetts. Police Chief, Fire Chief and any town employees (regardless of residency) will serve as ex-officio, non-voting members.

On the motion made by Barney Arnold and seconded by Kate Reid, it was unanimously *VOTED* to approve the Public Safety Facilities Charge as presented on April 27, 2021.

It was further agreed to table member appointments to May 11, 2021. All interested volunteers will need to submit a letter of interest if they would like to join the committee,

Town Governance Task Force charge/membership

The Select Board previously agreed that the Town Moderator would be the appointing authority for task force after town meeting voters have approve the creation of this committee at the June 6th Annual Town Meeting.

The Town Administrator, Town Moderator and Town Counsel prepared the draft warrant article.

Town Governance Task Force: DRAFT WARRANT ARTICLE

To see if the Town will vote to establish a new committee, the Town Governance Task Force, that shall be charged with studying the form, organization and practices of Town government and making recommendations to improve the efficacy, efficiency, responsiveness, and transparent functioning thereof. If established, the Moderator shall appoint the members of the committee. Further, the committee shall issue a report no later than six weeks prior to the scheduled date of the 2022 Annual Town Meeting, such report to include proposed warrant articles for the Town to consider at the 2022 Annual Town Meeting and such other recommendations as the committee deems appropriate, or take any other action related thereto.

Resignations/Appointments:

Transfer Station Task Force

The Select Board received a few letters of interest to be appointed to the Transfer Station Task Force.

The board agreed to postpone the appointments to allow more time for residents that may be opposed to changes to the Transfer Station. The board that the formation of the committee should be balanced on either side of the issue to ensure a thorough consideration of the issues from all angles and alternative points of view before arriving at a decision.

Public Safety Facilities Committee appointments will be scheduled for 4/15/2021.

Approval of Minutes/Warrants:

Minutes

On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* to approve the minutes of Tuesday, March 23, 2021 as amended. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

Expense & Payroll Warrants:

The following three town expense & payroll warrants were reviewed and approved by Barney Arnold on behalf of the Select Board on 04/13/21:

- Payroll (Town & School) Warrant #6621 (\$759,232.36)
- Town Expense Warrant #6721 (\$146,536.17)
- School Expense Warrant #6821 (\$140,830.31)

Meeting adjourned.

List of documents discussed at meeting:

- BOS Meeting Packet Material
- Public Safety Facilities Committee – Revised Draft Charge/membership
- Garden Club Presentation – Rotary Restoration Project