

Select Board
Tuesday, August 22, 2023
Clark Room, Town Hall
66 Westford St, Carlisle MA 01741

HYBRID Meeting

The Select Board met remotely via Zoom on Tuesday, August 22, 2023, at 6:00 p.m. In attendance were the chair Kate Reid, Vice-chair Travis Snell, Barney Arnold, David Model and Nathan Brown.

Staff Present:

Ryan McLane, Town Administrator
Jennifer Gibbons, Executive Assistant

The Open Meeting Law (OML) regulations governing remote participation, 940 CMR 29.10 - All votes must be taken by roll call. This meeting was live-streamed. Video recording is available at <https://www.youtube.com/channel/UCwJiQYrfa7zAvD3O9jOm-ew/videos>

Executive Session (MGL Ch. 30A, §21 (3)):

On the motion made by Barney Arnold and seconded by Travis Snell, it was unanimously VOTED by the Select Board to enter into executive session pursuant to MGL Ch. 30A, §21 (3) to discuss strategy with respect to collective bargaining with the Police Union (Local 201) as an open meeting may have a detrimental effect on the Town's bargaining position, and afterward, the Board will return to open session.

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

7:05 PM The Select Board reconvened in open session.

Community Input

- 1- SB chair Kate Reid announced Agenda item no. 6 " Placement of Private Signs on Public Property Policy" will not be discussed this evening pending further discussion at a future meeting.
- 2- John Lavery expressed his support for the creation of a Police K9 Unit.

Appointments and Resignations

Employee Appointments

Full-time Patrol Officer - Denise Kiley

Officer Kiley graduated from Worcester State University with a degree in Criminal Justice and two minors in sociology and health education.

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to appoint Denise Kiley as a Full-time Police Officer with the Carlisle Police Department pending successful salary negotiations and background check.

Treasurer/Collector – Sandra Nason

Sandy Nason has an Associate's Degree from Briarwood College in Connecticut. She is a Certified Massachusetts Municipal Collector and Certified Massachusetts Municipal Treasurer. She previously held the position of Treasurer / Tax Collector for five and a half years in the Town of Hubbardston, and for six years prior to that she served as the Assistant Treasurer/Collector in Holden

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to appoint Sandra Nason to the Town Treasurer and Tax Collector position for the Town of Carlisle.

Resignations

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously VOTED to accept the resignation of Frank Wojitas who served as the head mechanic for the Department of Public Works for the past 17 years.

Police K9 Discussion

The Select Board met with Chief of Police Andrew Amendola to discuss his request for a Public Safety Canine Unit (K-9 Unit) to support community relations and to assist in wilderness search and rescue.

Chief Amendola explained that involving the dog in the community helps to develop partnerships with groups like the Carlisle School and the Council on Aging and Human Services. These dogs provide tremendous benefits to people having a bad day or who are in a mental health crisis, including de-escalation, calming mechanisms, and assisting people to recognize that we are here to help in a time of need. The dog will be trained to search for missing persons and individuals who wandered away or lost. The added assistance of this dog in search and rescue will help in those dire situations. With all the trails, forests, and tracks, a search and rescue capability will help the police department help any citizen who becomes stranded or in a medical emergency.

K9 Officer position will be posted internally and requires a five-year commitment.

The total cost is estimated to be around \$8,500 for the first year which will come out of the current Police Department Budget. The figure does not include \$3,000 for the puppy, or \$2,500 in first-year veterinarian bills, both of which are being donated. A breeder is donating a Labrador puppy from a recent litter, and a Concord veterinarian is donating the first year of medical care.

Other costs: \$1,200 for basic training / \$550 for insurance / \$500 for supplies / \$840 for food

When the dog matures and is ready for search and rescue training, that training will also be conducted for free by the Connecticut State Police. K9 Unit Foundation will be established by the Carlisle Police Association to receive donations.

On the motion made by Nathan Brown and seconded by Travis Snell, it was unanimously VOTED to support the creation of a Public Safety Canine Unit (K-9) Unit within the Carlisle Police Department.

ARPA Financial Discussion

The Select Board met with ARPA Committee chair Scott Triola for an update on the remaining ARPA Funding and to review new ARPA Funding recommendations for FY24 as follows:

ARPA Funding Summary

Total ARPA \$ Allocated to Carlisle:	\$1,569,859
<u>Total ARPA \$ Requests approved to-date:</u>	<u>\$1,317,072</u>

TOTAL ARPA REMAINING: \$252,788

Pending ARPA Funding Requests:

SENIOR HOME HEATING ASSISTANCE: \$48,000
 NUTRITION SUPPORT FOR SENIORS IN NEED: \$17,500*
CHART OF ACCOUNTS FUNDNG INCREASE: \$14,000

TOTAL ARPA REMAINING IF APPROVED: \$178,788

Three local projects will receive additional grants through the town’s allocation of American Rescue Plan (ARPA) funding. On August 22, the Carlisle Select Board (SB) approved a total of \$74,000 in ARPA funds for three existing projects: Senior Home Heating Assistance (\$48,000); Nutrition Support for Seniors in Need (\$12,000); and the town’s Chart of Accounts Update/Expansion (\$14,000).

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously VOTED to approve \$48,000 to assist Carlisle senior households in financial need by increasing the amount of home heating assistance available.

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously VOTED to approve \$12,000* in ARPA funds to be used for nutrition support for Carlisle seniors in need.

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously VOTED to approve increasing the ARPA funding for Chart of Accounts Update/Expansion by an additional \$14,000 for a total approved amount of \$54,000.

Fall Town Meeting Warrant

The Select Board received an update from the Town Administrator Ryan McLane regarding two more articles for the STM warrant. - The state has issued guidance for how to deal with our opioid settlement funds. The town has two options:

- 1.) Have annual revenues turn into Free Cash, then appropriate from Free Cash
 - a. Benefit – only needs majority vote to appropriate from
 - b. Downside – much messier financially
 - i. Need to track this Free Cash separately
 - ii. Need to move revenue annually

- 2.) Create a stabilization fund and dedicate the revenue to the fund
 - a. Benefit – Cleaner financial mechanism
 - b. Downside – requires 2/3 vote to use the money

To use opioid money, it needs to be appropriated annually (like the PEG account, separate from the operating budget). There are also many restrictions on its usage so it can only be used for set purposes. Because of these reasons, we do not believe even a 2/3 vote would be controversial, meaning the benefits outweigh the negatives.

It was agreed by the Select Board to add the additional warrant articles opioid settlement funds to the 10/16/2023 Special Town Meeting Warrant.

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously VOTED to close the Special Town Meeting Warrant called for Monday, October 16, 2023, at 7:00 p.m. at the Carlisle Public Schools - Corey Auditorium, 83 School St., Carlisle, MA.

The Select Board discussed and agreed to hold a public hearing on 9/12/23 prior to review each of the Special Town Meeting warrant articles and to invite public input/discussion prior to the board taking a position on each article.

Draft list of the October 16, 2023, Special Town Meeting Articles:

- ARTICLE 1 – Long-Term Capital Requirements Committee Amendment
- ARTICLE 2 - Town Building Committee Amendment
- ARTICLE 3 – Establish an Opioid Settlement Stabilization Fund
- ARTICLE 4 – Accept the Fourth Paragraph of Chapter 40, Section 5B
- ARTICLE 5 – Dedicate Receipts from Statewide Opioid Settlement:
- ARTICLE 6 – Appropriating Opioid Settlement Funds for Immediate Use
- ARTICLE 7 – CPA Article: Central Burying Ground Conservation:
- ARTICLE 8 – CPA Article: Gleason Public Library Renovations
- ARTICLE 9 – Appointed Town Clerk
- ARTICLE 10 – Citizen’s Petition: Adopt the Specialized Building Code

Also present was the Town Moderator Wayne Davis to review/discuss Town Meeting preparations/procedures.

The Select Board agreed to hold an information session / presentation at start of the Special Town Meeting to engage the community and encourage citizen participation on important issues that will be present at the Spring 2024 Town Meeting.

Mr. Davis cautioned the Select Board that Town Meeting is not generally a place for informational updates. He recommends that the Select Board open the Town Meeting at 7 p.m., and immediately adjourn without closing the meeting, and reopen the meeting at 8 p.m. after the presentations.

The consensus of the Select Board was to limit the number of presentations at Town Meetings to 3:

- 1-Proposed renovations to the Carlisle Police Station
- 2-Construction of an annex building for the Fire Department

3-Carlisle Master Plan Update / Expectations for the next Spring Town Meeting

The Select Board discussed the warrant article to change from an elected Town Clerk to an appointed Town Clerk. The Town Administrator explained that there are two methods to achieve the transition from an elected to an appointed Town Clerk.

If the article passes, a ballot question will be on the spring Town Election Ballot or

Ask Town Meeting voters to authorize the Select Board to petition the legislature for a special Act authorizing the change - the change would not take effect until the legislation passed.

Lastly, the Select Board agreed to send out postcard notifications to inform residents of the Oct 16, 2023 Special Town Meeting.

FY 2024 Goal Setting Continuation:

The following is a draft list of goals for Fiscal Year 2024 to be finalized at the next meeting on September 12, 2023:

1. Financial Sustainability
 - a) Create and present a comprehensive capital plan. The plan and subsequent planning efforts will include:
 - i. Capital capacity estimates for at least five years
 - ii. A long-term facilities maintenance strategy
 - a. Develop and resource a planned preventive maintenance strategy
 - b. Continue the integration of town/school Maintenance Department
 - iii. Continued efforts towards updating town buildings
 - a. Evaluate space needs for town government and community programs
 - b. Prioritize building plans
 - c. Tour all public facilities
 - b) Continue evaluating regionalization/consolidation opportunities.
2. Environmental Stewardship
 - a) Support and staff the following efforts identified by the ESC:
 - i. Maintain green community status
 - ii. Develop an EV transition plan for municipal fleet
 - iii. Investigate sustainability partnerships with the school to include a student ESC member and connecting local farm resources to the school lunch program
 - iv. Gather data necessary to create a townwide carbon reduction plan
 - v. Research and analyze regional sustainability policies for integrating sustainability in all Carlisle policies and actions
 - vi. Support the annual Route to Sustainability Day
 - vii. Continue to connect ESC outreach efforts to town communication platforms
 - viii. Administratively support the ESC
 - b) Support the continued implementation of the recommendations in the Town's Municipal Vulnerability Preparedness Report and Hazard Mitigation plan.

3. Connectivity and Access

- a) Continue and refine the onboarding program for all appointed volunteers
 - i. Develop a training program for all new Board chairs
 - ii. Revise and enforce a procedure for posting meeting minutes for all committees
- b) Meet with boards and committees regularly
 - i. Review charters and amend as needed
 - ii. Review Town Bylaws and align with committee charters
 - iii. direct TA to develop and implement a plan for staff support for all volunteer boards and committees
- c) Continue periodic Chairs' Meeting to share board missions, town goals, understand requirements and opportunities for collaboration among committees
- d) Discuss and create a policy around regular review of bylaws and policies
- e) Continue town-staff alignment efforts to include:
 - i. Celebrate excellence through performance recognition and evaluation
 - a. Select Board to complete timely public reviews of the TA, Police Chief, and Fire Chief
 - b. Select Board to enforce required annual performance reviews for all employees
 - c. Select Board to discuss and take to town meeting a Town Administrator Bylaw to further define the Authority of the Town Administrator
 - ii. Continue pursuit of digitization of archived records to increase public accessibility
 - iii. Create a strategic plan in conjunction with other town elected Boards for cross training/sharing administrative staff across departments
 - iv. Continue to implement the recommendations of the Master Plan Implementation Work Group and receive/publicize their reports

4. Carlisle Character

- a) Review and take to voters at town meeting a proposal for fire station improvements
- b) Review and take to voters at town meeting a proposal for police station improvements
- c) Select and Planning Boards develop land use and space plan to serve community needs
- d) Review and take to voters, at town meeting and/or election, a bylaw making the Town Clerk position appointed rather than elected
- e) Discuss and implement ideas to generate more involvement in Town Meeting

FY23 Auditing Firm – Award Contract

The town has completed the procurement process to award the Town's FY23-25 Auditing Firm contract. The Finance Team recommends awarding a new contract to Marcum LLP for the town's independent financial auditing services for Fiscal Years FY23-25. The team recommends a three-year contract with one-year renewal options.

MOVE, that the Select Board vote to award a three-year contract with a one-year renewal to Marcum LLP for the Annual Independent Financial Audit Services for Fiscal Years 2023, 2024, and 2025.

Town Administrator Evaluation Preparation

The Select Board discussed not establishing goals for the Town Administrator when he was first hired.

In preparation for an annual review of the Town Administrator, Ryan McLane agreed to begin writing his self-evaluation report.

In the meantime, Travis Snell offered to send the members of the board example evaluation formats from other towns for the board's consideration.

Town Administrator Report

A full copy of the Town Administrator's Report is available online at <https://www.carlislema.gov/DocumentCenter/View/5223/Town-Administrator-Report---August-22-2023>

Cemetery Deeds

On the motion made by Travis Snell and seconded by Barney Arnold, it was unanimously VOTED to transfer land in the public burial ground at Green Cemetery as follows:

Deed 803 described as Lot D 382, Grave 1 to David Blacquier, 96 College Ave, Medford, MA 02155 on behalf of Fred Blacquier (former Carlisle resident)

Deed 804 described as Lot D 414, Graves 3 & 4 to James Jovenich (former Carlisle resident) P.O. Box 242, Rumney, NH 03266-0242

Deed 805 described as Lot D 373, Graves 1 & 2 to William and Laurie Diercks, 230 School St., Carlisle MA 01741

Deed 806 described as Lot D 373, Grave 3 to Susan Stengrevics, 1184 Westford St., Carlisle MA 01741

Deed 807 described as Lot D 411, Graves 2 & 3 to William and Judith Guild, 1400 Westford St., Carlisle MA 01741

Deed 808 described as Lot 196, Graves 1, 2, 3, 4, 5, 6, 7, & 8 to Marjorie Findlay 245 Rockland Rd, Carlisle, MA 01714

Review Minutes & Warrants:

Minutes Approval:

On the motion made by Travis Snell and seconded by Barney Arnold, it was unanimously VOTED to approve the Select Board meeting minutes from July 25th as amended.

FY24 Warrants:

24PR02 (Town & School payroll) – total \$643,991.82

24TE02 (Town bills) – total \$344,954.87

- \$194k MIIA – health & dental insurance
- \$25k MAPC – completed housing production plan (CAHT)
- \$8k Peterson Oil – vehicle fuel
- \$7k MIIA Unemployment
- \$6k Hanrahan Consulting – Sergeant assessment center
- \$5k Public Safety Consultants – Deputy Chief assessment center

24PR03 (Town & School payroll) – total \$790,405.11

- July fire payroll

24TE03 (Town bills) – total \$307,398.01

- \$36k Tyler Technologies – annual fee for Munis software
- \$17k Golf Course Management – mowing/field maintenance
- \$16k Patriot Properties – assessing & permitting software
- \$12k Nitsch Engineers – roadway study (Chapter 90)
- \$9k Gators Volleyball Club – recreation program
- \$9k Mark Duffy/Great Brook Farm – conservation cranberry bog maintenance
- \$3k Senior Rental Assistance (ARPA funded)

On the motion made by Travis Snell and seconded by Nathan Brown, it was unanimously VOTED to adjourn

MEETING ADJOURNED

Documents reviewed during the meeting:

- Select Board Meeting Packet:
https://www.carlislema.gov/DocumentCenter/View/5210/SB_08222023_Agenda_Packet

Prepared by
J.Gibbons