

Select Board
February 28, 2023
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Remote)

The Carlisle Select Board met on Tuesday, February 28, 2023, at 7:00 p.m. at the Town Hall, Clark Room located at 66 Westford Street. Members present in person were chair Barney Arnold, Vice-chair David Model, Nathan Brown, Kate Reid, and Travis Snell.

Staff Present:

Ryan McLane, Town Administrator
Aubrey Thomas, Assistant Town Administrator
Jennifer Gibbons, Executive Assistant

Community Input

1-John Lavery (School Street) requested discussion on the following matters:

- Town plowing at the Congregational Church and the First Religious Society
- Public Safety Facilities Task Force Final Recommendations presented on 2/13/2022.
 - Mr. Lavery objects to the Police Station Renovation Plans prepared by TBA being referred to as a preliminary design. He is not in favor of spending \$20K to conduct another study of the Police Station as PSFTF recommends. He also disagrees with the recommendations for the Fire Station requesting the Select Board conduct a proper review of the building and department needs.

2-Jeremy Behrle (Clark Farm Rd) requested the Select Board to consider supporting a warrant article to pay for repairs and or replacement of the Corey Auditorium Lighting System.

Appointments and Resignations

Assistant Town Treasurer/Tax Collector

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to appoint Sandy Nason of Templeton, MA to serve as the new Assistant Town Treasurer and Tax Collector effective March 6, 2023.

Sandy Nason has served as the Treasurer Collector in the Town of Hubbardston.

F/T Public Safety Dispatcher

On the motion made by Kate Reid and seconded Nathan Brown, it was unanimously VOTED to accept the recommendation of the Interim Chief of Police Kenneth Fong to appoint Shawn Brewer of Hollis, NH to serve as a Full-Time Public Safety Dispatcher subject to the satisfactory completion of a background check.

Shawn Brewer has served as a Public Safety Dispatcher in the Town of Chelmsford.

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COAHS Director (Resignation)

On the motion made by David Model and seconded by Kate Reid, it was unanimously VOTED to accept (with regret) the resignation of Carlisle's Council on Aging and Human Services Director Joan Ingersoll effective March 10, 2023.

Joint Meeting with Finance Committee

7:30PM The Select Board held a joint meeting with Finance Committee.

Finance Committee chair formally opened the meeting of the Finance Committee. Present were Scott Triola, Heidi Sjoberg, Victor Liang, Melissa McMorrow, James Catacchio, Aaron D'Elia. And Lynne Lipinski.

A full copy of the FY24 Budget Draft is available in the online meeting packet.

<https://www.carlislema.gov/DocumentCenter/View/4727/SB-02282023-Agenda--Packet>

Barney Arnold clarified that tonight's version of the FY24 Budget included in the packet is not final. She further explained that the Select Board at its last meeting agreed use an expanded version budget to include all of the town department budget requests. It is important to note that not all of the budget requests have been voted on by Select Board but shown in this budget model for discussion purposes only. For example: Sustainability position has not been voted.

Town Administrator Ryan McLane explained that his budget summary document includes a comparison of the Select Board versus Finance Committee position on the requested budget items. The primary differences are free cash usage, capital expenses, and use of reserves funds.

After lengthy discussion, the Select Board and Finance Committee tentatively agreed on the following:

- Keep tax increase under 3 percent for the average home.
- 3% COLA and move towards a Pay Step Scale (1 Year with some wage adjustments for some in FY24)
- Addressing rising health insurance costs
- COAHS van driver hours

Select Board supports the recommendation of Finance Committee to use \$300K in Certified Free Cash to offset the budget increases.

Added two more warrant articles:

- Prior Fiscal Year Bills (\$32k for FY22 legal bills)
- Corey Auditorium Lighting System (No position taken by SB or FinCom)

Town Hall Structural Changes:

Floor Reorganization /Final Design

The Town Administrator Ryan McLane updated the Select Board on the on-going reorganization of the town offices at town hall and proposed purchase of new furniture. He shared a schematic of a proposed cube and

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the furniture for the second floor. Said design relies upon more space-conducive furniture (less desk, more space) and reducing records storage.

Entryway Glass Meeting Rooms

Two additional offices to be added in the downstairs foyer. These offices will be made from glass walls and will form 1-2 person rooms to use for webinars, one-on-one meetings. This will solve some of our meeting space issues by providing individual space for folks. This will also allow the Parlin, Heald, and Clark Rooms to be used for larger meetings.

Close Town Meeting Warrant:

Town Moderator Wayne Davis questioned why the Town Governance Task Force (TGTF) recommendations are not included in the Draft Town Meeting Warrant?

Barney Arnold and Kate Reid explained that the Select Board are planning to hold Special Town Meeting in fall of 2023 to address some of the TGF recommendations. The Select Board has acted on many of the recommendations and the others are currently being evaluated by other town departments. The Select Board will resume its discussion on this matter after FY24 Budget process and Town Meeting is completed.

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously VOTED to close the May 8, 2023, Annual Town Meeting Warrant. consisting of twenty-five articles and further vote to authorize the Town Administrator and Town Counsel to finalize the warrant for execution by the Select Board.

Town Meeting Warrant Articles

- 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 2024 Chapter 90 Authorization
- ARTICLE 8 - Department Revolving Funds Authorization
- ARTICLE 9 - PEG (Public, Educational, Government) Local Access Appropriation
- ARTICLE 10 - FY24 Salary/Wage Table
- ARTICLE 11 - Fiscal Year 2022 Budget Transfers
- ARTICLE 12 - Prior Year Bills
- ARTICLE 13 - FY2024 Operating Budget
- ARTICLE 14 – Reduce the Tax Rate (Free Cash for Operating Budget)
- ARTICLE 15 - Capital Equipment (Small)
- ARTICLE 16 - Capital Equipment – Corey Auditorium Lighting
- ARTICLE 17 - Chart of Accounts Expansion
- ARTICLE 18 - Greenough Barn Demolition (SB)
- ARTICLE 19 - CPA: Cranberry Bog Dam #1 Restoration
- ARTICLE 20 - CPA: Gleason Public Library Renovation
- ARTICLE 21 - Senior Means Tested Property Tax Exemption

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ARTICLE 22 - Accept Massachusetts General Law Chapter 41 Section 110A
ARTICLE 23 – Add Martin Street to Scenic Bylaw
ARTICLE 24 - Specialized Stretch Code Bylaw (ESC)
ARTICLE 25 – Proposed HR Bylaw

ARPA Committee Recommendations:

Town Offices Phone System

Current phone system for Carlisle Public School and Town Offices is out of date and unsupported by the manufacturer for many years is does not function properly.

On the motion made by Nathan Brown and seconded by David Model, it was VOTED [4-0-1] to approve \$62,775. in ARPA funds to be used for the Carlisle Public School and Town Offices Phone System.

Kate Reid abstained from voting.

NOTE: On the motion of Kate Reid and seconded by Scott Triola, it was VOTED to adjourn the ARPA Meeting.

Town Administrator's Report:

To A full copy of the Town Administrator's Report is attached and available online at <https://www.carlislema.gov/DocumentCenter/View/4740/Town-Administrator-Report---February-28-2023>

Action Items:

Deck House Assessment Working Group

The Select Board agreed to authorize the Town Administrator to establish and appoint members to serve on the Deck House Assessment Working Group to learn more about Carlisle deck houses and the valuation process.

Nathan Brown volunteered to serve on Deck House Assessment Working Group.

Upcoming Meetings:

Monday, March 13, 2023: Finance Committee Public Budget Hearing
Tuesday, March 14, 2023: Regular Select Board Meeting
Tuesday, March 28, 2023: Regular Select Board Meeting

Review of Minutes & Expense Warrants:

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to approve the Select Board meeting minutes from January 31, 2023, and February 13, 2022.

FY23 Warrant

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23PR17 (Town & School payroll) – total \$798,774.11
\$31k January fire payroll

23TE17 (Town bills) – total \$210,597.85
\$7k Kneeland Construction – police station ramp
\$6k Stamski & McNary – Cranberry Bog permitting plan/notice of intent (CPC funded)

\$5k Bedford Charter – vocational school bus service
\$4k Gale Associates – Library Roof & Vent System (MFC)
\$4k Northeast Environmental – Greenough Barn

23TE17A (Town bills) – total \$58,763.82
\$6k Peterson Oil – Fuel (Gas & Diesel)
\$5k Ockers Co. – cable access
\$4k – Senior Rental Assistance (ARPA funded)
\$2k Kneeland Construction – ADA Compliant Ramp (police station)

Cemetery Deeds:

Deed 795

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to transfer land in the public burial ground at Green Cemetery described in Deed No. 795 as Lot D Section 409, Graves 1, 2, and 3 to Jinsong Huang and Xiaodan Wang of 153 Arrowhead Lane, Carlisle, MA.

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to adjourn.

MEETING ADJOURNED.

Prepared by
J. Gibbons

Documents reviewed during the meeting:

- SB o2-28-2023 Agenda & Packet
<https://www.carlislema.gov/DocumentCenter/View/4727/SB-02282023-Agenda--Packet>

Approved 03/22/23

