

Board of Selectmen Meeting
Tuesday, August 25, 2020
Remote participation: Zoom Meeting

Meeting ID: 845 6804 9270

The Board of Selectmen met on Tuesday, August 25, 2020 at 7:00 p.m. by remote participation via Zoom Meeting (Meeting ID: 845 6804 9270). 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=Gwvzvs59zwk>

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

Community Input:

There were no requests.

LEPC Update

Alan Lewis reported that there has been one new COVID-19 case. The total confirmed and probable cases in the Town of Carlisle as of today:

| | |
|---|----|
| <i>Confirmed Case (tested)</i> | 21 |
| <i>Probable Case (clinically diagnosed)</i> | 13 |

Town of Carlisle is still considered a very low risk town.

It is likely that the state will mandate cities and towns to provide residents with flu and COVID-19 clinics in the fall and winter. The state will supply the flu vaccines, and may even have early COVID-19 vaccinations and the towns would determine the best approach for distribution.

Library Trustees – Request for maternity leave benefits for Library employees:

The Board of Selectmen met with Martha Feeney-Patten, Director and Karen Gettings on behalf of the Gleason Public Library Trustees. The Trustees have requested that the Carlisle Board of Selectmen revise the maternity leave benefits offered to full and part time employees.

- Currently in Carlisle: employees working over 20 hours per week receive 12 days of sick leave per year, and can bank up to 120 days of that (24 weeks).
- It takes a minimum of 5 years of saving up sick leave to cover one paid 12-week leave. We also want Gleason employees to use sick time when they need to, especially since they

work with the public, including children and seniors. This is especially accentuated during the current COVID-19 pandemic.

- In the last decade several full-time library staff have taken maternity leaves using various combinations of sick time, vacation time, and unpaid leave depending on what they had available.
- More than half of the library's staff members work fewer than 20 hours/week and receive very limited paid time off. The MA Parental Leave Act entitles part-time employees to 8 weeks of unpaid leave for birth or adoption of a child.
- The new Massachusetts Paid Family and Medical Leave benefit (PFML) will pay a percentage of earnings, capped at \$850/week, for up to 12 weeks of family leave or 20 weeks of medical leave per benefit year. It covers part-time employees and newer employees as well as long-term full-time ones.
- Private employers begin paying in to PFML on 10/1/2019, and its benefits become available 1/1/2021. It's funded by a combination of payroll deductions and employer contributions (similar to the system for unemployment).
- For municipalities, participation in PFML is optional. It is our understanding that Carlisle has not opted in.
- As noted above, long-term full-time employees in Carlisle may currently be able to take parental or medical leaves at full pay, rather than the partial pay that PFML offers, but in practice often library employees are only able to take a partially paid leave, and it can be at the cost of not using sick time at other times when it is needed.

Alan Lewis explained that the request to revise the maternity leave benefits if approved would be available to all town employees not just the library employees.

The Board of Selectmen agreed to refer this matter to the Insurance Advisory Committee for their review and recommendation.

Highland Building Committee – discussion of purpose/membership:

Upon the request of Alan Lewis, the Board of Selectmen agreed to establish a committee to make recommendations regarding disposition of the Highland Building to present in a warrant article at the Spring Annual Town Meeting. The committee would consist of representatives from the following:

- Board of Selectmen
- Master Plan Committee
- Finance Committee/LTCRC
- Historical Commission
- Municipal Facilities Committee
- School Department
- Fire Department

- Council on Aging
- Recreation Commission.

Review of draft October 2020 STM Special Town Meeting warrant:

Alan Lewis reported that the Finance Committee at their last meeting elected Jim Darr to be the new chairperson. The Finance Committee Liaisons for budget purposes amended as follows:

Departments

- Board of Health - Lynne Lipinsky
- Board of Selectmen -Victor Liang Carlisle Public Schools: Scott Triola
- Community Preservation Committee - Lynne Lipinsky
- Concord Carlisle Regional School - Melissa Sampson McMorrow
- Conservation Commission - Scott Triola
- Council on Aging - James Catacchio
- Fire Department – ~~Jim Darr~~ Victor Liang
- Library - James Catacchio
- Personnel Board -Lynne Lipinsky
- Planning Board -Lynne Lipinsky
- Police Department – ~~Jim Darr~~ Victor Liang
- Recreation Committee - James Catacchio
- Town Departments and DPW - Lynne Lipinsky
- Treasurer/Collector - Victor Liang
- Communications Committee: Lynne Lipinsky
- Energy Task Force: James Catacchio
- Facilities Committee: Aaron D’Elia
- FinTeam: Jim Darr
- Long Term Caps: Jim Darr, Scott Triola
- Master Planning Steering Committee: Lynne Lipinsky
- School Committee: Scott Triola
- Technology Committee: Scott Triola
- OPEB: Scott Triola, Melissa Sampson McMorrow

FY21 Budget Coordination Meeting with the Finance Committee has been scheduled for Tuesday, September 8th.

The fall Special Town Meeting is now planned for Saturday, October 17, 2020. Warrant articles to be considered:

- ART 1 – Prior Year Bills:
- ART 2 – Adjustments to FY221 Operating Budget:
- ART 3 – Special Appropriations:
- ARTI 4 – Application of Bond Premiums:
- ART 5 – Capital Equipment:

- ART 6 – Municipal Facilities:
- ART 7 – CPA Annual Recommendations:
- ART 8 – Funding for Cranberry Bog Maintenance Project
- ART 9 – Amend the Carlisle General Bylaws – Selectmen to Select Board:
- ART 10 – Amend the Carlisle Zoning Bylaws – Selectmen to Select Board:
- ART 11 – Amendments to Personnel Bylaw
- ART 12 - Easement for DPW septic system

Other warrant articles that have been deferred to the spring Town Meeting include:

- Home Rule Petition for Appointed Town Clerk
- Deer Control
- Revisions to Zoning Bylaw Sec. 5.11 re: Complete Ban on Commercial Marijuana Sales
- New Zoning Bylaw pertaining to Adult Use and Medical Marijuana Establishments
- Designation of Scenic Road (Church St)
- Wetlands bylaw (amendments)

Update re: IT Network project:

The Board of Selectmen met with Ranjan “RJ” Mathew for an update on IT Network project. The IT Network project team consists of RJ Mathew, Scott Heffner and David McKay. The initial focus of this project was to develop a Town-wide Digital Phone system for the Town of Carlisle. There had been a previous effort to build this network and significant amounts of optical fiber had been laid across the town, providing almost unlimited bandwidth for the future but was not completed. The Team found that fiber had been laid in some of the Town buildings, but not in all. Network switches were only found in the School, the Town Hall and the Fire Department. The team discovered that the cabling not installed properly, and network interconnects were not documented. The Team recommends a solid Digital Infrastructure foundation to provide one unified digital voice system reducing the fixed costs by an order of 3x to 5x.

PHASE ONE

Clean up the network, ensure that the fiber is connected properly to all buildings, the interconnects are well documented for maintenance and trouble shooting and ensure that the network is operationally ready to support cross town digital initiatives.

PROJECT SCOPE:

1. All buildings in Town will be tied together on ONE optical fiber network
2. The exception will be the DPW, as that would require extra cost to string about a mile of optical fiber from the center of Town to the DPW.
3. All buildings will be upgraded to have robust enterprise class switches, each with 48 available port for data, voice and video applications

4. All switches and equipment will be rack mounted in each building.
5. The optical fiber coming into each building will be properly interfaced to intra-building Ethernet connections through the robust 48 Port switches.
6. All wiring at the switches will be neatly done and velcro-tied. The mapping between the ports on the switch(s) and their corresponding port locations within the building will be neatly marked and documented, to simplify maintenance and re-configuration.
7. All aspects of the installation will be tested according to industry standards used for Fiber Optic network testing and acceptance.
8. All aspects of the work will be clearly and neatly documented for maintenance and future upgrades
9. Configuration:
 - Configure each switch with VLANs and routing to enable building to building communication.
 - Enable management port with static IP address and SSH access.
 - Enable administrator username and password on terminal and management port
10. Documentation
 - List of VLANs on each switch, along with their associated IP address space.
 - List of all statically assigned IP addresses (management port, layer 3 vlan interface, etc.).
 - Administrator username and password credentials.
 - Printout of the running configuration for each switch, so that we can rebuild the switch if needed for disaster recovery.
11. Testing and Acceptance
 - The testing aspect of the project will include ping testing across all points on the CARLISLE-ONE network.
10. Deliverables
 - New Switching hardware and cabling
 - Cleaning out existing wiring, setting up racks, adding switches to all buildings, wiring the patch panels, setting up the intra-building wiring, documenting the port to port mapping, and documenting the connections in each building.
 - Testing across the CARLISLE – ONE network.
 - Providing the documentation as specified

Project cost would be approximately \$20K and it is estimated to take 2-4 months to complete.

Future considerations:

- Extending CARLISLE-ONE network to the DPW.
- Stepwise: Firewalls, Security, VPNs, Digital Phones (VOIP) Redundancy Back-up
- CARLISLE-ONE as the platform for all shared IT resource initiatives, including VOIP.

Alan Lewis explained that the funding for this project would come from an existing account approved at a prior Town Meeting. No action was taken this evening pending further review and discussion.

Continued discussion Re: Fiscal Year 2021 Goals & Objectives

The Board of Selectmen revised the FY21 Goals & Objectives as follows:

Guiding Principles:

- Integrity
- Service above self
- Mutual respect
- Accountability

Strategic Drivers (5 year plan)

- Sustainability
- Financial
- Environmental
- Quality of public education
- Housing diversity
- Tax-base diversity
- Citizen engagement
- Provision of community and human services

FY-21 Goals (short term)

- Finalize FY21 budget warrant by 9/15
- Pare down liaison assignments by 8/1 (done)
- Require draft minutes of Board meetings prior to next meeting
- Encourage communication between Board liaisons and committee counterpart by 8/31
- Hold joint meeting with Finance Committee by 9/1
- Hold joint meeting with Board of Health by 9/1
- **Land use boards reorganization proposal (Spring TM)**
- **Insurance Advisory Committee proposal (Spring TM)**
- **Highland Building Recommendation (Spring TM)**

Process Improvement

- Circulate BOS agenda 7 days in advance of meetings
- Require written reports/recommendations from reporting boards/committees that request actions by the BOS at least 7 days prior to BOS meetings.
- **Revised Personnel Policy By-law (Spring TM)**

Appointments/Resignations:

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to accept the letter of resignation from Walter Hickman from the Senior Tax Advisory Board effective immediately.

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

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to appoint Maureen Cosgrove Cosgrove-Deery (575 South St) and George Payne (575 South St) to serve on the Carlisle Affordable Housing Trust with terms expiring on June 30, 2021.

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to appoint David Ely (610 Rutland St) to serve on the Agricultural Commission with a term expiring June 30, 2023.

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

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to appoint Reuben Klickstein (51 Indian Hill) to serve on the Senior Tax Advisory Board with a term expiring June 30, 2021.

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

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to appoint Chief John Fisher, Sgt. Scott Barnes and Lt. Leo T. Crowe from the Carlisle Police Department and Joseph Topol (81 Graystone Ln) as Constables with terms expiring on June 30, 2021.

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

On the motion made by Kate Reid and seconded by Barney Arnold, it was **VOTED** to appoint Brian Mottershead (110 Patch Meadow Ln) and Adelaide Grady (75 Indian Hill) to serve on the Energy Task Force Committee with a term expiring June 30, 2021.

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

Town Administrator's Report:

Ameresco Solar Panels at Carlisle Public School – project update

Good progress continues to be made by Ameresco on the solar project at CPS. There has been good communication between School Facilities manager Rob Fortado and Ameresco. Incidentally, Rob has done an outstanding job coordinating with both Ameresco and Sunshine paving on this project. The paving is largely completed and striping will be done at a later date.

There was a delay in the steel mounting hardware for the panels in the teachers lot, but they are expected shortly. The installation of those panels should take approximately the next 2 weeks. The bus area of the project is complete, the electricians are tying in the light circuits presently.

Bedford Road – Complete Streets project update

Allied Paving, has installed new granite curb and sidewalks along Bedford Road, Lowell St, & Westford St. Granite curb has also been installed within the central island. New cement concrete wheelchair ramps have been constructed at new crosswalk locations. As part of the granite curb installation, traffic has been shifted to the new alignment within the roundabout and at the intersection of East St/Bedford Road. Over the next few weeks the Allied Paving will work to install the cobblestone truck apron, splitter islands, and the chip seal sidewalk. NITSCH Engineering has been overseeing the construction for the Town throughout the project as well as several members of the TSAC: Selectman Ascolillo, Chiefs Fisher and Sorrows, Lee Storrs and Bill Risso.

Early/Mail-in voting for the September 1st State Primary,

Filled ballots must be received by the Town Clerk either by mail, the secure drop box at Town Hall (to the left of the front main doors, normally used for taxes and other Town business), or in person (dropped off in the Town Clerk's office during open hours) before the close of polls (8 p.m.) September 1. Before returning your ballot make sure you have signed the yellow ballot envelope.

NOTE: Voters have expressed concern about needing to fold the ballot to fit it in the secure drop box. This is not a problem, folding the ballot has no bearing on the validity of your ballot.

State Primary Election Day is Tuesday September 1, 2020.

Polls are open 7AM - 8PM.

State Primary Early Voting will take place at Town Hall on:

- Sat August 22 and Sun August 23 2:00-4:00PM
- Mon August 24 – Thurs August 27 10:00AM-2:00PM
- Friday August 28 10:00AM-1:00PM

Upcoming Selectmen's Meeting Schedule:

- September 8, 2020
- September 15, 2020
- September 22, 2020

- Saturday, October 17th – Special Town Meeting

Liaison Reports:

Kate Reid/Municipal Facilities Committee
Septic System Test Pits for the DPW are being dug on a strip of land owned by the Town.

Alan Lewis / Council on Aging

The new COA Outreach/Social Worker Carol Grueneich has started working for Carlisle and has been meeting with residents. There will be more COA classes/programs offered this fall thanks to the support of the Carlisle Fire Department.

Municipal Aggregation Working Group recently met to discuss the contract renewal process. The current contract with Colonial Power Company will expire later this year. The working group members include Town Administrator Timothy Goddard, CETF chair Bob Zogg, Alan Lewis and Carlisle resident Glen Reed

D. Model/ CCHS Regional School Committee

Concord has submitted a \$300K budget reduction which results in an approx. 25% reduction for Carlisle.

Carlisle Public Schools – CSC has approved a hybrid education plan for 2020 -2021. The plan is split into three phases, and each phase will be assessed before moving to the next phase. The first day of school is September 15th.

8/25/20 Meeting Action Items:

- Land-use Reorganization (Kate/David)
- Personnel Policy (Kate/Barney)
- Thank you to Tom Ratcliffe (Alan)
- Populate Highland Cte. (Alan)
- Maintain liaison w/Aggregatoin sub-committee (Alan/Barney)
- Conduct eval/contract with LT Crowe (Kate / Barney)
- Conduct eval/contract with Fire Chief (Alan/Luke/Darr)
- Follow up on IT Project (Alan/ Tim)
- Insurance Advisory Cte. (Alan/Tim)

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

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

List of documents discussed at meeting

- BOS Meeting Packet Material