

**Board of Selectmen
Tuesday, February 11, 2020
Town Hall - Clark Room**

The Board of Selectmen met on Tuesday, February 11, 2020 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Chair Kate Reid, Alan Lewis, Nathan Brown and Barney Arnold. Not present was Luke Ascolillo.

**This meeting was not streamed live*

Community Input:

Vanessa Moroney (Bedford Road) requested that the Board of Selectmen and Finance Committee discuss a possible funding mechanism to pay for Carlisle students to attend the 4-day career exploratory program at Minuteman Vocational School. In 2017, the Town of Carlisle voted not remain part of the Minuteman Regional Vocational Technical School District. The Out-of-district cost to attend the 4-day program is \$500 per student (transportation not included).

Town Accountant - FY19 Year End Expense Report:

The Board of Selectmen met with Town Accountant Priscilla Dumka regarding fiscal year ending June 30, 2019 end of year report. A full copy of the expense and revenue reports for fiscal year ending June 30, 2019 is attached.

Actual Revenue vs Budget (+) \$464,026.49
Unexpended Appropriations: \$255,957.46

Storage Tank Removal/Installation – Fire Station

The Board of Selectmen met with Fire Chief Bryan Sorrows and members of the Municipal Facilities Committee regarding the removal of a 10-gallon aboveground storage tank and the installation of one 300-gallon tank.

Chief Sorrows has requested a 500-gallon tank to be installed in order to allow more of Fire Department vehicles to be fueled on site with less damage caused by the current conditions at the DPW Fueling Station.

The Facilities Committee expressed concerns about increasing the size of tank due to the proximity to nearby wetlands and increased liabilities involved with adding another Town operated fueling station. MassDEP impose enforcement action if project is further delayed as a result of increasing the tank size resulting in possible penalties that would have to be paid by the Town.

On the motion made by Barney Arnold and seconded by Alan Lewis, it was **VOTED** [3-1] to approve the contract submitted by CommTank dated January 30, 2020 for closure in place of one (1) 10-gallon aboveground storage day tank and the installation of one (1) 300-gallon tank at the 80 Westford Street in the amount not to exceed \$13,125. *It was a majority vote in favor of the motion, opposed was Nathan Brown*

2020 ATM Coordination Meeting

The Board of Selectmen met with Finance Committee members Scott Triola, Jim Darr and Aaron D'Elia for an update on the FY21 Budget Planning process.

There have been no significant changes in department budgets since the last joint budget coordination meeting. FY21 departmental budget recommendation: \$29.8M.

- DPW Snow & Ice Removal budget will be increased by (\$35K)
- FinCom recommends increasing the town's contribution to post-employment benefits (\$50K).
- Personnel Board recommends 2% Cost of Living Wage Adjustment (\$80K)

Operating Budget: \$1.25M w/2% COLA (\$1.7M)

The Long-Term Capital Requirements Committee (LTCRC) has a proposed a warrant article in the amount of \$372,413 for capital projects.

The Municipal Facilities Committee (MFC) has submitted a list of projects in the amount of \$683,727. However, the FinCom has not voted to support any of the projects yet.

Kate Reid explained that the Town Administrator is putting together a working group to explore the possibility of sharing the school's full-time facilities manager and the town's part-time position to create a town-wide facilities department. The working group would consist of the Town Administrator Timothy Goddard, Carlisle Public School Superintendent Jim O'Shea and other necessary town departments representatives. The objective would be to combine resources with the school to help address the town's needs without adding another employee.

Other warrant articles:

- Cranberry Bog Consulting (\$5k)
- Join East Middlesex Mosquito Control District (\$30k)
- CCRSD – Capital project – parking lot (\$848k)
- Municipal Facilities Maintenance Projects (\$683,727)
 - DPW (\$27,500)
 - Library (\$186,381)
 - Town Hall (\$65,700)
 - Fire Station (\$67,930)
 - Police Station (\$247,034)

Non-union Wage Adjustment/COLA%

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to approve a Cost of Living Adjustment (COLA) of 2.0% increase for FY21 for non-contract town employees.

FY21 Personnel Changes/Staffing:

1.) Project/Procurement Specialist (15hrs/Gr. 3, Step 1)

Net Budget Increase: \$16,750.00

On the motion made by Alan Lewis and seconded by Barney Arnold, it was unanimously **VOTED** not to approve the request for a Project/Procurement Specialist.

2.) CoA Outreach/Social Worker (19.5hrs/Gr. 6, Step 1)

Net Budget Increase: \$10,000.00

On the motion made by Alan Lewis and seconded by Barney Arnold, it was unanimously **VOTED** to approve the request for a Council on Aging Outreach/Social Worker.

3.) BoH Assistant to Health Agent (24hrs/Gr. 7, Step1)

Net Budget Increase: \$4,547.00 less hours to GF

On the motion made by Alan Lewis and seconded by Barney Arnold, it was unanimously **VOTED** to approve the request for the Assistant to Health Agent.

4.) Police Dept. Admin. Asst. (Gr. 5, Step 1)

Net Budget Increase: \$1,768.00

On the motion made by Alan Lewis and seconded by Barney Arnold, it was unanimously **VOTED** to approve the requested grade change for the Police Department Admin Assistant.

5.) Assistant to Assessor (Change to Gr. 5, Step 3) –

Net Budget Increase: \$.00

The Personnel Board evaluated the updated job description and determined there was no grade change. No action necessary by the Board of Selectmen.

6.) Facilities Manager (additional 6hrs)

Net Budget Increase: \$11,849.00

On the motion made by Alan Lewis and seconded by Barney Arnold, it was **VOTED** [3-0-1] to approve the requested for 6 additional hours for the Facilities Manager. *Nathan Brown abstained from voting.*

7.) Assistant Town Clerk (additional 6hrs)

Net Budget Increase: \$6,698.00

On the motion made by Alan Lewis and seconded by Nathan Brown, it was unanimously **VOTED** not to approve the request for 6 additional hours for the Assistant Town Clerk.

8.) Assistant to ConsCom Administrator (additional 5hrs/Gr 6, Step1)

Net Budget Increase: \$8,343.00

(The initial request reduced by \$3,800. in new filing fees)

On the motion made by Alan Lewis and seconded by Nathan Brown, it was unanimously **VOTED** to approve the request for 5 additional hours for the Assistant to the Conservation Commission Administrator (*This position will be evaluated each year as part of the budget planning process to adjust hours based on any decrease in application filing fees*).

Town Government Organization /Policy & Bylaw Review:

Sick Leave Bank Policy

The Board of Selectmen received a draft copy of the proposed Sick Leave Bank Policy. The selectmen agreed to review the draft policy and submit amendments to the Town Administrator prior to next meeting scheduled for February 25, 2020.

Right to Farm Bylaw Disclosure

Policy Disclosure - On the motion made by Alan Lewis and seconded by Barney Alan, it was unanimously **VOTED** to adopt the Right to Farm Bylaw Disclosure as voted at the April 29, 2019 Annual Town Meeting.

Town Administrator's Report:

1. DPW Temporary Trailer

The Town of Carlisle Building Commissioner Jon Metivier has requested the issuance of a license from the Board of Selectmen to permit the new temporary trailer at the Department of Public Works location.

On the motion made by Alan Lewis and seconded by Nathan Brown, it was unanimously **VOTED** pursuant to MGL Ch. 140, the Board of Selectmen grant a license to the Carlisle DPW for a 10' x 40' temporary trailer at the DPW facility on Morse Road, for the purposes of providing additional office space and sleeping quarters for DPW personnel during snow removal operations.

2. Recreation Commission Update

- Spaulding Field – RecCom chair Drew McMorrow is working on the scope of work with a landscape architect to solicit bids.
- Dog Park – RecCom is currently working on a grant application for design services. CPA grant application will be submitted to fund at least 10% of the construction costs if application is accepted for FY 2022.

3. Complete Streets Bid opening

Complete Streets Project Bid Opening was held Friday, February 7, 2020. A total of three bid proposals were submitted. The lowest bid was \$448,225.00 and the highest bid was \$585,300.00.

4. Master Planning Committee – Banner request

The Master Plan Steering Committee has requesting permission to hang a banner across School Street advertising two (2) upcoming Master Plan Community Input Events on March 5th and June 3rd.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to approve the Master Planning Committee's request to hang a banner starting February 17, 2020 and ending on June 5, 2020.

Selectmen's Meeting Schedule:

February 25, 2020

March 10, 2020

March 24, 2020

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to approve the January 28, 2020 minutes as amended.

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

Meeting Adjourn

List of Material presented at this meeting:

- BoS Meeting Packet 01-28-2020
- End of Year Budget Report (Revenue, Expenditure Surpluses and Deficits, and Line item transfers)
- List of Potential 2020 Annual Town Warrant Article
- Draft FY21 Proposed Budget for Municipal Facilities Projects