

Select Board  
Tuesday, April 11, 2023  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Remote)

The Carlisle Select Board met on Tuesday, April 11, 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, and Kate Reid.

Travis Snell participated remotely via Zoom.

**Staff Present:**

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

The Open Meeting Law (OML) regulations governing remote participation, 940 CMR 29.10 - All votes must be taken by roll call. This meeting was live-streamed. Video recording is available at <https://www.youtube.com/channel/UCwJiQYrfa7zAvD3O9jOm-ew/videos>

***Community Input:***

There were no requests for community input.

***Middlesex County Retirement System (MCRS) Retiree COLA (Chapter 269 of the Acts of 2022);***

Based on the 2022 System Valuation, Carlisle's FY 25 appropriation to be paid on July 1st is \$1,488,276. If we assume the 6.5% overall system increase that is in the funding schedule, plus an additional 1% increase for the COLA, the FY 26 assessment is roughly estimated to be \$1,599,896.70.

Estimated budget impact for Carlisle: \$14k in Fiscal Year 2025

On the motion made by Kate Reid and seconded by Nathan Brown, it was **VOTED** to accept Chapter 269 of the acts of 2022, the local option to grant retirees, a one-time COLA increase from 3% to 5% of the system's \$16k COLA base.

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

***Town Election Hours Vote:***

The Select Board met the Town Clerk, Peggy Wang.

As the Chief Election Officer for the Town of Carlisle, the Town Clerk is recommending that the Select Board reduce the polling hours for the May 16<sup>th</sup> Annual Town Election in accordance with M.G.L. Chapter 54 Section.

Every candidate on the ballot will be running unopposed and there are no questions on the ballot. As a result, voter turnout on election day will likely be very low.

In 2021 under a similar ballot situation as in 2023, polling hours were reduced to 5 hours from 2 pm to 7 pm and only 391 ballots were cast.

Early voting by mail will be offered but there will be no Early voting in-person.

Town Clerk further clarified that there are still a number of ways voters can vote at different times: Absentee in-person voting in the Town Clerk's office until noon on May 15th for those who will be absent on Election Day Mail-in voting if received by May 16<sup>th</sup> and hand-delivered absentee voting on Election Day.

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to approve the Town Clerk's recommendation to reduce the polling hours for in-person voting for the May 16<sup>th</sup> Town Election to 5 hours beginning at 2:00 pm and ending at 7:00 pm.

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

***Police Chief Contract:***

Town Administrator Ryan McLane explained Lt. Colleen Dunbar has withdrawn her application. The contract negotiations ended mutually and amicably. The next step in the process is for the Select Board to decide whether to continue with the recommendation from the Police Chief Screening Committee.

In March, the Screening Committee recommended three highly qualified candidates.

Chair Barney Arnold explained that on April 6, 2023, the Select Board convened in Executive Session and agreed to reach out to the 2<sup>nd</sup> finalist Lieutenant Andrew Amendola to schedule an interview.

On the motion made by Nathan Brown and seconded by David Model, it was **VOTED** to schedule an interview with Police Lieutenant Amendolia from Brookline, MA on Tuesday, April 18<sup>th</sup> at 7 PM.

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

***Appointments:***

COAHS Director

COAHS chair Ann Quenin explained that the Carlisle Council on Aging & Human Services enthusiastically supports the appointment of Carol Grueneich as COAHS Director.

On the motion made by Kate Reid and seconded by Nathan Brown, it was **VOTED** to appoint the Carol Grueneich to be the Council on Aging and Human Services Director subject to successful negotiations.

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

DPW - Heavy Equipment Operators

On the motion made by Kate Reid and seconded by Nathan Brown, it was **VOTED** to approve the Town Administrator's recommendation of DPW Director James Hall to appoint James Young and Scott Grierson to serve as Heavy Equipment Operators.

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

Conservation Commission

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to appoint George Shepard (45 South St) to serve on the Carlisle Conservation Commission with a term expiring on June 30, 2024.

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

Land Stewardship Committee

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to appoint Claudia Talland (67 Cutters Ridge Rd) and Shane Usher (33 Timothy Lane) to serve on the Carlisle Land Stewardship Committee with terms ending June 30, 2024, and June 30, 2025, respectively.

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

***Memorandum of Understanding (MOU) - HomeWorks Energy:***

The Select Board met with Robert Zogg from the Carlisle Sustainability Committee to request the town collaborate with HomeWorks Energy, Inc.

This initiative will assist residents in reducing their energy use and adopting clean heating and cooling technologies with confidence and cost-effectively. As part of this campaign, the Town will invite its residents [and small businesses] to access Mass Save no-cost home energy assessments and associated rebates and incentives.

HomeWorks will assist or direct residents to the appropriate service provider for income-eligible efficiency programs, multifamily efficiency programs, as well as rebates and incentives.

On the motion made by Nathan Brown and seconded by David Model, it was **VOTED** to approve and authorize the Select Board chair and or the Town Administrator to execute the Memorandum of Understanding (MOU) between the Town of Carlisle and HomeWorks Energy, Inc. as presented.

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

*Note: The Memorandum of Understanding (MOU) is subject to two one-year extensions at the discretion of The Town.*

### ***Community Choice Aggregation (CCA) Contract***

The Select Board met with Bob Zogg for an update on the Community Choice Aggregation Contract.

Carlisle's Community Choice Aggregation (CCA) contract will expire on January 1st, 2024. The CCA program allows Carlisle to procure electricity on behalf of Carlisle's electricity customers. Eversource continues to deliver the electricity under the CCA. The MA Department of Public Utilities oversees the program. Our energy consultant (aka, broker, Colonial Power Group) assists us in securing electricity supply contracts, supporting customer communications, and maintaining a webpage allowing customers to enter or leave the program.

The CCA Working Group appointed by the Town Administrator consists of Sustainability Director Sue Thomas, Glenn Reed, and Bob Zogg are working with our broker to prepare recommendations for the Select Board regarding the contract renewal.

Consistent with the approach taken with our current contract, the working group is pursuing three product options:

- Standard (default): Includes the level of MA Class I renewable content that roughly matches (as best we can estimate/predict) the price of Eversource Basic Service. (Under our current contract, we include 15% more MA Class I renewable content than MA requires.)
- Optional Basic: Provides the lowest price, just meeting MA requirements for renewable content
- Optional Green 100: 100% MA Class I renewable content.

Approximately 70% of Carlisle residents participate in the CCA, with 81% choosing the Standard product, which under the current contract provides 15% above MA Class 1 renewable content mandates. Another 284 Households choose the Optional Basic plan which equals MA mandates, and only 21 households or 1% of users are under the Optional Green 100 plan that provides 100% MA Class 1 renewable energy certificates.

Over the last 4.5 years under the CCA, Carlisle residents have saved over \$1.3M in electricity costs compared to buying it through Eversource. This averages about \$300K in annual savings and an \$190 average annual savings per household for those consumers who participate.

The Town's broker is urging the Select Board to act quickly based on current favorable pricing trends that may not last long. The town's broker recommends securing indicative pricing from competing suppliers by April 21. If the indicative pricing is favorable, the town's broker will secure executable pricing on April 26. Once executable pricing is received, the Select Board will have to accept a bid and either lock in a new contract or reject the bids and repeat the process at a later date.

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to authorize the Town Administrator to collaborate with the broker and the CCA working group to secure indicative and executable pricing in preparation for a new contract for the Select Board's approval on April 26, 2023.

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

On the motion made by Nathan Brown, to appoint David Model, it was **VOTED** to serve as the Select Board representative to participate in the decision-making process on April 26th.

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

***Town Meeting Warrant Article Review and Recommendations:***

ARTICLE 1 – Consent Agenda (articles 2-8)

ARTICLE 2 - Town Reports

ARTICLE 3 - Salaries of Elected Officials

ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits

ARTICLE 5 – Real Estate Tax Exemption

ARTICLE 6 - FY 2024 Chapter 90 Authorization

ARTICLE 7 – PEG (Public, Educational, Government) Local Access

ARTICLE 8 - Department Revolving Funds Authorization

On the motion made by Nathan Brown and seconded by Nathan Brown, it was **VOTED** to support Article 1. Consent Agenda. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

ARTICLE 9 - FY24 SALARY/WAGE TABLE.

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to support Article 9. FY24 Salary/Wage Table. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

ARTICLE 10 – Prior Year Bills

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to support Article 10. Prior Year Bills. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

ARTICLE 11 – FY2024 Operating Budget

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to support Article 11. FY2024 Operating Budget. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, T. K. Reid, and T. Snell-Aye

ARTICLE 12 – Capital Equipment

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to support Article 12. Capital Equipment. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye.

ARTICLE 13 – Corey Auditorium Lighting Project

On the motion made by Nathan Brown and seconded by Kate Reid, it was **VOTED** to support Article 13. Corey

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

ARTICLE 14 – Greenough Barn Removal

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Article 14. Greenough Barn Removal. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

ARTICLE 15 – Additional FY 23 CPA Appropriation

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Article Additional FY23 CPA Appropriation. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

ARTICLE 16 – CPA Annual Recommendations

Motion 1

That the following amounts be appropriated from the Fiscal Year 2024 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a) Seventy-One Thousand Seven Hundred Dollars (\$71,700), be appropriated to the Community Housing Reserve Fund.
- b) Seventy-One Thousand Seven Hundred Dollars (\$71,700), be appropriated to the Historic Reserve Fund.
- c) Seventy-One Thousand Seven Hundred Dollars (\$71,700), be appropriated to the Open Space Reserve Fund.
- d) Ten Thousand Dollars (\$10,000), be appropriated for Administrative Expenses.
- e) Four Hundred Sixty-Five Thousand, Seven Hundred Fifty Dollars (\$465,750), be appropriated to the fiscal year 2024 Community Preservation Budget Reserve account.

On the motion made by Nathan Brown and seconded by David Model, it was **VOTED** to support Motion 1 FY 2024 CPA Appropriations which is placing estimated revenues in the individual buckets as modified tonight eliminating the percentages.

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

Motion 2

That Four Hundred Thousand Dollars (\$400,000) be appropriated effective immediately after Town Meeting vote from the Historic Reserve Fund and/or the Undesignated Reserve Fund to the Gleason Public Library Trustees for the purpose of renovating the Gleason Public Library, a building listed on the state register of historic places, to rehabilitate the interior of both the historic 1896 building and late-20th-century addition, to provide a more functional and flexible space, including new teen spaces, new and updated meeting room spaces, lighting fixture replacements, infrastructure improvements, and ADA accessibility improvements, all while maintaining the aesthetic character of the historic building, and that such sums be expended by the Carlisle Library Trustees pursuant to the terms of the Town of Carlisle Community Preservation Committee Grant Agreement #2023-001, and further that any portion of such sums not expended by June 30, 2026, shall be returned to the Historic Reserve Fund and/or the Community Preservation Undesignated Fund.

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Motion 2 that Four Hundred Thousand Dollars (\$400,000) be appropriated from the Historic Reserve Fund and/or the Undesignated Reserve Fund for the Gleason Public Library.

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

### Motion 3

That Three Hundred Thousand Dollars (\$300,000) be appropriated effective immediately after Town Meeting vote from the Open Space Reserve Fund and/or the Undesignated Reserve Fund to the Carlisle Conservation Commission for the rehabilitation, preservation, and restoration of the Cranberry Bog Dam #1, which is located on land used for open space purposes and is listed on the state register of historic places, including stabilizing the upstream bank and crest, removing trees and stumps, conducting compaction tests, and utilizing such water diversion and flood response planning that will allow construction to occur while materials are dry, and that such sums be expended by the Carlisle Conservation Commission pursuant to the terms of the Town of Carlisle Community Preservation Committee Grant Agreement #2023-002, and further that any portion of such sums not expended by June 30, 2026, shall be returned to the Open Space Reserve Fund and/or Community Preservation Undesignated Fund.

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Motion 3 that Three Hundred Thousand Dollars (\$300,000) for the Cranberry Bog Dam #1 from the Open Space Reserve Fund and/or the Undesignated Reserve Fund. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

### ARTICLE 17 – Senior Means Tested Property Tax Exemption Program

on the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Article 17. Senior Means Tested Property Tax Exemption Program. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye.

### ARTICLE 18 – Town Offices Saturday Hours

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Article 18. Town Offices Saturday Hours. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell- Aye

### ARTICLE 19 – Amend General Bylaws, Section 12.1

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Article 19. to amend Town of Carlisle General Bylaws, Section 12.1. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

### ARTICLE 20 – Personnel Bylaw Amendment

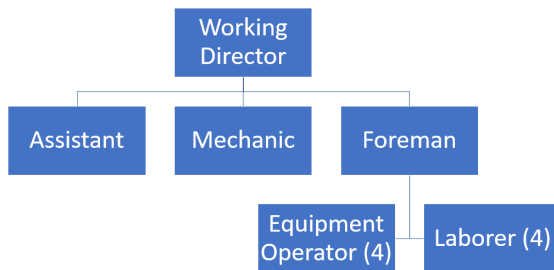
On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to support Article 20. to amend the Personnel Bylaws. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** to approve and execute the May 8, 2023, Annual Town Meeting Warrant and May 16, 2023, Town Election Warrant subject as to form by Town Counsel. ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid, and T. Snell-Aye

### *DPW Structure and Personnel Discussion:*

Town Administrator Ryan McLane made a brief presentation regarding proposed DPW Structural changes to accomplish the following:

- 1.) Align job titles and wages to job descriptions and department needs
- 2.) Build leadership from within
- 3.) Provide job mobility and opportunities for employee growth
- 4.) Clarify employee pay and create a transparent compensation model



Promoting from within provides the opportunity for a bridge between the current era and potential large-scale changes to Carlisle Public Works.

Five-Year Decision Point – How do shared services and townwide needs impact DPW service delivery?

Internal Hire Supports – Professional development, shared engineering services with neighboring towns, administrative support, budgeting/procurement support

### Proposed Personnel Changes

- Promote DPW Foreman Jim Hall to Working Director
- Promote current employee to Foreman
- Promote current laborer to Equipment Operator
- Hire laborers from outside to fill vacancies
- Sign Agreement with neighboring town for on-call engineering services / use house doctor designer
- Add administrative duties to current part-time employee (Town Hall Staff)

### Succession Planning

- Continually develop proposed Director for more responsibility
  - Budget training with TA/ATA
  - MCPPO certification
  - Baystate Training
  - HR/Leadership Training



- Dedicate time for developing foreman, mechanic, and equipment operators positions of greater responsibility
  - Baystate Training
  - Leadership Training
- Provide professional development to laborers for movement into mechanic or equipment operator positions
  - Credentials and Certifications
  - Baystate Training

The Select Board took no action this evening and agreed to take up this recommendation at their next meeting.

Note: Travis Snell left the Select Board meeting.

*\*\*The remaining board members were present in person therefore Roll Call Votes are no longer required.*

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

View a full copy of the TA's Report online at:

<https://www.carlislema.gov/DocumentCenter/View/4823/Town-Administrator-Report---April-11-2023>

### **Action Items:**

#### Concord Youth Theatre Beer and Wine Application

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** [4:0] to grant a 1-day license to Concord Youth Theatre for a wine-tasting event and fundraiser at the First Religious Society (FRS) to be held on May 5, 2023.

#### Bruce Freeman Rail Trail (BFRT) Sign Approval

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** [4:0] to approve the request from the Bruce Freeman Rail Trail for a 18 x12 sign for use in Carlisle.

### ***Minutes Approval /Review of Warrants:***

On the motion made by Kate Reid and seconded by Nathan Brown, it was **VOTED** [4:0] to approve the March 14, 2023, draft minutes as presented.

### **Review of Weekly FY23 Approved Warrants**

23PR19 (Town & School payroll) – total \$817,750.58

- Fire payroll Feb 2023 included

23TE19 (Town bills) – total \$524,275.91

- \$174k MIIA – health & dental insurance
- \$101k Guardian – Library roof top unit (ARPA funded)
- \$9k WJ Graves – road sand
- \$8k Eastern Minerals – road salt
- \$6k – fireproof safe (ARPA funded)

Review of Minutes:

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** [4:0] to approve the regular meeting minutes of February 28, 2023, as presented.

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** [4:0] to approve and release to the public the Executive Session Minutes of July 13, 2022, and September 27, 2022.

On the motion made by Kate Reid and seconded by Nathan Brown, it was **VOTED** [4-0] to adjourn.

MEETING ADJOURNED.

Documents reviewed during the meeting:

➤ SB 04-11-2023 Agenda & Packet

[https://www.carlislema.gov/DocumentCenter/View/4815/SB\\_04112023\\_Agenda- Packet](https://www.carlislema.gov/DocumentCenter/View/4815/SB_04112023_Agenda- Packet)

Prepared by J. Gibbons