

Carlisle Select Board  
Tuesday, February 23, 2021  
Remote participation: Zoom Meeting  
Minutes

**Meeting ID: 814 4777 9221**

The Carlisle Select Board met on Tuesday, February 23, 2021 at 7:00 p.m. by remote participation via Zoom Meeting ID: 814 4777 9221. 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=Gwvzs59zww>

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***

Confirmed Case (tested)	139
Case Count (in the last 14 days)	12
Relative Change in Case Count ( in last 14 days)*	No Change
Percent Positivity (in last 14 days)	2.25%
Change in Percent Positivity <sup>1</sup>	No Change

On February 18, the state announced changes in its vaccine distribution process in favor of high-capacity mass vaccination sites instead of local community clinics. This change was the result of limited vaccine supply and expanded vaccination eligibility to individuals 65+ and those with 2+ certain medical conditions. Regional collaborations that have the capacity to vaccinate at least 750 individuals per day, five days a week as a public clinic and serve an unmet need geographically may apply to organize a clinic.

The Town of Carlisle is one of a group of eight nearby towns that is exploring the possibility of a regional collaboration to administer vaccines. More information on this option will be made available as it becomes known.

COA assistance and transportation – The COA will do its best to arrange transportation with its drivers to any site within 25 miles of Carlisle.

In-home vaccinations – The state is also preparing plans on how to vaccinate homebound residents and senior housing residents and Carlisle will be participating in these local efforts. The COA is compiling a list of residents who require in-home vaccinations to share with the Board of Health.

***Gleason Library Trustees – Discuss Paid Family Medical Leave Act (PFMLA)***

The Select Board met with Karen Gettings on behalf of the Gleason Library Trustees.

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.

For municipalities, participation in PFML is optional. The Town of Carlisle has not adopted this.

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.

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. 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.

Alan Lewis explained that this matter will be scheduled for a future meeting pending further input from the Insurance Advisory Committee has reviewed and discussed.

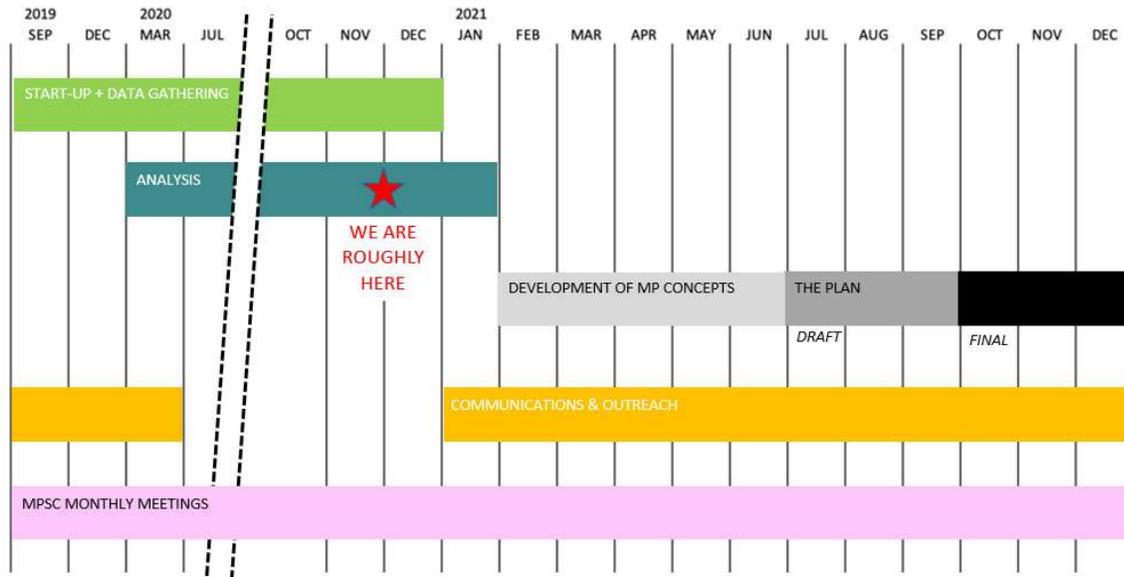
***Master Plan Steering Committee – Update regarding Town Master Plan***

The Select Board met with Jack Troast, Chair, Master Plan Steering Committee and Stacy Lennon, Elements and Concepts Leader

In the early spring of 2020 two things happened that significantly delayed the development of Carlisle's Master Plan: the COVID pandemic and the unexpected resignation of CIVIC Moxie, the planning firm hired in 2019 to guide and manage the completion of the plan. By the fall of 2020, the Carlisle Master Plan Steering Committee (MPSC) had re-assessed, re-grouped and resumed the Master Plan process. We have reorganized the steering committee, will retain a part time planner/project manager to guide the remaining process and are developing safe and inclusive methods to connect with the community throughout 2021.

The final plan will integrate goals and recommendations for topics including recreation and open space, historic and cultural resources, housing and land use, municipal facilities, energy and sustainability, and

transportation. It will provide an overview of the town's existing conditions and analysis regarding future growth.



Recent/Current Activities

- Existing Conditions reports submitted to Planning Board 7 of 9 complete
- Currently soliciting P/PM candidate submissions
- GIS mapping budget approved by Planning Board on Feb 8 / GIS getting underway
- Working within remaining budget of approved article
- Engagement Team has developed overall plan and ideas for public (re-)engagement; first of a series of videos has been pushed out on social media

Other Tools and Analysis to support development of options:

- Preliminary build- out options
- Basic set of static maps
- Financial model
- Benchmarking- 7 communities
- Draft shared vision, values, metrics

Captains working on analysis needs and tasks to support development of options for:

- Land Use
- Housing
- Facilities
- Sustainability

- Transportation
- Open Space (to sync with OSRP)

Next Steps:

- Select Planner/ Project Manager
- Captains collaborate to develop options
- Expressed in numbers and visually
- Engagement Team
- public (re-)engagement continues
- Town- wide survey

***Joint Meeting with Finance Committee:***

8:00 PM The Select Board met with member of the Finance Committee met Board of Select for a joint session.

Finance Committee members present were Jim Darr, Victor Liang, Aaron D’Elia, James Catacchio and Lynne Lipinsky.

The Select Board met with Finance Committee in a joint session for an updated on the FY22 Budget Planning process. The Finance Committee continues to be fiscally conservative in preparing the draft FY22 Budget. All town departments have been requested to maintain existing level of services and identify cost savings where possible.

Mr. Darr stated that the current revenue stream is solid. Property taxes are coming in and state aid is higher than last year.

New growth slightly lower than last year

FY22 department budget requests equal approx. 4–6% increase from FY21

The Carlisle Public School has requested a 7.5% budget increase. The School Committee has been requested to review their initial request to see if there are additional budget reductions.

FY22 budget increases include:

- \$630K in capital requests
- Five new positions for the Schools
- Two for the Board of Health
- One new full-time police officer

Kate Reid explained that the new state requirements for accreditation of police officers might make it problematic for the town to retain part-time officers.

Town of Carlisle's average tax increase and rate of growth has been 2.7-3% for the past ten years. Finance Director Kimberly Kane confirmed with bond counsel that the statutory debt ceiling is approximately 5% of the total valuation of the town which is much more debt than the town currently has.

Mr. Darr explained that the issue isn't about the ability to borrow but more the town's willingness to borrow and pay.

Kate Reid described some of the challenges that the board faces regarding large capital projects such as the Police Department (\$12M for a new building vs \$1M in building updates).

David Model reiterated his previous concerns about the need for public input and waiting to hear the town's prioritization of capital projects in the ongoing Master Plan update.

Mr. Darr confirmed that the Finance Committee will present the Draft FY22 Budget to Select Board at their March 23<sup>rd</sup>. In the meantime, the board agreed to keep Finance Committee updated on any important decisions that may affect the FY22 Budget planning process.

At 8:50PM the Finance Committee adjourned their meeting.

***Town Administrator's Report:***

1-Acceptance of Open Space Deed – Woodward Village

The board reviewed a letter from the attorney for Dan Gainsborough, developer of Woodward Village and a quitclaim deed conveying open space to the Town consistent with the conditions of the Special Permit approving the Residential Open Space development of Woodward Village. The developer would appreciate the Board accepting the deed and executing the agreement so that it can be recorded before the closing on the property.

Town Counsel has reviewed the request and recommends approval by the Select Board. Town Administrator Timothy Goddard explained that document will need to be recorded at the Registry of Deeds therefore, original signatures are required.

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** that the Select Board approve and execute the open space deed for the Woodward Village as presented.

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

## 2-Timbernook Request to use Conant property

Director Sherry Kenin of Timbernook has requested permission to use the Conant property again this summer for six weeks starting July 5th through August 13<sup>th</sup>. Things went quite smoothly with Timbernook last year and they were very responsive to the few requests we made of them throughout their programs.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** that the Board approve Timbernook's request to use the Conant property for summer programming between July 5, 2021 and August 13, 2021, provided that they submit a current certificate of liability insurance acceptable to the Town prior to the start of their program.

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

## 3-EOHHS letter to communities re: State Vaccine program

The Commonwealth's new policy of vaccine distribution which prioritizes mass vaccination sites over those serving local communities; and also prioritizing more urban, racially diverse communities over communities deemed to be less socially vulnerable.

For Carlisle, the best option would seem to be joining with regional partners. There is currently discussion of this option at LEPC, the LEPC Vaccine Subcommittee and among the health directors in this region as well at Town Administrators/Managers.

### ***Upcoming Selectmen's Meeting Schedule:***

March 9, 2021 – Regular Select Board meeting

March 23, 2021 - Regular Select Board meeting

April 13, 2021 – Finalize ATM warrant, FY22 Capital/operating budgets

### ***Approved Town Expense Warrants:***

The following three warrants were reviewed and approved by Barney Arnold on behalf of the Select Board on February 16<sup>th</sup> and 17<sup>th</sup>, 2021:

Payroll (Town & School) Warrant #5421 (\$678,206.84)

Town Expense Warrant #5521 (\$56,788.92)

School Expense Warrant #5621 (\$109,001.82)

### ***Executive Session – Exemption #1***

This agenda item has been rescheduled to Tuesday, March 9, 2021.

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

MEETING ADJOURNED

List of documents discussed at meeting

- BOS Meeting Packet Material