

Carlisle Select Board
Tuesday, January 12, 2021
Remote participation: Zoom Meeting
Minutes

Meeting ID: 847 2180 0601

The Carlisle Select Board met on Tuesday, January 12, 2021 at 7:00 p.m. by remote participation via Zoom Meeting (Meeting ID: 847 2180 0601) 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.

LEPC Update:

Confirmed Case (tested)	119
Case Count (in the last 14 days)	16
Percent Positivity (in last 14 days)	2.95%

Carlisle Police Chief John Fisher provided an update this week on the town's preparations for holding COVID-19 vaccination clinics. Local Emergency Planning Committee (LEPC) is working with the town's Vaccination Committee making preparations to immunize town residents. Town of Carlisle's application to run a COVID-19 vaccination clinic has been approved by the state.

State guidelines call for a three-phased roll-out. Chief Fisher stated that the town must follow the state guidelines. Residents can check the website (www.mass.gov/covid-19-vaccine-in-massachusetts)for updated information on who will be eligible for vaccinations over the coming weeks.

Neighborhood Response Team (CNRT) has been active in recent weeks assisting with food deliveries and other services for residents in need. Volunteers may be needed to help with food distribution. Anyone that is interested should contact the CNRT at: carlisleNRT@gmail.com or 1-978-254-0508.

Carlisle Cheer Project - Barney Arnold requested that the Select Board approve the use the Town Common for a special event to demonstrate the town's sense of community after the recent events that took place at the U.S. Capital building. All town residents will be invited to add one link made of paper to the chain, until it stretches across the lower end of the common. The goal is to create a symbol of unity.

On the motion made by Barney Arnold and seconded by Kate Reid, it was unanimously **VOTED** approve the use of the Town Common for the purpose as described.

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

Recap of January 5th public information session for cable licensing

Comcast is operating under a 10 year license that expires in October 2021. The Town intends to extend the license for 1 year.

Comcast has an estimated 1,400 subscribers in Carlisle

License renewal process steps - The license renewal process generally starts 30 to 36 months before the license expires. Since Carlisle is beginning the process late, she suggests the town extend our current contract for an additional year to provide adequate time for negotiations. The process involves a license performance review of Comcast that includes a fee review, legal compliance review, and technical capabilities review.

Community participation needed - The renewal process includes a community needs assessment to determine town goals. Volunteers will be needed to participate in the focus groups. Residents will also be asked to participate in an online survey.

The contract only covers cable use, not telephone or Internet, even though those services are usually bundled together. State and federal laws dictate local regulations, and local governments cannot dictate services like what channels are broadcast, data caps or price.

The cable renewal process affords Carlisle the opportunity to guarantee state-of-art-communication services for the next ten years (including bandwidth and functionality that meets current and future needs) upgrading existing hybrid coaxial cable with more fiber for greater capability and speed. The contract can also stipulate where Comcast provides service in town and the line extension policy. Carlisle will have the ability to negotiate the standard distance from pole to house before residents have to pay for any gap overage.

Carlisle can negotiate continued support for public education and government access (PEG) channels and local community use of the cable system. This can include requiring high definition—or the most advanced format in the future—broadcast of PEG channels; the ability to transmit programs live from multiple locations in town; free cable connections to town offices, the school and community locations; electronic programming guides; and future platforms and technologies that may emerge over the coming years to provide programming.

Joint Meeting with Finance Committee re: FY22 Budget Planning

The Select Board met with Fincom chair Jim Darr to discuss FY 22 Budget Planning process.

At 7:31PM the Finance Committee met Board of Select for a joint session. Finance Committee members present include Jim Darr, Scott Triola, Victor Liang, Aaron D'Elia, James Catacchio and Lynne Lipinsky.

The FY22 Budget letter was distributed to all town departments in mid-December. Town departments will have the opportunity to meet with Finance Committee on January 25th and January 27th to review their department budget request and to discuss any issues or concerns regarding the FY22 budget planning process. The budget letter has requested each department to prepare a FY22 budget with no increase, excluding any cost-of-living adjustment (COLA). Draft budgets must include any contractually mandated increases.

Due to the uncertainty about where the town will be financially in FY22, the FinCom may need to prepare multiple budget options. FinCom has suggested Town Meeting be held in June in order to give the town time to react to what is happening in the financial environment. The state expects a 6% revenue reduction in FY21 although property taxes have held up in the Town of Carlisle.

Mr. Model expressed his concern that costs continue to increase, and it will be impossible for all department budgets to remain flat in FY22.

Mr. Darr explained that the FY21 budget was flat but allow for items like COLA, hourly personnel changes, and several new positions.

FY22 Operating Budget

BOARD OF HEALTH – FY22 Staffing Request

The Select Board met with Board of Health (BOH) Chair Tony Mariano and Health Agent Linda Fantasia regarding the BOH budget requests for FY22. The Board of Health has requested hiring a part-time Public Health Nurse for 10 hours per week and requested to 11 additional hours for the Assistant to the Health Agent for a total of 35 hours per week.

Mariano responded that there will be increased duties even after the pandemic subsides, including virus monitoring, additional vaccine clinics and disseminating public information.

Assistant Health Agent position - Mr. Mariano explained that the state requires a backup health agent for many programs and has been known to spot-check without notification to ensure cities and towns are in compliance. He also said that the current AHA is currently working on Title V training, but that training has been difficult to complete during the pandemic.

Health Agent Linda Fantasia stated that the health departments around the Commonwealth are slowly conforming to uniform criteria, and that the current assistant has been doing much of the required training on her own time and she had always planned to make the AHA a learning position so that a

person could shadow her role. COVID staffing restrictions at Town Hall have slowed down in-person training since she and her assistant split work schedules for safety reasons.

Luke Ascolillo reiterated his concerns that the Select Board already voted to approve the AHA position last year based on a presentation by the BOH that a more qualified individual at a higher pay grade was necessary. The Select Board approved new position and requested hours but is now being told that additional funding is needed to get this individual trained while on the job which is not consistent with what the board approved last year.

The board agreed to continue the discussion pending the recommendation of the Finance Committee.

It was further agreed that the board will prepare specific questions and give the BOH an opportunity to respond.

8:45pm Finance Committee adjourned its meeting.

2-COUNCIL ON AGING - Reorganization Plan

In FY 2021 this proposed reorganization plan would add a net of .5 additional staff hours and create a team of 3 full-time and 3 part-time employees. The total number of benefitted positions would increase from 3 to 4. The salary costs paid through the General Fund would be reduced by \$2165, while the use of State Formula Grant funds for personnel costs would decrease by \$4766.

The FY 2022 model, assumes one retirement, showing a net decrease of 7.5 staff hours and includes a reduction in Community Chest funding. This model does not allocate any State Formula Grant funds to salaries. Salaries paid through the General Fund remain \$673 below current funding.

FY 2021 PROPOSED									
Position	Grade/Step	Hours	Rate	Total Wages	LRTA	State Grant	CCCC	Spec. App.	General Fund
Director	9-1	35.00		\$79,218.65					\$79,218.65
Social Services Manager	6-1	35.00		\$58,991.10		\$3,991.10	\$10,000.00	\$10,000.00	\$35,000.00
Transportation Coordinator	4-2	25.00	\$24.30	\$31,590.00	\$17,000.00				\$14,590.00
Program Manager	5-2	35.00	\$26.47	\$48,175.40					\$48,175.40
Program Assistant	4-2	15.00	\$24.29	\$18,946.20					\$18,946.20
Social Worker		8.00	\$35.65	\$14,830.00			\$5,000.00	\$9,830.00	\$0.00
6;4w benefits		153.00		\$251,751.35	\$17,000.00	\$3,991.10	\$15,000.00	\$19,830.00	\$195,330.25
FY 2022 (Not inclusive of COLA or Step Increases)									
Position	Grade/Step	Hours	Rate	Total Wages	LRTA	State Grant	CCCC	Spec. App.	General Fund
Director	9-1	35.00		\$79,218.65					\$79,218.65
Social Services Manager	6-1	35.00		\$58,991.10			\$7,500.00	\$15,000.00	\$36,491.10
Transportation Coordinator	4-2	25.00	\$24.30	\$31,590.00	\$17,000.00				\$14,590.00
Program Manager	5-2	35.00	\$26.47	\$48,175.40					\$48,175.40
Program Assistant	4-2	15.00	\$24.29	\$18,946.20					\$18,946.20
5;4w benefits		145.00		\$236,921.35	\$17,000.00	\$0.00	\$7,500.00	\$15,000.00	\$197,421.35

3-Town/CPS Capital planning

The Select Board met with Carlisle School Superintendent Jim O'Shea, School Facilities Manager Rob Fortado and Town Facilities Manager Steve Bastek.

To save money for the town, an inventory of all town facilities was conducted, and a comprehensive spreadsheet was created of items that need to be repaired or replaced over the next five years. Mr. Fortado and Mr. Bastek worked together to cross-reference items that should be serviced by the same company and identified ways to streamline services and supplies to get bulk pricing on things like paper products.

Suggested items listed for repair or replacement in FY22 include:

- Electrical work to support ventilation system (HVAC) upgrades at the School
- Installing air conditioning in the Wilkins Building
- Replacing the elevator at Town Hall
- Replacing windows in the Robbins and Wilkins buildings
- Adding a handicap lift to the elevator at the Police Station
- Repair roof at the library
- Replacing the salt shed.

Kate Reid pointed out the only \$300K was approved this year for municipal facilities. The spreadsheet as presented this evening shows \$1. 1M in expenses.

Finance Committee chair Jim Darr suggested that the board consider adopting a policy statement about how much debt the town is willing to take on after contacting bond counsel to determine how much debt would affect Carlisle's bond rating.

Appointments/Resignations

Zoning Board of Appeals

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to accept the resignation of Zoning Board member Lisa Davis Lewis effective immediately.

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

Town Administrator's Report

Community Compact Cabinet Program - Lt. Gov. Karen Polito announced that the Community Compact Cabinet (CCC) grant program has been reinstated for funding of best practices and regionalization efforts. During 2020, the program was suspended except for IT capital grants. A letter has been circulated to all departments to see if there is interest in applying.

Execute MIIA Health Benefits Trust document - The Board reviewed the proposed agreement between the Town and the MIIA Health Benefits Trust. The trust document is necessary in order for the Town to join MIIA and offer Blue Cross/Blue Shield health insurance to our employees effective in June.

Town Counsel has reviewed the MIIA Health Benefits Trust documents and has given approval as to form to executed by the Select Board.

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** to authorize the Town of Carlisle to participate in the MIIA Health Benefits Trust; approving, and authorizing and directing the execution and delivery of, the MIIA Health Benefits Trust Agreement dated as of January 1, 2021 by and among the Trust and those governmental units participating in the Trust; authorizing and directing all officials, employees and agents of the Town of Carlisle to take any and all action necessary or appropriate to effect the participation of the Town of Carlisle in the Trust; making certain findings in connection with the participation of the Town of Carlisle in the Trust; and generally relating to the participation of the Town of Carlisle in the MIIA Health Benefits Trust.

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

Upcoming Meeting Schedule:

- January 26, 2021 – Regular Select Board meeting
- February 9, 2021 – Regular Select Board meeting
- February 23, 2021 – Regular Select Board meeting
- March 9, 2021 – Regular Select Board meeting

Approval of Minutes/Warrants:

Minutes:

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** to accept the minutes of December 22, 2020 as amended.

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

Expense Warrants

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to receive the report regarding Town Expense & Payroll Warrants reviewed and approved on 1/6/21 by Barney Arnold:

- Payroll (Town & School) Warrant #4421 (\$725,474.03)
- Town Expense Warrant #4521 (\$825,366.87)

- School Expense Warrant #4621 (\$76,066.96)

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

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

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

MEETING ADJOURNED

List of documents discussed at meeting

- BOS Meeting Packet Material