

BOARD OF SELECTMEN
Tuesday, March 27, 2018

The Board of Selectmen met on Tuesday, March 27, 2018 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Luke Ascolillo, Kate Reid, Nathan Brown, and Claude von Roesgen. Selectman Kerry Kissinger participated remotely via Skype.

Note: In accordance with OML requirements for Remote Participation all votes taken during tonight's meeting shall be by roll call vote.

Community Input:

There were no requests

CCHS Student Community Service project – Childcare for board volunteers

The Board of Selectmen met with Vanessa Moroney to discuss a proposal for a Concord Carlisle High School (CCHS) Student Community Service Project to provide free childcare for volunteer, unpaid elected and appointed officials while conducting official town business.

The proposal is that CCHS students would be eligible to receive Community Service Credit Hours for providing free childcare to a volunteer, unpaid elected or appointed Carlisle Town Official while conducting official business. The CCHS student must provide this service for no pay, and the Town Official beneficiary must not be a family member.

In order to receive credit for this community service, the Town Official beneficiary must email their Town staff contact with the name of the CCHS student deserving of the credit along with the number of hours served, the date, and a description of the official business to which the beneficiary was attending. The Town staff contact would then reply to the Town official beneficiary and CCHS student, confirming the allowable Community Service credit hours earned. The student would then retain this email for their community service records. The CCHS student is responsible for filling out. The Community Service Completion Form online at www.2volunteconline.org. The Supervisor's name will be the Town staff member who confirmed the credit hours.

On the motion made by Claude Von Roesgen and seconded by Nathan Brown, the Board of Selectmen unanimously **VOTED** to support the CCHS Student Community Service project proposal for CCHS Students to receive community service credit by providing free childcare for volunteer, unpaid elected and appointed officials while conducting official business.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE

Agricultural Commission:

The Board of Selectmen met with Peter Mastromarino on behalf of the Carlisle Agricultural Commission shares the results of the 2016-2017 Agricultural Census. The true response rate is unknown; stats do not include numbers from Great Brook Farm or Clark Farm, plus several other farms; it is not clear if all respondents included their Foss Farm plots.

2016/2017 Agricultural Census:

Total responses: 159 out of 1200 that were mailed out

Wish to be anonymous:	yes = 63 (40%)
Want to receive AgCom emails:	yes = 55 (35%)
Want to be added to a farmer-managed email list	yes = 38 (24%)
Want to be listed in the Agricultural Directory:	yes = 24 (15%)

Farm / Garden Plots:

105 household vegetable plots (66%)

Average plot size = 1600 sq ft

Median plot size = 375 sq ft

Wide variety of vegetables grown, plus many acres of flowers

Fruits, Berries & Flowers:

69 households (43%) grow fruits & berries: 100s of blueberry, raspberry, gooseberry, and blackberry bushes; apple, peach, pear, and cherry trees; and grapevines, plus more

Hay & Grains:

Nearly 40 tons of hay & silage grown, plus some small-scale grains

Wood:

Over 60 acres of woods managed, producing ~10 cords of firewood, some lumber

Animals:

11 households (7%) kept a total of 26 beehives

300+ layer chickens (22 flocks)

155 meat chickens (3 households)

55 ducks (5 households)

15 sheep (3 households)

24 goats (5 households)

21 pigs (3 households)

0 dairy cattle

4 beef cattle (1 household)

30 horses, 1 donkey (7 households)

5 llamas (2 households)

Other:

Gallons of maple syrup (2 households)

Dye plants + medicinals (1 household)

Finance Director: FY19 Summary of Health Insurance changes

The Board of Selectmen met with Town of Carlisle Finance Director Kerry Dion-Colburn for an update on the changes to FY2019 Employee HMO health plan copays and deductibles have resulted in 2% premium savings. The total dollar value of FY2019 premium savings equals \$31,408 based on January 2018 enrollment census. 25% cost savings is to be distributed to employees as mitigation funds in the form of a "Health Premium Holiday" for the first payroll in December. Health premium credits will be applied to employees on active plans in the amount of \$45.00 for Individual HMO plans and \$115 for Family HMO plans, retirees on active plans will receive a vendor check in the amount of \$45 for individual HMO plans and \$115 for Family HMO plans. The FY2019 mitigation payments do not apply to enrollees of HSA qualified plans.

Opt Out Program: The Town will offer an Opt Out of Health Insurance Program beginning with the FY2019 Health Plan Year (June 1, 2018 – May 31, 2019). The Opt Out Program is available to employees who are enrolled in one of the Town of Carlisle's active employee health insurance plans as of March of 2018. Stipend payments will be made to employees via payroll in June after an employee withdraws from and remains off of the Town's health insurance for the full plan year. Details are available in the "Town of Carlisle Opt Out Program Administration Guidelines" document.

HSA Qualified High Deductible Health Plans: The Town will offer HSA Qualified High Deductible Health Plans beginning with the FY2019 Health Plan Year (June 1, 2018 – May 31, 2019) which employees may voluntarily enroll in. The HSA Qualified Plans offer premium savings of 18% – 21% as compared to the traditional employee HMO plans. The Town will make HSA contributions in the amount of \$400 to employees who enroll in individual High Deductible Plans and \$800 to employees who enroll in family High Deductible Plans. One half of the Town's HSA contribution will be made up front in June of each plan year and one half of the Town's HSA contribution will be made in October of each plan year. Employees who enroll in the plan during the plan year will have a prorated Town contribution for the number of months they are enrolled in the plan. Town contributions for employees enrolling during the plan year will be made as follows – one half during the month of enrollment and one half no more than 4 months following the month of enrollment.

Flexible Spending Accounts: The Town will continue to offer both standard Medical and Dependent Care Flexible Spending Accounts. Employees who enroll in the HSA Qualified High Deductible Health Plans cannot have a standard Medical Flexible Spending Account

Below are the Minuteman Nashoba Health Group FY19 Approved Health Plan Funding Rates:

HEALTH PLAN	FY18 Rates		FY19 Rates		Percent Increase
	Individual	Family	Individual	Family	
Tufts HMO	\$ 776.00	\$ 2,108.00	\$ 815.00	\$ 2,213.00	5.0%
Tufts POS	\$ 2,144.00	\$ 5,657.00	\$ 2,316.00	\$ 6,110.00	8.0%
Harvard Pilgrim HMO	\$ 797.00	\$ 2,095.00	\$ 861.00	\$ 2,263.00	8.0%
Harvard Pilgrim PPO*	\$ 1,819.00	\$ 4,804.00	\$ 1,965.00	\$ 5,188.00	8.0%

Fallon SelectCare HMO	\$ 586.00	\$ 1,565.00	\$ 642.00	\$ 1,714.00	9.5%
Fallon DirectCare HMO	\$ 545.00	\$ 1,458.00	\$ 597.00	\$ 1,597.00	9.5%

FY19 HSAQ Rates:

HSA-Qualified Plans (1st Year)	<i>Individual</i>	<i>Family</i>
Tufts HMO HSAQ	\$ 668.00	\$ 1,815.00
Harvard Pilgrim HMO HSAQ	\$ 680.00	\$ 1,788.00
Fallon SelectCare HMO HSAQ	\$ 526.00	\$ 1,405.00
Fallon DirectCare HMO HSAQ	\$ 490.00	\$ 1,310.00

On the motion made by Nathan Brown and seconded by Claude Von Roesgen the Board of Selectmen unanimously VOTED to support the FY19 Health Insurance changes as described in the Summary of Insurance Changes dated 3/26/2018.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE

Planning Board - Personnel Request

The Board of Selectmen met with Planning Board chair Peter Gambino regarding their personnel request submitted in November and revised in February was favorably approved by the Personnel Board by a unanimous vote (3-0) at their last meeting held March 26, 2018.

Mr. Gambino presented the selectmen with copies of the Planning Board's personnel request and all of the supporting documents reviewed by the Personnel Board.

Documents reviewed include a memo from Planning Board Chair Peter Gambino to Personnel Board, Draft Assistant Planning Job Description, A matrix of data on Assistant Planner positions from surrounding towns along with job descriptions for Assistant Planner/Associate Planner/Entry Level Planner from other towns, Table of FY2018 Compensation Plan and Personnel Board Minutes from January 2009. See attached.

Mr. Gambino provided the Board of Selectmen with some background information to better explain the reasoning behind the Planning Board's Personnel Request. Approximately 2 ½ years ago the Planning Board voted to change the Planner position to part-time and the Administrative Assistant became a full-time position. As result, the current administrative assistant has taken on a considerable amount of additional responsibilities and interacting with the public and applicants in addition to maintaining the GIS data system.

Town Administrator Timothy Goddard clarified that the vote of the Personnel Board regarding the creation of this new position was contingent upon the availability of funding and the concurrence of both the Board of Selectmen and the Finance Committee.

Luke Ascolillo stated that this is the type of request that he can fully support explaining that the Planning Administrator stepped back and the Administrative Assistant stepped up.

Kate Reid stated that she has some qualms with the board approving this request because the discussion of a full time Planner will need to be revisited and expects this will be discussed during the Master Planning process.

Kerry Kissinger stated that he would not be voting on this matter tonight explained that due to his remote participation he did not have access to the material distributed the selectmen this evening.

On the motion made by Nathan Brown and seconded by Claude Von Roesgen the Board of Selectmen **VOTED** to support the elimination of the Administrative Assistant and the creation of the Assistant to the Planner position and further agreed revisit the shift in staffing hours in a year or until a succession plan has been developed and approved.

ROLL CALL VOTE: (4-0-1) L. Ascolillo-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE. Kerry Kissinger abstained from voting.

Long Term Capital Requirements Committee - FY19 Recommendation

The Board of Selectmen met with Finance Director Kerry Dion-Culburn and William Risso (Member of the Municipal Facilities Committee) for an update on the Long Term Capital Requests and FY19 Recommendations.

The board reviewed a spreadsheet of the containing the list of Recurring Annual Capital Requests and Historical Approvals. See Attached.

Kate Reid (appointed LTCRC member) also answered questions.

Finalize 2018 Annual Town Meeting Warrant:

Town Administrator Timothy Goddard explained that the Annual Town Meeting Warrant Booklet will not be finalized until after the Finance Committee has finalized the budget. However, the Board of Selectmen can vote to execute the April 30, 2018 Annual Town Meeting Warrant and May 8, 2018 Election Warrant as presented this evening.

Town Moderator Wayne Davis was not available to attend tonight. However, the proposed order of the warrant articles as presented tonight was suggested by the Town Moderator.

Mr. Goddard explained that if there are subsequent changes that must be made to any of the warrant articles it will be addressed in the final motion. He further explained that it is the motion that is voted on, and not the article as printed on the Town Meeting Warrant.

The Draft ATM Warrant contains 25 Warrant Articles listed as follows:

- ARTICLE 1 – Consent Agenda
- ARTICLE 2 – Town Reports
- 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 2019 Chapter 90 Authorization
ARTICLE 8 – Department Revolving Funds Authorization
ARTICLE 9 – Fiscal Year 2018 Budget Transfers
ARTICLE 10 – Rescind Authorized but Unissued Debt
ARTICLE 11 – FY19 Operating Budget
ARTICLE 12 – CAPITAL EQUIPMENT
ARTICLE 13 –MUNICIPAL FACILITIES
ARTICLE 14 – Animal Control Bylaw
ARTICLE 15 – Special Appropriations
ARTICLE 16 – PEG Local Access Appropriation
ARTICLE 17 – Approve/Fund Collective Bargaining Agreements
ARTICLE 18 –Accept M.G.L. c.90, § 17C (Speed Limits)
ARTICLE 19 – Capital Funding - Technology
ARTICLE 21 –Amend Section 5.11 of the Carlisle Zoning Bylaws
ARTICLE 22 – Amend Town Bylaws, Section 3.9, Finance Committee
ARTICLE 23 – Personnel Bylaw
ARTICLE 24 – Land Transfer (Parcels 4-23A-1 and 4-23A-3)
ARTICLE 25 – CCRSD CAPITAL PROJECT \$1,000,000

Mr. Goddard stated that if the Board of Selectmen decide later to change the order of the warrant articles this change could be made at Town Meeting.

On the motion made by Nathan Brown and seconded by Claude Von Roesgen the Board of Selectmen unanimously **VOTED** to execute the April 30, 2018 Annual Town Meeting Warrant and the May 8, 2018, Town Election Warrant as presented on March 27, 2018.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE

- Annual Town Meeting - Monday, April 30, 2018, Corey Auditorium. 7:00 p.m.
- Finance Committee Hearing on the Warrant - Monday, April 23, 2018 in the Heald Room, Town Hall, 7:00 p.m.
- Town Elections - Tuesday, May 8, 2018, Town Hall
Polls Open 7:00 a.m. to 8:00 p.m.

Town Administrator's Report

1-Appointment of Animal Inspectors

In accordance with Ch. 129 of the Mass. General Laws, the Board must nominate annually any individuals you wish to appoint as animal inspectors. Both Deborah Toher and Lawrence Sorli have indicated to the Board of Health they are interested in being nominated for reappointment.

On the motion made by Kate Reid and seconded by Nathan Brown, the Board of Selectmen unanimously VOTED to nominate Deborah Toher and Lawrence Sorli for the position of Animal Inspector and their names be submitted to the Department of Agricultural Resources for confirmation.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE

2. Emergency Notification System

Town Administrator has changed vendors for the emergency notification system for the Town of Carlisle from BlackBoard Connect to RAVE Alert. There was a demonstration from RAVE several weeks ago and public safety officials were impressed with the robust services and user-friendly interface. The cost is nearly half of what the town has been paying BlackBoard Connect.

3. Status of Home Rule Recall bill

Town Administrator has been in touch with Representative Atkins' office regarding the home rule petition for recall procedures that passed at the 2016 Annual Town Meeting. The bill has been long-delayed and is now in the Committee on Third Reading which means that it is likely to come to the House floor for a vote in the next month or so. The only substantive change so far is that the House felt that our provision to prohibit a recalled official from running for a future elective office for two years after being recalled might infringe upon the individual's rights and be deemed unconstitutional. So now the legislation reads that a recalled official cannot be appointed to another position for two years but would be free to run for election again.

4. HeatSmart program – Banner request

Bob Zogg has request permission to hang a 3' x 20' banner advertising the HeatSmart program over School Street. He has requested that the banner be hung through the end of July but he realizes that events like Old Home Day would take precedence.

On the motion made by Nathan Brown and seconded by Kate Reid, the Board of Selectmen unanimously **VOTED** to approve the banner request. Additional request shall be submitted to the Board of Selectmen to rehang the banner after the Old Home Day Celebration.

Upcoming Meeting Schedule:

April 10, 2018 – Regular Selectmen's meeting

April 23, 2018 – FinCom FY19 Budget Hearing. Clark Room, 7:00pm

April 24, 2018 – Regular Selectmen's meeting

BoS Liaison Reports

Claude – ***Energy Task Force Committee*** has applied for a Green Communities Grant (\$20K) for the purchase of Anti-idling equipment for emergency vehicles designed to reduce fuel expense

and carbon emissions through active monitoring of both battery capacity and vehicle ambient temperature.

Kate –*Carlisle Housing Authority* has requested that the Board of Selectmen follow up with Board of Health, Planning Board and Conservation Commission regarding appointing representatives to serve on the newly established LIP Regulations Committee.

Kerry - *Deer Committee* held a public hearing on the proposed Deer Hunting Regulations. Some of the requested revisions include:

- Reduce the Hunting Season in both number of number of days and hours
- Proposed number of permits for 2018
- Preference to be given to town residents and employees.

Kerry- *Center Park*

Mr. Kissinger requested the board's consideration to approve one of the four following options regarding the continued management of Center Park now that the Standing Committee has disbanded:

Option 1 – Appoint Gary Davis as de-facto manager of Center Park. Gary can direct the DPW staff to perform certain maintenance tasks: and supervise the operation and maintenance of the sprinkler system and request written estimates for lawn services to rake leaves, prune and trim bushes and fertilize and pest control applications

Option 2 – Allow the Founder of the Park to fundraise for the maintenance of the Park (Go back to the way things were prior to forming the Standing Committee with spending authority.) Although the board would appoint the Town Administrator or designate a person to the spending authority under this option

Option 3 – Establish the Friends of Center Park similar the Friends of the Gleason Public Library and Council on Aging. This would be a non-profit corporation that has an independent Board of Directors with the charter to support the Town-owned Center Park.

Option 4 – Do nothing and request the DPW to mow the lawn as needed.

Mr. Kissinger explained that Option 2 may be the only viable option at this point. The Founder has offer her services to fundraise for the park. She could continue to manage the Park in accordance with her vision and the Charter established by the Board of Selectmen. She would have no authority to spend money from the Center Park Fund but she could make a request for such funds from the designated Town official. There would be no town funding under this option.

The board agreed to postpone voting on this matter until their next meeting to allow more time to review and consider all of the options presented.

Minutes: Approval of the February 27, 2017 Board of Selectmen Meeting Minutes has postponed until the next scheduled meeting.

9:45p.m. On motion made by Nathan Brown and seconded by Claude Von Roesgen, it was unanimously *VOTED* to adjourn.

ROLL CALL VOTE: L. Ascolillo-AYE, K. Kissinger-AYE, K. Reid-AYE, N. Brown-AYE and C. Von Roesgen-AYE

MEETING ADJOURN



MEMORANDUM

TO: Board of Selectmen, FinCom, and Facilities Committee

FROM: Timothy D. Goddard, Town Administrator

RE: Facilities Manager recommendations

DATE: April 6, 2018

I have been asked to develop an outline for integrating the proposed new Facilities Manager position into the existing town governmental structure as well as to describe how I envision the position interacting with the Facilities Committee in term of process, financial controls and reporting structure. This memorandum will attempt to answer some of these questions and resolve these issues but I certainly open to different views and perspectives regarding this. I expect that this memo will result in further conversations that will better define an optimal process.

Procurement Background

As Town Administrator I am also the Chief Procurement Officer for Carlisle and have procurement authority for all Town Departments. I am guided by both the Town's Procurement Policy (attached) and the MGLs related to procurement. I also have the ability to delegate that authority appropriately, for example, I have delegated procurement authority to the School Business Manager for all school-related purchasing.

Per the proposed Facilities Manager (FM) job description, this position would report directly and daily to the Town Administrator. My intention would be to delegate procurement authority to the FM for: the awarding of all contracts under \$10,000 and soliciting price quotes between \$10,000 - \$50,000 with the CPO retaining awarding authority. This would insure that the FM would be able to move forward with his/her work schedule without having to wait for approval of small contract amounts. For all procurements/projects greater than \$50,000 which require a formal bidding process, I recommend that those contracts be awarded by the Board of Selectmen with the concurrence of the Municipal Facilities Committee (MFC).

I have attached to this memo the Inspector General's Procurement Charts which describe in detail the compliance requirements for MGL Ch.30B (Supplies/Services), Ch.149 (Building Construction) and Ch.7c (Design Services for Public Buildings). I suggest that our own procurement processes mirror these for the sake of consistency.

Facilities Committee process

One of the first tasks of the FM will be to develop a work plan/priorities based on the schedule of Town Meeting approved projects. I envision this being accomplished in concert with the MFC. It is hard to say at this point what that schedule would look like but certainly the projects can be separately pretty easily by estimated cost: projects under \$10K, projects between \$10K - \$50K and those over \$50K that require a formal bidding process. The FM would meet biweekly or monthly with the MFC to provide project updates on those smaller dollar amount projects that he/she is authorized to award and to seek committee input on the development of specifications, scope of services and bid documents for larger projects. The MFC's role in the procurement process would be to formally recommend the award of vendor contracts of \$50,000 and greater to the Board of Selectmen.

Facilities Manager Job Description

I have also attached the proposed job description for the Facilities Manager which is currently under review by the Personnel Committee. The Personnel Committee will grade out the position and recommend a specific pay grade so that we can begin to recruit immediately following Annual Town Meeting. It is a fairly basic job description but I will point out as drafted the FM:

"Works under the general direction of the Municipal Facilities Committee, reporting directly to the Town Administrator".

Municipal Facilities Committee Charge

I have undertaken here to make some clarifying changes to the MFC charge. At this point in time the FM will have responsibility for Town buildings rather than the School so references to school-related facilities have been deleted. I have inserted language that makes is clearer that the MFC will annually "recommend" a list of capital projects to the LTCRC. I think it makes more sense for the Town to have just the one capital plan going forward. Also, I have stated previously in this memo, I believe that the MFC should formally vote to recommend the awarding of contracts for any project greater than \$50,000 and that the Selectmen should remain the awarding authority. This maintains consistency with our stated policy and with the Commonwealth's procurement statutes. Additionally, I define "major project" as anything over \$150,000 which would necessitate the BoS naming Department Head(s) as non-voting members of the MFC for the duration of the project. Finally, I recommend that for prudent financial control and consistency with the Town's financial procedures that the capital budget for these projects be placed under the control of the TA/Board of Selectmen.

Again, these are my thoughts about how the Town would manage this process going forward. I think we all agree that we are taking a much-needed step in adopting a new approach to facilities management. I invite your comments and input.

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MUNICIPAL FACILITIES MANAGER

Position Purpose:

The purpose of this position is to manage daily operations of town building repair and maintenance including janitorial, HVAC and other building systems as well as management of building construction/repair activities; performs all other related work as required.

Supervision:

Supervision Scope: Independently performs building management functions under specific instructions and with some independent judgment required as to methods or procedures.

Supervision Received: Works under the general direction of the Municipal Facilities Committee, reporting directly to Town Administrator.

Supervision Given: None.

Job Environment:

Work is performed under some unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions. Exposed to the hazards associated with working with electricity.

Makes frequent contacts with other town officials, staff, vendors, and the general public; contacts involve discussing very routine information.

Errors could result in damage to buildings and equipment, injury to self and others, and create some hazards to safety.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Responsible for the administration of a comprehensive maintenance program including overall maintenance, planning and scheduling of both long and short-range construction and maintenance projects related to the specific needs of Town properties.
- Coordination of capital projects with relevant Town departments and committees; upkeep and inventory of all relevant information related to each Town property including site survey documents, “as-built” construction documents, equipment lists, parts lists, routine

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and preventive maintenance schedules, study and planning documentation, building assessment documentation, O&M manuals, Certificates of Occupancy, etc.

- Managing a maintenance program that includes long- and short-term maintenance priorities.
- Preparation of budgets/estimates/schedules related to the upkeep and capital improvement of Town properties, and presentation of information to Town Departments, Boards/Committees as required.
- Responsible for coordinating all emergency and standard maintenance activities as well as major systems maintenance and repair related to buildings (eg. HVAC, elevators, fire suppression, electrical hot water).
- Maintaining service agreements and qualifying vendors for repairs or maintenance
- Responsible for the development and implementation of work order, inventory and information tracking programs and/or tools to assist with the prioritization of maintenance needs, resource planning, delivery and budget allocation required to keep Town properties at the highest operational/functional levels possible.
- Reports to the Municipal Facilities Committee, Town Administrator, or designee as part of the day-to-day operations, as well as additional “as needed” reports to the Board of Selectmen, and other Boards and Committees, as needed.
- Day to day interactions with department heads and maintenance vendors to ensure the most effective use of resources when maintenance services are needed, consistent with the overall maintenance program.
- Review all invoices and present them to the Town Administrator/Board of Selectmen for final approval and payment.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelors Degree in Engineering; Facilities Management; Construction Management; Architecture; or related fields is strongly preferred and additional graduate level degree and/or management courses is desirable or any equivalent combination of education and experience.

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Knowledge, Ability and Skill:

Knowledge: Familiarity with NFPA, OSHA, DEP, Building Codes, ADA, Energy Codes, LEED, etc. and other government regulations as it relates to buildings and systems are desired.

Ability: Ability to operate independently with little daily supervision. Ability to analyze and evaluate the status of building and equipment repairs. Ability to perform plumbing, electrical, and carpentry work in the maintenance and repairs of buildings.

Skill: MA License in one of the major trades (Electrical, Plumbing, HVAC, etc.) is desirable.

MA Unrestricted Construction Supervisors License is desirable.

MA Professional Engineer and/or MA Registered Architect are desirable.

Massachusetts Certified Public Purchasing Official (MCPPO) certification is desirable.

LEED Professional Credentials from the Green Building Certification Institute (GBCI) are desirable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires constant moderate physical effort including extensive walking, reaching, standing, stooping and climbing. Frequently required to lift, move, and/or push furniture and equipment which may weigh 30 pounds or more. While performing the duties of this job, the employee is frequently required to handle, or feel objects, tools, or controls; and reach with hands and arms. Vision and hearing correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)



TOWN OF CARLISLE BOARD OF SELECTMEN

Procedure for:

PROCUREMENT OF SUPPLIES AND SERVICES, DISPOSAL OF SURPLUS TOWN OWNED PROPERTY/SUPPLIES AND EXECUTION OF CONTRACTS

Purpose

This directive is issued for the purpose of ensuring that all contracts entered into by the Town of Carlisle are in compliance with all applicable local, state, and federal law, including Massachusetts General Laws, Chapter 30B, the Uniform Procurement Act. In accordance with the provisions of the Act, the Chief Procurement Officer for the Town shall oversee the procurement function in conformity with the Statute.

Definitions

“Chief Procurement Officer”-The Town Administrator as appointed by the Selectmen, pursuant to MGL Ch. 30B and MGL Ch. 41, §103.

Procurement Requirements

1. Subject to the approval of the Chief Procurement Officer, department heads shall have the discretion to make purchases under \$10,000 using sound business practices. Department heads should solicit price lists and quotations from competing vendors on a regular basis to make sure the Town is getting favorable prices for all purchases.
2. The Chief Procurement Officer shall oversee procurements in the amount of \$10,000 to \$50,000. For each such procurement, it shall be the responsibility of the requesting department head to:
 - a. prepare a written description which includes all purchase requirements,
 - b. seek written price quotations on said written description from no less than three competing vendors, which quotations shall be summarized on a form prescribed by the Chief Procurement Officer, and

- c. obtain the written approval of the Chief Procurement Officer thereon to award the contract to the lowest responsive and responsible bidder. The term “lowest, responsive and responsible and bidder” means the bidder whose bid is of the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work.
3. All procurements of more than \$50,000 shall be made by the Chief Procurement Officer with the requesting department head on the basis of an Invitation for Bids (IFB) or Request For Proposals (RFP), as set forth in MGL Chapter 30B.
4. All procurements over \$10,000 shall require submission of a Procurement Compliance Checklist (attached) to the Chief Procurement Officer.

Execution of Contracts

1. All contracts of \$10,000 or more shall be in writing, and shall be executed by the Chief Procurement Officer.
2. The Board of Selectmen or other authorized awarding authority approved by the Town Meeting shall enter into:
 - (a) all grant agreements of any amount, and
 - (b) all contracts for procurements of more than \$50,000.
3. The Chief Procurement Officer is hereby authorized, pursuant to MGL C.41, §23 to enter into contracts for procurements of \$50,000 or less.
4. Unless authorized by a majority vote by Town Meeting, the Town may not solicit or award a contract for a term greater than five years, including renewals, extensions or options.
5. The Town Accountant shall be provided with and shall maintain a copy of every contract executed by the Board of Selectmen, Chief Procurement Officer or authorized awarding authority.

Disposal of Surplus Town Owned Property/Supplies

Any Board or Officer in charge of a department of the Town may, with the approval of the Chief Procurement Officer, for property having an aggregate value of **less than \$10,000**, transfer to another Town Department or transfer by sale any personal property within the possession or control of the department which has become obsolete or is not required for further use by the department or any other department.

For supplies with a resale or salvage value of **\$10,000 or more**, the Town will use one of the alternate methods of sale: (1) sealed bids, or (2) public or on-line auction.

For supplies with a resale or salvage value of **\$10,000 or more**, the Town will also post notice indicating the supply offered for sale, the location and method for inspection of the supply, the terms and conditions of the sale including the place, date, and time for the bid opening or auction, and a statement that the Town retains the right to reject any and all bids. The Town will post this notice in a conspicuous place for at least two weeks until the bid opening or auction, and will publish the notice in the local newspaper at least once not less than two weeks prior to the bid opening or auction.

Effective Date

This directive shall take effect on **July 25, 2017** on which date this directive was approved by vote of the Board of Selectmen.

CARLISLE MUNICIPAL FACILITIES COMMITTEE

The Town shall have a Municipal Facilities Committee consisting of five (5) interested and qualified people appointed by the Board of Selectmen for annual terms. The Committee shall be responsible, when authorized by the Board of Selectmen, and/or Town Meeting vote, for investigating and advising the Town regarding the design, construction, reconstruction, maintenance alteration or enlargement of all buildings and facilities owned by the Town or constructed on land owned, leased or operated by the Town. The buildings within the scope of the Committee include, but are not limited to, the Town Hall, Library, , police and fire buildings, Department of Public Works building, the Highland building, and the Cranberry Bog House.

The Committee will also be responsible for developing and implementing long term maintenance plans and overseeing selection of maintenance contractors and major maintenance activities for all Town facilities.

The Committee will also recommend all facility projects that will be submitted to the Long Term Capital Requirements Committee (LTCRC) for funding requests. The committee will establish and maintain a 10-year master plan for each facility that will assure that the facility will maintain level performance and does not deteriorate.

All solicitations for maintenance and designer services and invitations for bids for construction shall be coordinated with the Town Administrator/Chief Procurement Officer to assure compliance with the applicable provisions of the General Laws. Per Town procurement policy and the General Laws, The Town Administrator/CPO and shall award and execute all services contracts and construction contracts of less than \$50,000, while the Board of Selectmen shall award and execute all contracts of \$50,000 and greater upon the favorable recommendation of the Municipal Facilities Committee

In support of major construction projects of \$150,000 or greater, the Board of Selectmen shall appoint the department head and/or two (2) committee members for which a project is being planned or constructed as non-voting ex officio members of the Municipal Facilities Committee for the duration of said project.

Appropriations.

A. The funds for construction activities for facilities and for capital expenses of existing facilities shall be appropriated to and expended under the direction of the Town Administrator and Board of Selectmen.

B. Whenever funding approval is sought from Town Meeting, the Committee and the Board or committee for which a project is being planned, or capital expenses for a building being requested, shall provide a detailed report to Town Meeting that includes an explanation of the project need, scope of work, alternatives, schedule, costs, and how it fits into an overall cohesive plan.

C. Funding for some projects may also come from existing department budgets to enable the town to leverage services and contracts across municipal facilities.