

Select Board
March 14, 2023
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Remote)

The Carlisle Select Board met on Tuesday, March 14, 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

*This meeting was live streamed and recorded <https://www.youtube.com/watch?v=Gwvzvs59zww>

In accordance with Massachusetts Open Meeting Law Remote Participation 940 CMR 29.10 all votes shall be by roll call.

Community Input:

1. Christina Christodouloupoulos expressed her strong support for funding the Sustainability position.
2. John Lavery (School St) – Requested to discuss the status of the Cranberry Bog House and unauthorized tenants on the property.

Appointments & Resignations:

Acting Council on Aging and Human Services Director

The Select Board received a letter of recommendation to appoint Carol Grueneich to serve as the Acting COAHS Director submitted by Joan Ingersoll who resigned from this position on March 10, 2023.

Carol Grueneich has been the Carlisle COAHS Social Services Manager since 2020, where she is responsible for community outreach and connecting people with resources, coordinates nutrition programs, facilitates support groups for caregivers and those in bereavement, worked with the Director on grants and special projects, and more. Before Carlisle, Carol was the Companion Program Coordinator for the Chelmsford Senior Center. She has a Master of Science in Community Health Education from Merrimack College.

Appointments and Resignations

On the motion made by Kate Reid and seconded by David Model, it was VOTED to appoint Carol Grueneich as the Acting Council on Aging & Human Services Director as recommended by the outgoing COAHS Director Joan Ingersoll, Town Administrator, and the Council on Aging & Human Services Board.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, N. Brown-Aye, T. Snell-Aye and K. Reid-Aye

Approved 3/28/23

Police Chief Search Update:

Travis Snell on behalf of the Police Chief Search Committee (PCSC) briefed the Select Board on the screening process for the new Police Chief. A total of 36 applications and resumes were received. The PCSC, with the assistance of the recruitment consultants, narrowed down the list of qualified candidates to 13. Two candidates withdrew their applications. The remaining 11 applicants were then asked to submit written responses to specific questions generated by the committee. The group of 11 was then narrowed to six of which three finalists were then selected to participate in the Assessment Center. The committee and consultants agreed on the candidate ranking as follows:

- 1: Colleen Dunbar McLean
- 2: Andrew Amendola
- 3: Todd Ahern.

The Assessment Center was not public therefore only 3 representatives from the Public Safety Screening Committee could attend to observe all five of the exercises and the evaluation process immediately afterwards for each candidate. Each of the finalists were given oral and written exercises tailored to the policing in Carlisle. There were five different role play scenarios and challenges.

The committee and Public Safety Consultants, LLC selected Colleen Dunbar McLean as the first-choice finalist for Police Chief for Town of Carlisle.

The Select Board agreed to hold a special meeting (i.e., March 22, 2022, at 7pm) to interview Colleen Dunbar McLean.

FY24 Budget Review

The Select Board continues to work toward finalizing the Fiscal Year 2024 Operating Budget. A full copy of the latest version of the FY24 Budget Draft is available at https://www.carlislema.gov/DocumentCenter/View/4754/SB_03142023_Packet

The Finance Committee is not in support of adding the proposed Sustainability position, preferring the town use consulting work to further define the sustainability role.

After a lengthy discussion, the Select Board agreed to add \$30,000 to the FY 24 budget for staff/consulting resources to support the ESC and other Town sustainability efforts.

3% COLA and wage scale adjustments (moving to a 15-year scale with 1 percent step increases annually tied to an annual evaluation.

1% percent health insurance contribution increase (moving 5-10 percent in the next 5-10 years)

Capital

The Select Board agreed with the Finance Committee’s most recent cuts/deferments. The Select Board requested the Finance Committee to reconsider the inclusion of the second police cruiser to make sure it aligns

Approved 3/28/23

with fiscal goals and sustainability goals (hybrid/electric versus gas).

ARPA Funds

ARPA chair Scott Triola questioned how much ARPA funds should be held in reserve. The ARPA Committee agreed they would like to reserve \$150K of the remaining uncommitted funds of \$470K. It was explained that reserving \$150K allows ARPA funds to be used for “non-traditional” initiatives, for example, nutrition support for families in need, economic assistance to seniors for heating or rental costs, a vaccination clinic, or housing assistance.

The Select Board requested to see a proposed list of capital budget items or warrant articles that could be funded through ARPA funds, leaving \$150K

Town Meeting Warrant Article Review:

The Board reviewed the draft warrant and heard presentations from the ESC about adopting the opt-in stretch code and from TA Ryan McLane on behalf of the COAHS about a senior property tax exemption.

ATM-ARTICLE 24 Specialized Stretch Code Bylaw Informational Presentation

Debbie Bentley and Glenn Reed on behalf of the Environmental Sustainability Committee (ESC) presented information on the Massachusetts Specialized Stretch Codes.

The Massachusetts Updated Stretch Code and Municipal Opt-In Stretch Code offer solutions that would save money on energy bills, improve indoor air quality, and ease the transition to a clean energy future. The state has used energy codes as one of many tools to reduce carbon emissions and meet its goals set forth in the Global Warming Solutions Act.

Stretch codes are extra requirements added to the Massachusetts base building codes. The requirements apply only to new construction or renovations. Carlisle adopted the stretch codes in 2010, as part of the work leading to the town’s acceptance in the state’s Green Community program in 2011. This year the town does not need to vote on any updates to the regular stretch codes as a green community Carlisle automatically accepts the updates.

Municipal Opt-In Stretch Code: These requirements are for municipalities that want to go above and beyond the stretch code requirements. In addition to following the IECC 2021 and Updated Stretch Code, these municipalities must also follow the provisions outlined in this section.

Each municipality must comply with one of the following sections depending on building energy fuel type.

RC103 (All-Electric): For a building to be considered all electric, it must use air source or ground source heat pumps for space heating, a heat pump or solar thermal system for water heating, and all electric appliances. A HERS 45, PHIUS CORE, or PHI is required for compliance for single family dwellings. Unlike the Updated Stretch Code, however, there is an additional provision for multifamily buildings greater than 12,000 square feet to only allow PHIUS CORE or PHI for compliance, removing the HERS Index Option. This means that multifamily projects must be built to the Passive House Standard.

RC104 and RC105 (Mixed Fuel): This path is for buildings using fossil fuels for space heating, water heating,

Approved 3/28/23

cooking, or clothes drying. Unlike the Updated Stretch Code, this option requires electric readiness for future electrification of a home, meaning that homes should be wired to accommodate future electric use and plugs must be installed near fossil fuel equipment for future installation of electric equipment. In addition, the Municipal Opt-In Stretch Code contains specific requirements depending on the size of the unit. For dwelling units up to 4,000 sq ft, a HERS 42 or PHIUS CORE or PHI is required, and solar PV must be installed, with an exception for shaded sites. For dwelling units over 4,000 sq ft, a HERS 0 or PHIUS ZERO is required and solar PV or other renewables must be installed. For multifamily units over 12,000 sq ft, PHIUS CORE or PHI is required and renewable generation is optional.

RC102 (Zero Energy Buildings): This is an optional pathway for buildings that are designed to result in annual net zero energy consumption through a combination of highly energy efficient design and onsite renewable energy generation. If using the HERS Rating path, the HERS Index must be 42 or below before factoring in solar, and HERS 0 after solar is installed. If using the Passive House Path, a PHIUS ZERO certification is required without the use of renewable energy credits (RECs) or off-site renewable energy sources. The Municipal Opt-In Stretch Code available for adoption with the effective period of at least six months after adoption, to allow transition for developers, builders, and designers, and giving time for training municipal code officials

NOTE: The Select Board agreed more discussion/public vetting is needed prior to voting on whether or not to voting to support or not support this article.

ARTICLE 21 - Senior Means Tested Property Tax Exemption (Informational Presentation)

The Council on Aging and Human Services and the Assessor have been working on a program to reduce the property tax burden for seniors in financial need. The purpose of this initiative is to enable lower-income seniors to remain in Carlisle by increasing the affordability of their residences.

Many other towns in MA have implemented means-tested senior property tax exemption programs. Some have used elements of the MA Circuit Breaker tax program to qualify residents for their tax exemption program and determine their exemption amount.

The MA Circuit Breaker program provides eligible seniors a reduction on state income taxes, or a cash benefit, equal to the amount by which property taxes plus 50% of water and sewer costs exceed 10% of gross household income, not to exceed an annual maximum benefit, currently \$1200.

The COAHS received an ARPA grant to provide supplemental home heating assistance to seniors in financial need. We set the parameters for this program as follows:

- Age: 60 or older
- Income: \$78,550 for individual, \$89,750 for couple (up to 80% AMI)
- Assessed Home Value: not to exceed \$975,000
- Assets excluding home and cars: Not to exceed \$400,000

Based on these criteria, 16 households were eligible for and received assistance through this program

Example: A couple has a gross household income of \$65,000
Annual property taxes are \$14,507
Water and sewer costs are \$500 per year

Approved 3/28/23

10% of their income is \$6,500
Property taxes plus 50% water and sewer: $\$14,507 + \$500/2 = \$14,757$
This exceeds 10% of income by: $\$14,757 - \$6,500 = \$8,257$
They would therefore receive the maximum benefit of \$1200

Proposed eligibility for Carlisle Senior Tax Exemption Program:

| | |
|----------------------|--|
| Age: | 70 or older |
| Income: | Circuit Breaker income limits |
| Assessed Home Value: | Circuit Breaker home value limit |
| Asset Limit: | \$500,000 excluding home |
| Benefit: | Twice the Circuit Breaker benefit received |

It is estimated that no more than 14 households will qualify for this program as outlined. If each household received the full Circuit Breaker benefit of \$1200, and a property tax exemption of \$2400, the total cost of the tax exemptions would be $\$2400 \times 14 = \$33,600$.

If this measure passes, the town could elect to provide less than twice this benefit as a tax exemption to eligible households.

Town Meeting Warrant Articles:

The Select Board is scheduled to vote on the Town Meeting Recommendations on 3/28/2023.

- 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
- ARTICLE 22 - Accept Massachusetts General Law Chapter 41 Section 110A
- ARTICLE 23 – Add Martin Street to Scenic Bylaw

Approved 3/28/23

ARTICLE 24 - Specialized Stretch Code Bylaw (ESC)
ARTICLE 25 – Proposed HR Bylaw

Opioid Settlement Discussions/Vote:

The Select Board reviewed a memo prepared by the Town Administrator on potential uses for Statewide Opioid Settlements. If the board votes to accept the settlement dollars, the money must be spent on related programming.

On the motion made by Nathan Brown and seconded by David Model, it was unanimously VOTED to accept state funds related to the AG’s opioid settlements. This will bring an additional 85k into the town. The Resident Services Team already brainstormed uses for these funds, looking to invest them back into the community to assist with opioid abuse mitigation and related mental health programming.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, N. Brown-Aye, T. Snell-Aye and K. Reid-Aye

House Doctor On-Call Designer Selection – Contract Award

Town Administrator Ryan McLane is recommending that the Select Board appoint several engineer and design firms to assist the town with ongoing capital improvement projects.

On the motion made by Kate Reid and seconded by David Model, it was VOTED to award a three-year House Doctor On-OCall Design Services contract to the following firms:

| <u>Architecture</u> | <u>Building Envelope</u> | <u>Civil Engineering</u> | <u>MEP-FP</u> |
|---------------------|--------------------------|--------------------------|---------------|
| 1. CSS | 1. Gale | 1. Gale | 1. BLW |
| 2. Gienapp | 2. Socotec | 2. Nitsch | 2. GGD |
| 3. Liro | | | |

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, N. Brown-Aye, T. Snell-Aye and K. Reid-Aye

Town Administrator’s Report::

A full copy of the Town Administrator’s Report is attached and available online at <https://www.carlislema.gov/DocumentCenter/View/4760/Town-Administrator-Report---March-14-2023>

Town Common Request – Carlisle Poppy Project

The Carlisle Poppy Project requests permission from the Select Board to use part of the town common for the 2023 Memorial Day Display from the weekend of 20/21 May to the weekend of 3/4 June.

According to the Project, this year's display will be 30% bigger than last years and the inspiration for the design is a maze. This maze represents wartime trenches and will have informational signs at dead ends describing Carlisle residents’ experiences relating to war. Sally Ducha of Brook Street submitted the design idea, and the display received a cultural council grant to cover additional costs.

Approved 3/28/23

The display will be installed in a manner that will not interfere with the Memorial Day Ceremony.

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to approve the Carlisle Poppy Project and authorize the use part of the town common for the 2023 Memorial Day Display from the weekend of 20/21 May to the weekend of 3/4 June.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, N. Brown-Aye, T. Snell-Aye and K. Reid-Aye

Upcoming Meetings:

Tuesday, March 28, 2023: Regular Select Board Meeting
Monday, April 3, 2023: Tentative Public Budget Hearing
Tuesday, April 11, 2023: Regular Select Board Meeting
Tuesday, April 25, 2023: Regular Select Board Meeting

Review of Minutes & Expense Warrants:

Note: There were no minutes for approval.

FY 2023 Warrants

23PR18 (Town & School payroll) – total \$741,738.02

23TE18 (Town bills) – total \$826,552.70

- 607K CCHS – monthly assessment
- 124k US Bank – debt interest payment
- \$10k Richard Kimball – CPS Wilkins HVAC study (ARPA funded)
- 6k AAA Police Supply – ammunition
- \$6k LHS Associates – voting machine

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

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, N. Brown-Aye, T. Snell-Aye and K. Reid-Aye

MEETING ADJOURNED.

Prepared by
J.Gibbons

Documents reviewed during the meeting:

- SB 04.14.2023 Agenda & Packet
https://www.carlislema.gov/DocumentCenter/View/4754/SB_03142023_Packet

Approved 3/28/23