

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

Meeting ID: 891 6137 8265

The Carlisle Select Board met on Tuesday, March 23, 2021 at 7:00 p.m. by remote participation via Zoom Meeting ID: 891 6137 8265. 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 Cases in Carlisle as of March 23, 2021

Confirmed Case (tested)	158
Case Count (in the last 14 days)	5
Relative Change in Case Count (in last 14 days)*Lower	
Percent Positivity (in last 14 days)	1.5%
Change in Percent Positivity ¹	Higher

CARES Reimbursement – Carlisle has received a CARES Act reimbursement of approximately \$333K for 2020 expenditures related to COVID-19.

Carlisle Board of Health has applied to be part of a regional vaccine site with seven other towns. The application has been sent to the Massachusetts Department of Health and is pending approval. The site will mostly be at the old Kmart building in Acton. - Vaccines would not be available until the middle of April at the earliest.

Insurance Advisory Committee (IAC)

The Insurance Advisory committee provides recommendations on group health insurance plans to the Select Board and provides information to and recommendations from municipal employees on group health plan benefits.

The committee meets as needed through the budget process. The committee membership to consist of the following eleven (11) positions:

- (1) Town Administrator including his role as Personnel Director
- (1) Finance Director to serve as IAC Chair (non-voting),
- (3) Active employees from each of the (3) unions
 - Town Hall - Active Non-Union Management Representation
 - Town Hall - Active Non-Union Non-Management Representation
 - DPW - Active Non-Union Representation
- (1) Retiree of the Town of Carlisle Representative
- (1) member of the Finance Committee
- (1) member of the Board of Selectmen

The Select Board met with Sergeant Stephen Mack (Police Union Rep) on behalf of the Insurance Advisory Committee regarding a discussion of health care insurance split between Town and Town Employees. Sgt Mack has worked for the Carlisle Police Department over 30 years. The health care insurance cost split between the town and employees during his tenure has been at 50/50 percent. Approximately 2 years, during contract negotiations the issue of increasing cost of health insurance premiums and deductibles was raised. The approved union contracts with the Police and Dispatchers stipulates \$1K bonus to members if the town does not change the current split for health care insurance premiums.

Select Board asked the Insurance Advisory Committee to research other potential group health plan options and to research the issue regarding cost split of health care insurance premiums between town and employees in other neighboring communities.

Historical MNHG Rate Increase

Year	Tufts	Harvard Pilgrim	Fallon
FY18	12.5%	13.4%	9.9%- Select 8.4% - Direct
FY19	5% - HMO 8% - POS	8%	9.5%
FY20	5.5% - HMO 0% - POS	5.5% - HMO 0% - PPO	9.5%
FY21	1.5% - HMO 5% - POS	3.5% - HMO 5% - PPO	6.5%

Historical Rate Ranges

as of February 1, 2020

FY 2021	-1.5% - 8.3%	Average of 3.7%
FY2020	-7% - 5%	Average of .6%
FY2019	0% - 11.1%	Average of 4.6%
FY 2018	4% - 15.3%	Average of 7.45%
FY 2017	4.5% - 12.8%	Average of 8.9%

Upon the recommendation of the IAC, the Select Board voted to withdraw the Town's participation in the Minuteman Nashoba Health Group (MNHG) and entered into an agreement with Massachusetts Interlocal Insurance Associates (MIIA) Health Benefits Trust effective June 1, 2021.

IAC survey of other towns regarding the cost split between town and town employee: 70% (town share) / 30% (employee share) was the average.

State law requires cities and towns to pay no less than 50% of premium.

Also present for the discussion was Finance Director Kimberly Kane to explain the health care insurance premium savings to the town by switching MIIA.

	<u>MNHG</u>	<u>MIIA</u>
Total Annual Cost:	\$1,972,942.90	\$151,039.44
Total Annual Cost:	\$1,972,942.80	\$1,812,473.28

Town share Difference: (\$80,234.76)

Employee Difference: (\$80,234.76)

Total Savings \$160,469.52

Insurance Advisory Committee further voted to recommend that the Select Board amend the Health Care Insurance cost split between Town and Active and Retired Town Employees from the 50/50 split to 55 percent (Town share) and 45 percent (employee share) effective for the June 1, 2021.

	<u>Split</u>	<u>Cost</u>
The proposed 5% Difference equals \$90,623.63	50/50	\$906,236.64
Each percentage change is approximately \$18,124.72	55/45	\$996,860.27

The Select Board agreed to continue this matter to its next meeting on April 14, 2021.

Public Safety Building Committee

The Select Board met with Police Chief John Fisher and Fire Chief Bryan Sorrows to discuss their recommendations for moving the Public Safety Building project to the next phase. Chiefs Fisher and Sorrows have been meeting informally with Matt Svatek, David Freedman and Luke Ascolillo to discuss the feasibility and process for the proposed building project.

RFP for Architectural Programming Services

The Select Board reviewed a draft outline of the RFP for Architectural Programming Services for a Public Safety Facility for the Town of Carlisle.

David Freedman explained that the new building would house police, fire and dispatch. The purpose of the RFP to get a solid figure for a specific set of uses regarding public safety. After the committee reviews the bids received through the RFP, they plan to present a Warrant Article at Spring Town Meeting to secure funding to hire a consultant to proceed with needs assessment and planning.

Alan Lewis suggested changing the RFP language to include a charge to consider multipurpose space for other town departments when determining space needs in the new building.

Mr. Freedman cautioned that board on broadening the scope of the RFP at this stage would prevent meaningful responses without it becoming too broad or too vague to provide the information and guidance for a public safety building.

Barney Arnold agreed that there may be creative ways to design multipurpose spaces that would benefit other town departments. Especially, since it is likely to be the only new structure that the town will build for quite some time and the board should consider some of other needs.

Dave Model agreed it would be shortsighted not to look at all of the other needs, but he is concerned that looking at all of the various contingencies would significantly lengthen the planning process with a bigger mission and take a lot more management.

Mr. Freedman pointed out that the firms that are likely to respond to the RFP will know what kinds of activities are compatible with public safety building functions. The town/committee could ask them to determine what spaces could be multifunctional for use by the public, and determine whether additional non-public-safety office space could be added and what the ramifications of that are.

Membership/Expended Charge Discussion:

Barney Arnold questioned the formation of the working group. It was her understanding that a discussion group was assembled by the chiefs of Police and Fire but it sounds like this group is now participating as a planning group which needs to be formally established by a vote of the Select Board.

Chief Fisher agreed and said he expected the committee to be appointed before the RFP is issued.

Upon the suggestion of Alan Lewis, it was agreed to solicit volunteers from the town who have experience with the construction process to serve on the committee.

The Select Board will approve the Public Safety Building Committee Charge and Membership at their next meeting and have the Town Administrator Timothy Goddard issue the RFP afterwards.

Joint Meeting: Select Board & Finance Committee:

FY22 Operating

The overall budget for FY22 is \$32,453,542, an increase of 3.6% from FY21. This amount does not include the 2% Cost of Living Adjustment (COLA) increases approved by the Select Board on March 9th for all town staff not covered by collective bargaining agreements.

Annual budget for snow and ice removal has been increased to \$90K. Snow and Ice budget has been \$65K for many years but the actual expenses are over \$100K.

Additional changes for the FY22 budget include a reduction of OPEB contributions to \$250K (Select Board may be asked to adopt a policy to commit to a specific contribution amount every year)

Capital expenses:

- \$28K for water filtration equipment
- \$35K for replacement water and sewage pumps for the school
- \$60K for a new police cruiser
- \$200K for a roll-off truck requested by the DPW.

Finance Committee has recommended \$500K for the Municipal Facilities Committee and to add this as permanent annual line item to make sure that repairs and upgrades can be done in a timely and efficient manner.

A placeholder has been included for insurance and group health insurance until final numbers are available.

Finance Committee feels that a 3.6% budget increase is too high. Use of Free Cash could be used to offset some one-time items like capital equipment which would reduce the overall tax increase.

The following FY22 Staffing requests were approved by Finance Committee and Select Board:

- Full-time IT Manager (\$100K)
- Public Health Nurse - 10 hours (\$16,269) *This request will replace hours lost with the end of the cooperative program with Concord.*
- Council on Aging Reorganization/New positions/responsibilities \$ (3,914)

FY22 Staffing requests not approved at this time, include:

- Full-time Police Officer (\$75,262)
- Additional hours for the Administrative Asst for Treasurer (\$ 11,750)
- Additional hours for the Assistant Health Agent for Board of the Health (\$13,812)
- Additional hours for the Administrative Assistant for the Conservation Commission (\$4,424)

Personnel Committee requested to grade the new IT Manager and Town Clerk positions.

Potential 2021 Annual Town Meeting Warrant Articles:

Recurring Articles:

1. Consent Agenda
2. Town Reports
3. Salaries of Elected Officials
4. OPEB Actuarial Valuation
5. Property Revaluation
6. Real Estate Tax Exemptions
7. FY22 Ch.90 Authorization
8. FY22 Revolving Funds Authorization
9. FY21 Budget Transfers
10. FY22 Operating Budget
11. FY22 Capital Budget
12. FY22 MFC Capital Projects
13. Special Appropriations (Assessors' Map updates, CoA Social Worker, consultants)
14. FY22 PEG Local Access Fund
15. FY22 Community Preservation Act Committee recommendations

Potential Warrant Article requests

1. Home Rule petition – Appointed Town Clerk
2. Personnel Bylaw revisions
3. Accept FY22 Town non-union Wage/Salary schedule
4. Adopt FY22 Wage/Salary schedule
5. Prior Year bills (if needed)
6. Veterans' Honor Roll - \$5K
7. Salary/Wage study update - \$5K
8. CAHT – Trust Amendment and Bylaw
9. CAHT – Land Purchase fund - \$100K
10. Adult Use of Marijuana – Zoning Bylaw

11. Bow Hunting on Town Land – Resolution or Ballot Question
12. Public Safety Building - Architectural Programming Study
13. Highland Building

Cemetery Deed Transfers Request:

No action taken was taken by the Select Board pending further clarification from the DPW Supt. and Town Clerk.

Town Governance Study Committee Charge and Membership

David Model and Kate Reid have met several times with the land use boards and committees to discuss combining functions to provide better office coverage for each department and gain efficiencies. Through their discussions with the staff, IT issues were common amongst all departments. Town staff also discussed difficulties they have in taking direction from elected and appointed boards members.

It was agreed by the Select Board to establish a Town Governance Study Committee and to prepare a Draft Charge and Membership to be voted on.

Kate Reid has volunteered to draft the committee Charge for the board’s consideration. In the meantime, volunteers who are interested in serving on the new committee should send a note of interest to townhall@carlislema.gov.

The Select Board thanked Marc Wey (Carlisle resident) for volunteering his time to facilitate the meetings.

Town Administrator’s Report:

1- Assist Garden Manager Appointment - Foss Farm Community Garden

The Conservation Commission has requested that the Select Board appoint Jonathan DeKock to be the Assistant Manager for the Foss Farm Community Garden.

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** to appoint Jonathan DeKock to be the Assistant Manager for the Foss Farm Community Garden upon the recommendation of the Carlisle Conservation Commission.

2- Land Stewardship Committee Appointment

The Conservation Commission is recommending that the Select Board appoint Nick Ognibene to the Land Stewardship Committee.

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** to appoint Nick Ognibene to the Carlisle Land Stewardship Committee for a three year term expiring on June 30, 2024.

3- Curve Street Dam

The Select Board reviewed the Curve Street Dam Conditions Report required every five years. The Town's engineers, Weston & Sampson, have again concluded that the Curve Street Dam is in "Fair" condition and has not deteriorated significantly since last inspected in 2018, Weston and Sampson have identified a number of projects that should be undertaken to prevent a worsening of the current deficiencies. The Select Board agreed to schedule a future agenda item with the Conservation Commission to discuss next steps.

4- Reduced quorum for 2021 Annual Town Meeting

State of emergency that Gov. Baker declared last March is still in effect and will likely continue for some time. Upon the request of Town Moderator Wayne Davis, the Select Board have scheduled date/time to vote on the quorum for 2021 Annual Town Meeting on Tuesday, April 14, 2021. Notice to be posted on the town website and at Town Hall.

"SECTION 7. (a) Notwithstanding section 13 of chapter 39 of the General Laws or any other general or special law, charter provision or by-law to the contrary, a town may act by vote of its select board or board of selectmen, in consultation and with the approval of the town moderator, to prescribe the number of voters necessary to constitute a quorum at any town meeting held during the governor's March 10, 2020 declaration of a state of emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter; provided, however, that the number of voters necessary to constitute a quorum shall not be less than 10 per cent of the number that would otherwise be required."

The Select Board previously agreed to tentatively set the date/time for the 2021 Annual Town Meeting to be held on Sunday, June 6th at 1:00 PM

Upcoming Selectmen's Meeting Schedule:

- April 13, 2021- Regular Select Board meeting
- April 27, 2021 – Regular Select Board meeting

Cable Needs assessment focus group sessions:

- April 6-8th – Cable Needs assessment focus group session

Approval of Minutes/Warrants:

On the motion made by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** to accept the minutes of February 9, 2021 as presented.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye
The February 23, 2021 minutes will be further reviewed and voted on at the next scheduled meeting.

The following three town expense & payroll warrants were reviewed and approved by Barney Arnold on 03/02/21:

- Payroll (Town & School) Warrant #5721 (\$689,666.99)
- Town Expense Warrant #5821 (\$81,126,279.72)
- School Expense Warrant #5921 (\$37,202.42)

MEETING ADJOURNED

List of documents discussed at meeting

- BOS Meeting Packet Material
- Highland Building Presentation