

Select Board
Tuesday, July 13, 2021
Town Hall – Clark Room
66 Westford Street, Carlisle, MA 01741

The Carlisle Select Board met on Tuesday, July 13, 2021 at 7:00 p.m. in the Clark Room of Town Hall located at 66 Westford Street, Carlisle, MA. Present were Acting Chair Barney Arnold, Kate Reid, Luke Ascolillo and Nathan Brown. David Model attended meeting by remote participation via telephone.

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

Community Input:

1-Jeannie Geneczko read an email sent to Alan Lewis thanking him for his service to the Town of Carlisle as member and chair of the Select Board and on the LEPC. (See attachments).

2-Vanessa Moroney (Bedford Rd) requested that the Select Board postpone voting on the Highland Building Committee's request for funding until there is demonstrated community support, especially the School Committee. She also noted that spending money from unused capital funds should be done sparingly and with adequate due diligence. (See attachments).

LEPC Update:

The Select Board met with Chief of Police John Fisher for a brief LEPC update. Carlisle continues to be a low-risk community. No Massachusetts communities are in THE RED for case numbers.

Fire Department continues to provide free Covid-19 testing for Carlisle residents. The Fire Department has been busy pumping basements due to the record rainfall.

Neighborhood Response Team continues to receive calls for assistance.

Appointment of part-time police officer

On the motion of Nathan Brown and seconded by Luke Ascolillo, it was unanimously **VOTED** to accept the recommendation of the Chief of Police and appoint Gregory Balzotti (Littleton, MA) to serve as a Part-time Police Officer with the Carlisle Police Department. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

Format of future Select Board meetings:

Town Counsel has confirmed that it is legal to continue meeting remotely with Zoom and also alternating with live in-person meetings. The School Committee has been using their standard

Zoom subscription with an omnidirectional microphone and speaker attached to one of the laptops in the room (other laptops are not connected to audio). The town will need to purchase a good quality microphone). Both Minuteman Media Network and DriveTech have experience with setting up remote meetings with other towns/clients and developed such a system for the Town of Concord with their IT Department. The town has already invested in a system that records audio/video with multiple cameras and microphones that can stream to MMN and to YouTube.

It was agreed that the Select Board will be held in person whenever possible and to provide an option for the public to participate remotely when it becomes available.

Vote to award of contract - Greenough Dam Construction Project:

Construction Contract

On the motion of Kate Reid and seconded by Nathan Brown, it was **VOTED** to award the Greenough Dam Repair Project construction contract to R. Bates & Sons, Inc., LLC, 140 Pratts Junction Road, Suite 101, Sterling, Massachusetts in the amount of Four Hundred Forty-Seven Thousand Dollars (\$447,000.00). ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

Engineering Services Contract

On the motion of Kate Reid and seconded by Luke Ascolillo, it was **VOTED** to award the engineering services contract for the Greenough Dam Repair Project to Stephens Associates Consulting Engineers, LLC, 60 Northrup Dr, Brentwood, NH 03833 in the amount of Eighty Thousand Dollars 00/100 (\$80,000.00). ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

Highland Building Committee Update & Funding request:

The Select Board met with John Ballantine on behalf of the Highland Building Committee (HBC). The committee members include Ballantine, Chair, Luke Ascolillo, Marilyn Harte, Walter Hickman, Kathleen Keller, Christine Lear, Annette Lee, Jerry Lerman, Melissa McMorrow, Bryan Sorrows and Jack Troast. Advising Professionals; Debbie Bentley, RIBA and Suzanne Spinney, AIA

Demolition	\$300-400,000 With additional parking
Housing, municipal architect \$250 – 300 / square foot	\$2-3 million
Housing with four (4) and two bedrooms, No elevator	\$2.5 to 3 million

Offices for municipal uses / education with elevator \$3 million plus

Community Center 2014 HBC recommendation to TM \$3 million with open space, elevator and ADA spaces

Mr. Ballantine clarified specific proposals have not been presented to the Carlisle Public School because more detailed information has been requested by the school in order to assess compatible use due to the proximity of the building. Renovation cost estimates would also allow the committee to make an informed presentation to the School and Town.

Facility Needs and Opportunity Costs:

- Police, fire, town offices / 15,000 incremental square feet
- Recreation and municipal housing /8,000 incremental square feet
- Existing square footage, Police, Fire, & Highland / 20,000 square feet

Renovate & build municipal facilities next 10-15 years:

- Renovation cost estimates, approximately \$200-300 / square foot
- New facilities \$500-600 / square foot, depending
- 7,000 square new building / \$3.5 to 4 million without land

Mr. Ballantine explained that the cost estimates is the critical next step and requested the Select Board's approval to proceed with the level 2 cost estimates report prepared by Tocci Building Corporation in the amount of \$6,000 for housing and offices.

David Model requested that the committee also explore potential uses of the land if the building were to be demolished such as a park, new playground, or additional parking.

On the motion made by Kate Reid and seconded by Nathan Brown, it was **VOTED** to approve \$6,000 to engage the Tocci Building Corporation for renovation cost estimate report. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

Note: The Cost Estimate Report to be paid from Fiscal Year 2021 surplus funds.

American Rescue Plan (ARPA) Committee- Charge/membership:

The Select Board reviewed the Town Administrator's recommendation regarding the formation of an adhoc committee to advise and make recommendations to the Select Board regarding Town projects that are eligible for expenditure/reimbursement under the new American Rescue Plan Act (ARPA).

Carlisle is potentially eligible for more than \$1.5M in federal funds under this act. The purpose of the ARPA Committee is to recommend a comprehensive program of eligible projects for the Select

Board to consider. The ARPA is very intently focused on assisting communities that have been severely disadvantaged by COVID, both in public health and economic impacts.

It was agreed by the Select Board that the committee should consist of (1) Select Board member, (1) Finance Committee member and (1) citizen at large. The Town Administrator, Finance Director and Town Accountant will be resources only to this committee. Police, Fire and School Departments, Municipal Facilities Committee, School Facilities, and IT Departments will serve as resources also since most of the requested projects will likely come from these departments.

The ARPA Committee Charter and Appointments will be scheduled for approval at the next meeting on July 27th.

Town of Carlisle Personnel Policies revisions:

Kate Reid provided an outline of the Personnel Policies Issues that the Select Board needs to discuss and decide on according to Town Counsel Donna Brewer which include:

1. Sexual Harassment Policy – The board must designation/appoint a male and female representative to whom complaints of sexual harassment can be made to.

IT was agreed to the Town Administrator and Executive Administrative Assistant to the Town Administrator be appointed to receive sexual harassment complaints. The Select Board will also serve as a resource to receive non-sexual harassment complaints.

2. Non-sexual Harassment Policy - It was further agreed to keep the non-sexual harassment policy, although it is not required by law.

It was agreed to designate the Town Administrator to receive all non-sexual harassment complaints. The Select Board will also serve as a resource to receive non-sexual harassment complaints.

3. American Disabilities Act (ADA) Town Coordinator Designation

Town Administrator will continue to serve as the ADA Coordinator

4. Juneteenth Holiday - The board has been requested to decide whether to make Juneteenth a paid holiday or to provide employees with the option to swap this holiday for an existing paid holiday such as Columbus Day which is only a state holiday, not federal.

The board agreed to hold off voting on this pending further information and discussion.

5. Paid Holidays – The board asked to clarify when holidays that fall on weekends are to be observed. Example: Holidays that fall on Saturdays observed on that Saturday and holidays that fall on Sunday observed on Monday.

The board agreed to hold off voting on this pending further information and discussion.

6. Alcohol and Drug Policy (Sect 19-12) – The policy currently allows for 3 paid visits to a Substance Abuse Professional.

The board agreed to keep the 3 paid visits but possibly expand to 5 depending on the Town’s Health Insurance Coverage/Co-pays. More information requested.

7. Sick Leave Bank - The board was asked to consider the establishment of Sick Leave Bank Policy.

The board agreed to hold off voting on this pending further discussion with CCHS and review of existing short-term and long-term insurance plans offered by the Town.

8. Military Leave – The board was asked whether it would support the adoption of this statute. If so, this item becomes a future TM Warrant item.

9. Personal Leave and Small Necessities Leave (ie. Ages of relatives)

The board agreed that the existing sections 31 and 32 could be combined to broaden existing language

10. FMLA – The board was asked whether employees should be required to use vacation and sick days before FMLA.

The board agreed not to require the use of vacation and sick days prior to FMLA.

FY22 Select Board Goals:

The FY22 Goal Setting Work Session facilitated by Marc Wey will be held on August 10, 2021 at 7:00PM.

Discussion of liaison assignments:

The Select Board agreed to postpone this agenda item until 7/27/2021 to allow members more time prioritize their interest.

Annual Appointments – Town Boards & Committees:

On the motion of Nathan Brown and seconded by Luke Ascolillo, it was **VOTED** to approve the following Fiscal Year 2022 Town Board & Committee appointments effective July 1, 2021, through June 30, 2022 as follows:

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

<u>Affordable Housing Trust - (4) 2yr & (3) 1Yr</u>		Carolyn Ing	[2023]
Gina Fox	[2023]	Kate Reid (SB)	[2022]
Beverly Shorey	[2023]		
Maureen Cosgrove-Derry	[2023]	<u>Agricultural Commission (3 Yr)</u>	

Peter Mastromarino [2023]
David Ely [2023]
Andrew Rodgers [2022]
Steve Huberman [2022]
John Lee, Associate [2024]
Audit Committee (3 Yr)
Mike Bishop [2022]
Benjamin Taylor [2023]
Vacant [2024]

Board of Registrars (3 Yr)
Margaret Wang, Town Clerk [2024]
Ann Gibbs [2024]
Kay Hurley [2022]
James Bohn [2022]

Celebrations Committee (1 Yr)
Scott Evans, Chair [2022]
Laura Mullins [2022]
Heidi Haring [2022]
Greg Fairbank (New) [2022]
Christopher Eisenbies (New) [2022]

Community Preservation Comm (3 Yr)
Luke Ascolillo [2024]
Kathy Keller (Historical) [2022]
T/B/D (Rec Com Rep) [2024]
T/B/D (ConsCom) [2022]
Peter Yelle (Planning Board) [2023]
Samantha Rottenberg (Citizen) [2023]
Maureen Cosgrove-Deery (CAHT) [2023]

Conservation Commission (3 yr)
Lee Tatistcheff, Chair [2024]
Nick Ognibene (New) [2022]
Naveet Hundal [2024]
Helen Young [2022]
Kenneth Belitz [2023]
Alex Parra [2023]
Daniel L. Wells [2023]

Conservation Restriction Adv Com (1 Yr)
Nancy Cowan [2022]
Wayne Davis [2022]
Ken Harte [2022]
Marc Lamere [2022]

Madeleine Blake [2022]
Rich Oches (CCF) [2022]
Vacant (ConsCom) [2022]
Vacant (Citizen) [2022]

Cultural Council (3 Yr)
Alain Bojarski [2023]
Mark Levitan, co-chair [2022]
Jennifer Sagalyn , co-chair [2022]
Dan Lennon [2023]
Jenn Albanese [2023]
Kenneth Selcer [2023]
Vacant [2023]

Council on Aging (3 yr)
Ann Quenin, Chair [2023] (2)
Ann James, Vice Chair [2024] (1)
Verna Gilbert, Secretary [2024] (2)
Jerome Lerman, Treasurer [2022] (2)
Abha Singhal [2022] (2)
Maxine Crowther [2022] (2)
Wendy Barrow [2024] (1)
Elisabeth Bojarski [2023] (1)
Sally Hayen [2023] (1)
John Ballantine [2022]
Deborah O’Kelly [2022]
Amy Livens [2022]

Finance Committee (3 Yr)
Scott Triola [2023]
Victor Liang, Chair [2023]
Melissa McMorrow [2023]
James Darr [2022]
Lynne Lipinsky [2024]
James Catacchio [2024]
Aaron D’Elia [2022]

Historical Commission (3Yr)
Annette Lee, co-Chair [2023]
Ed Rolfe [2023]
Eric Adams [2024]
Geoffrey Freeman [2022]
Kathleen Keller, co-Chair [2022]
Jack O’Connor (Alt.) [2024]
Chip Dewing (Alt.) [2023]
*Vacant (Alt.) [2022]

Household Recycling Comm (3 Yr)

Rob Peary, Chair [2023]
Daniel Scholten [2024]
Robert Wallhagen [2024]
 Launa Zimmaro [2022]
 Gary Davis, DPW

Insurance Advisory Committee

Finance Dir. Kimberly Kane, [2023]
 Town Administrator Tim Goddard [2023]
 Steve Mack (Police) [2023]
 Kirk Bishop (Dispatch) [2023]
 Linda Vanaria (Teachers) [2023]
 Anush Coates (Town Hall) [2023]
 Chris Sireen (DPW) [2023]
 Jennifer Pike (Library) [2023]
 Nancy Harvey (Retirees) [2023]
 James Darr (FinCom) [2023]
Kate Reid (SB) [2023]

Land Stewardship Comm (3 Yr)

J Thomas Brownrigg [2023]
 Dwight DeMay [2023]
 Debbie Geltner [2023]
Warren Lyman, co-chair [2024]
Andrew Wilmot, co-chair [2024]
 Rhonda Michaud [2022]
 Nick Ognibene [2024]

Personnel Board (3 Yr)

Vanessa Brown, Chair [2022]
Kacy Hurley [2024]
 Snehal Patel [2022]
Ben Perry [2023]
 Vacant [2024]

Recreation Commission (3 Yr)

Andrew McMorrow, Chair [2022]
Lynette Kelleher [2022]
 Amy Smack [2023]
Courtney Miles Bittelari [2024]
 Vacant [2024]

River Stewardship Council (3yr)

Nathan Brown [2024]

Scholarship Advisory Committee (1 Yr)

Frank Krimowski [2022]
 *Vacant [2022]

*Vacant [2022]

Senior Tax Advisory Committee (1yr)

Kimberley Kane, Finance Dir. [2022]
Melissa Stamp [2022]
Joan Ingersoll [2022]
 Rueben Klickstein [2022]
 Vacant (Senior Resident) [2022]
 Vacant (Senior Resident) [2022]

Traffic & Safety Advisory Comm (1 Yr)

Timothy D. Goddard [2022]
Luke Ascolillo (SB Rep) ?? [2022]
Gary Davis, DPW Gary Davis [2022]
John Fisher, Police Chief [2022]
Bryan Sorrows Fire Dept [2022]
Lee Storrs [2022]
Vanessa Moroney(Citizen) [2022]

Trails Committee (3 Yr)

Marc Lamere, Treasurer [2024]
Warren Spence [2024]
 Steve Tobin, Chair [2022]
 Alan Ankers, Secretary [2022]
 Robert "Roy" Herold [2023]
 Charlene Hinton [2023]
 Helen Young (Associate) [2023]
 Christian Hedlund (Associate) [2023]
 Chris Chiapella (Associate) [2023]

Veterans Committee (1 Yr)

Timothy Nickerson [2022]
Greg Fairbank [2022]
Christopher Eisenbies [2022]

Youth Commission (3Yr)

Lauree Cameron Eckler, Chair [2023]
 Stefani Keene [2022]
 Durairaj Babu [2022]
 Kathy MacDonald [2022]
 Amy Smack [2022]
 Cady Audette [2022]

Zoning Board of Appeals (3 Yr)

Travis Snell, Chair [2023]

Emanuel Crespo, Clerk	[2023]	Gretchen Anderegg (Assoc.)	[2023]
Steven Hinton	[2024]	W. Jay Lee (Assoc.)	[2024]
Eric Adams (Assoc.)	[2024]	Vacant (Assoc.)	[2023]

It was further agreed to postpone the following committee appointments/reappointments to 7/27/21:

Municipal Facilities Committee (3 Yr.)

John Lavery	[2021]	Select Board to revisit MFC Charge & Membership
Jerome Lerman, Chair	[2021]	
Kate Reid, BoS	[2022]	
Christine Lear	[2022]	
Scott Simpson	[2023]	
Rob Fortado (Non-voting)	[2022]	
Stephen Bastek (Non-voting)	[2022]	

Energy Task Force (1 Yr)

Brian Mottershead	[2022]	Hold for more volunteers - member is not a quorum
Vacant	[2022]	
Vacant	[2022]	
Vacant	[2022]	
Vacant	[2022]	

Community Preservation Cte

Recreation Commission Rep	[2024]	Waiting from nominations from CPC & RECOM
Conservation Commission Rep	[2022]	

Public Safety Building Committee

Appointments to be voted on at a future meeting

Note: According to Town Counsel the past appointees remain as full members of committees as “holdovers” until they are replaced on that committee. Individuals whose term has expired is still considered a member of that committee unless or until someone else is appointed to the position. They can continue to participate until replaced.

Select Board Liaisons & Memberships Assignments:

This matter has been postponed to the next Select Board meeting to allow members to review the list of past assignments/memberships and submit their requested new assignments for FY22 to the chair in advance of the next meeting.

Cemetery Deed Transfer Request:

Deed 758

On the motion of Kate Reid and seconded by Nathan Brown, it was **VOTED** to transfer land in the public

burial ground to ELENA KENNEDY (1171 Westford Street) at Green Cemetery, Lot D148 Graves 1 and 2.
ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

Town Administrator's Report:

1. Town Health Insurance Premium Cost Split - Town Counsel has suggested that with the Town Meeting vote to accept MGL Ch32B, s.7A, which authorized the Board to adjust the percentage contribution to employee health insurance premiums, that you now formally revoke the Board's intention to shift the percent to 55%/45% effective July 1st.

On the motion of Luke Ascolillo and seconded by Nathan Brown, it was unanimously VOTED pursuant to Section 7A of Chapter 32B of the General Laws, that in addition to the payment of fifty per cent of a premium for contributory group life and health insurance for employees in the service of the Town and their dependents, the Town shall pay a subsidiary or additional amount so that the Town share shall increase to 55.0% of the premium, and the employee share shall decrease to 45.0%. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

2. Interim Planning Administrator - Building Commissioner Jon Metivier has agreed to serve as the part-time temporary Planning Administrator while the Planning Board discusses how they would like to move forward.

3. Comcast License renewal proposal – The Board received copies of a preliminary renewal proposal from Comcast regarding our cable franchise license. Town Counsel and our cable consultants, the Buske Group, are currently reviewing the terms. The needs assessment will be published soon and will guide the negotiations with Comcast. Following the focus groups and the online survey, meetings have taken place with the School Department, Library, and the Mosquito to discuss the types of equipment that may be requested of Comcast during the contract negotiations.

Kate Reid questioned how this proposal interfaced with ARPA and requested that, as noted on page 15 of the "Formal Renewal Proposal," the town send a written request to the Licensee to conduct a survey of all the dwelling units in the area which is not yet covered and to inform the Town of the survey results and applicable costs to extend Service to the area.

4. DEP Mattress Recycling Grant - Carlisle has been awarded a Mattress Recycling Initiative grant for this year. The first step is notifying DEP whether the Town intends to charge for mattress recycling. The Transfer Station Task Force will discuss this issue. DEP has requested feedback by August 1st.

There were no objections from the board since all of the transportation costs are covered for the first year by the grant funding.

5. One Day Special Beer/Wine license request – Clark Farm has requested a One Day Special Alcohol license for an event at 201 Bedford Road. The board has issued similar licenses in the past. Chief of Police John Fisher has granted his approval and determined that no police detail is required for this event.

On the motion made by Nathan Brown and seconded by Luke Ascolillo it was unanimously voted to grant a one-day special license to Clark Farm at 201 Bedford Road to sell beer and wine between the hours of 5:00 pm and 8:00 pm for their Annual Cornhole Tournament. Issuance of the license is subject to the applicant first submitting host liquor liability coverage for the event. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

Reorganization of Select Board

On the motion of Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to appoint Barney Arnold to be chair of the Select Board. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

On the motion of Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** to appoint David Model as vice-chair of the Select Board. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

On the motion of Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** to appoint Nathan Brown as clerk of the Select Board. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

Liaison Reports:

MFC – Kate Reid

- New Chiller installed at the Gleason Library.
- Drafting a new organizational chart for Town and School management of a proposed new Buildings and Grounds Department.

Fire/DPW – Luke

- Scuba Tank Equipment Replacement (FIRE)
- Bucket truck available for purchase from Town of Concord (\$10K-20K)
- Tractor available for purchase from School Dept for the Cemetery (\$2K)

Approval of Minutes/Warrants:

On the motion of Kate Reid and seconded by Luke Ascolillo, it was **VOTED** [4-0-1] to approve minutes of June 21, 2021 as presented. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, D. Model-Aye and K. Reid-Aye. Nathan Brown abstained from voting.

Barney Arnold reported the approval of the following three Expense Warrants on 06/22/2021:

- Payroll (School) #8521 (\$641,742.80)
- Payroll (Town & School) Warrant #8621 (\$622,058.33)

- Town Bills Warrant #8721 (\$243,801.13)
- School Bills Warrant #8821 (\$103,377.21)

On the motion of Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** to adjourn the meeting. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, N. Brown-Aye, D. Model-Aye and K. Reid-Aye

MEETING ADJOURN

List of documents reviewed at meeting:

- SB Meeting Packet prepared for 7/13/2021
- Email to Alan Lewis from Jeannie Geneczko
- Statement prepared by Vanessa Moroney