

Board of Selectmen - Special Meeting
Tuesday, April 28, 2020
Remote participation: Zoom Meeting
[https://us02web.zoom.us/j/Meeting ID: 801 371 923](https://us02web.zoom.us/j/Meeting%20ID%3A801371923)

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The Board of Selectmen met on Tuesday, April 28, 2020 at 7:00 p.m. by remote participation via Zoom Meeting: [https://zoom.us/j/ Meeting ID: 801 371 923](https://zoom.us/j/Meeting%20ID%3A801371923) (Meeting ID: 801 371 923). Those present were Chair Kate Reid, Alan Lewis, Barney Arnold, Nathan Brown and Luke Ascolillo.

This meeting was live streamed and recorded <https://www.youtube.com/watch?v=Gwvzvs59zwk>

In accordance with Massachusetts Open Meeting Law Remote Participation 940 CMR 29.10 all votes taken by the Board of Selectmen will take by Roll Call Vote.

Public Input:

Police Chief John requested that the Board of Selectmen appoint Officer Michael Fauteux, who will move from part-time to full-time to cover a retirement vacancy.

Nathan Brown reminded the selectmen that the Police Chief's request is not on the posted agenda therefore cannot be approved this evening. The board agreed to schedule this matter on its next agenda.

Deferral of Property Tax Due Date Discussion:

Under "An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19," Chapter 53 of the Acts of 2020, the town/city has adopted local options to extend due dates for real and personal property tax payments and applications for exemptions and a waiver of interest on certain municipal tax and other bills paid by June 30, 2020. See below.

On the motion made by Nathan Brown and seconded by Barney Arnold, it was **VOTED** pursuant to Chapter 53 of the Acts of 2020, the Board of Selectmen voted to adopt local options to extend due dates for real and personal property tax payments, applications for exemptions, and a waiver of interest on certain municipal tax and excise bills paid by June 30, 2020.

Specifically, the Board voted to:

1. extend the due date for payment of the 4th quarter FY2020 property tax bills from May 1, 2020 to June 1, 2020;
2. extend the deadline for filing property tax exemption and deferral applications from April 1, 2020 to June 1, 2020; and

3. waive the interest and other penalties for late payments on motor vehicle excise and property tax bills with due dates after March 10, 2020 where payment is made late, but by June 30, 2020. This waiver of interest and penalties does not apply to bills with due dates before March 10, 2020 or if the bill is not paid by June 30. Bills not paid by June 30 will begin accruing interest on July 1, 2020.

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

Audit Committee - FY19 Financial Statements

Audit Committee Chair Kevin Perkins reported that the committee met to review and has voted to accept the FY19 financial statements submitted by town audit firm, CliftonLarsonAllen LLP (CLA).

Matthew Hunt from CLA also present to provide a summary of the statements and answer questions from the board. The Town of Carlisle received an unmodified opinion on statements for FY19, the best rating possible, and that statements are being presented properly. Overall, the general fund balance increased in FY19, up \$530K, with revenues higher than expected and expenditures less than expected. OPEB liabilities were high but could be significantly reduced by establishing an irrevocable trust (see below). Pension liabilities were also high given FY18 figures.

CLA performed an IT support review as part of the overall audit for FY18 and FY19. CLA recommendations include:

- 1- Comprehensive IT risk assessment and establishment of a formal information security program and protocol. CLA also recommends meeting with the town's IT vendor to discuss areas for improvement and a strategic plan to implement them.
- 2- Establish an irrevocable trust for OPEB (Other Post-Employment Benefits) to maximize benefits now that the Massachusetts Department of Revenue has issued guidance on procedures to be followed to create the trust fund. The town adopt a formal policy and procedures manual to standardize all town financial processes.

On the motion made by Barney Arnold and seconded by Alan Lewis, it was **VOTED** that the Board of Selectmen to accept the FY19 Financial Statement as presented.

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

OPEB Irrevocable Trust

Town Finance Director Kimberly Kane reported that formally establishing the OPEB Irrevocable Trust was the last piece needed to have it recognized on financials to qualify for discounted rates and reduced liability. Once approved and sent to the Town Clerk, the trust needs to be on record for 90 days before it is formally adopted and reflected on financials.

Ms. Kane informed the board that the timing of the approved trust by the Board of Selectmen may prevent it from appearing on FY 20 financial statements.

On the motion made by Barney Arnold and seconded by Alan Lewis, it was **VOTED** that the Board of Selectmen establish the OPEB Irrevocable Trust.

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

Public Safety Communications Working Group Recommendation - New Telecommunications Tower at Banta-Davis property

Town Administrator Timothy Goddard reported that the Public Safety Working Group does not have a positive recommendation for a vendor to install a new telecommunications tower on the Banta-Davis property.

The committee does not support putting forth the Warrant Article at this time, but will continue to investigate options with the goal of having a proposal for a fall Town Meeting. Town Meeting Advisory Committee

Town Moderator - Establish 2020 Town Meeting Advisory Committee

Town Moderator Wayne Davis has requested the establishment of an advisory committee to develop procedures for how to run Town Meeting that is safe for all. Due to public health and safety concerns related to the novel coronavirus, the Board of Selectmen have set Tuesday, June 23, 2020 for the Annual Town Meeting and determined to include on the Warrant only those items deemed essential to the continued operation of town business. Other non-essential items have been deferred to a Special Town Meeting to be called later this year.

The June town meeting date presumes that public health officials will have determined by that time that some relaxation of the current “stay-at-home” guidelines is appropriate. If that does not occur and it would not be safe to conduct Town Meeting, then both the Board of Selectmen and the Moderator have statutory authority to reschedule. Even if public gathering is deemed permissible, some level of social distancing will be required, and it will not be physically possible to safely seat 150 people or more in Corey Auditorium.

Under current Commonwealth of Massachusetts law, a completely virtual Town Meeting is not permissible. We must therefore plan alternative means for conducting the meeting while respecting whatever public health guidelines are advised at the time.

Carlisle works best when it harnesses the energy, creativity, and diversity of perspective and expertise of its residents and Town officials. To do so under these unusual conditions, I am appointing an ad hoc

Committee Mission: 1) Advise the Town Moderator how to conduct Town Meeting safely while maximizing the opportunity for public participation; and 2) Help marshal the resources needed to do so.

The committee will be composed of:

- Chief of Police John Fisher
- Fire Chief Bryan Sorrows
- Town Administrator Tim Goddard
- Acting Town Clerk Peggy Wang
- Board of Selectmen, Vice-Chair Alan Lewis
- Finance Committee (TBD)

- Council on Aging, Chair Abha Singhal
- Board of Health, Chair Todd Thorsen
- Health Agent, Linda Fantasia
- Carlisle Public Schools Network Manager Scott Heffner
- General Public: up to five volunteers who are tech savvy and/or knowledgeable/thoughtful around Town Meeting procedure
- With assistance from Town Counsel, our audio-visual contractor, and Minuteman Media as needed

Carlisle residents that are interested in volunteering for this committee are asked to email Wayne Davis at moderator@carlislema.gov

On the motion made by Barney Arnold and seconded by Luke Ascolillo, it was **VOTED** by the Board of Selectmen to authorize the establishment of the 2020 Town Meeting Advisory Committee.

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

Town Administrator’s Report:

1-Finalize EFMLA/EPSLA policies

On the motion made by Barney Arnold and seconded by Luke Ascolillo, it was **VOTED** by the Board of Selectmen to adopt the final draft Emergency Family and Medical Leave (EFMLA) and Emergency Paid Sick Leave (EPSLA) policies as presented this evening and to notify the Town’s employees of their adoption.

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

2-Finalize Declaration of OPEB Trust

The received a copy of the proposed Declaration of OPEB Trust agreement as drafted by our financial advisors, Bartholomew & Co., and revised and approved by Town Counsel. Once adopted, this will have favorable impact on how OPEB benefits are calculated and reflected in the Town’s financial statements.

On the motion made by Barney Arnold and seconded by Luke Ascolillo, it was **VOTED** by the Board of Selectmen to approve the Town’s Other Post-Employment Benefits (OPEB) Trust agreement as recommended by Town Counsel and as presented this evening.”

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

3-DCR Notice of Interest in Conservation Restriction on Erickson property, Lowell St

The Commonwealth of Massachusetts, acting through its Department of Conservation and Recreation (DCR) is considering the acquisition of a conservation restriction in approximately twelve (12) acres of land, or other property interest therein, located at 886 Lowell Street in the Town of Carlisle by Great Brook Farm State Park. The property that would be protected by the conservation restriction is currently primarily used for agricultural and open space purposes. The proposed uses for the property affected by the conservation restriction will be agriculture and protected open space.

The applicable regulations require the disclosure of the Commonwealth's reasons for the proposed land acquisition at a public hearing held in the town in which such real property is located. To comply with this requirement, we ask that the Board of Selectmen (Board) announce at its next regularly scheduled meeting that the Commonwealth is considering this acquisition for the above-stated purposes. The Board does not need to take any formal vote or other action on its part with respect to the announcement, but we request that the Board consider making the announcement by April 30, 2020 to satisfy the 60-day public hearing requirement of the regulations so that DCR and the property owner might complete the conveyance of the conservation restriction before the end of FY2020. Please document the announcement in the Board's meeting minutes and reply to this email by copying and pasting the statement in the box below filled out appropriately in a reply email:

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was **VOTED** to authorize the chair of the Board of Selectmen to certify that on April 28, 2020, it was announced at a public meeting of the Board of Selectmen that:

The Department of Conservation and Recreation may acquire an interest in a parcel of land located off Lowell Street in the Town of Carlisle, as shown on the locus map identified as "Exhibit A," for agricultural, conservation and/or recreation purposes. And to waive the 120-day notice period

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

Meeting Schedule:

- May 12, 2020
- May 19, 2020
- May 26, 2020

On the motion made by Alan Lewis and seconded by Barney Arnold, the Board of Selectmen VOTED to adjourn.

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

List of documents discussed during the meeting:

- BOS 4-28-2020 Meeting Packet