

Select Board  
Tuesday, July 27, 2021  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741

The Carlisle Select Board met on Tuesday, July 27, 2021 at 7:00 p.m. at the Carlisle Town Hall (Clark Room) located at 66 Westford Street. Present were Barney Arnold-Chair, David Model-Vice-chair, Nathan Brown, Kate Reid and Luke Ascolillo.

This meeting was live streamed and recorded: <https://www.youtube.com/watch?v=Gwvzvs59zwk>

Remote participation: Zoom Meeting

ID: 894 9174 2669

<https://us02web.zoom.us/j/89491742669?pwd=bzlxbzF1TVhQQ2NGTk9ySk9DL0tHdz09>

***LEPC Update:***

Barney Arnold provided a brief Local Emergency Planning Committee (LEPC) update. There was one positive case both in June and July.

Fire Department will continue to offer COVID-19 testing and that food delivery is still ongoing for those in town who need it via the Neighborhood Response Team.

80% of all Carlisle residents have been vaccinated

***Preview of FY2022 Goal-setting Session:***

The Select Board met with Marc Wey to discuss expectations for the upcoming Goal-setting Work Session on August 10, 2021.

Mr. Wey has provided the board with a fillable form to be completed by each member and instructed the board to select 1 – 3 strategic buckets (from the list of 5) that are of strong interest to them.

Using the fillable forms each member will be asked to define long term strategic objective (3-5 years) and short term (FY '22) SMART goal that can realistically be accomplished in the current fiscal year.

***25% Design for Maple/Curve Street Bridges:***

The Select Board met with Jody Trunfio from TEC for a brief update on the traffic safety improvements for the Curve Street and Maple Street bridges. In accordance with the Town's obligations as part of the contract with MassDOT, TEC has submitted 25% design plan. The Conservation Commission held a public hearing last week to review the proposed erosion control measures and they will be issuing the Order of Conditions soon. All temporary construction signs and all other traffic control devices will be install prior to the start of any work.

### CURVE STREET

Curve Street has a posted speed limit of 20 MPH and receives less than 800 vehicles per day. The proposed work shall be constructed in 2 stages. Stage #1 - Install all temporary traffic management and erosion control measures. MassDOT approved temporary restraining barrier with limited deflection will be installed to the existing roadway to form one 10' wide temporary travel lane to shift traffic to the north side of the bridge. Removal and disposal of the south side of existing guardrail and construct the new guardrail. Stage #2 - Install the MassDOT approved traffic safety measures and erosion controls and shift traffic to the south side of the bridge, remove and dispose of the north side of existing guardrail and construct the new guardrail. Remove all temporary traffic management and erosion control measures prior to opening the roadway to traffic.

### MAPLE STREET

Maple Street has a posted speed limit of 35 MPH and receives 2000 vehicles per day. The proposed work will also be constructed in 2 stages.

Stage #1 - Install all temporary traffic management and erosion control measures. MassDOT approved temporary restraining barrier with limited deflection will be installed to the existing roadway to form one 10' wide temporary travel lane to shift traffic to the west side. Install three beam and construct new guardrail on east side of roadway. Stage #2 - Install the required traffic safety measures and erosion controls and shift traffic to the west side of the bridge. Install three beam and construct the new guardrail on the west side of roadway. Remove all temporary traffic management and erosion control measures prior to opening the roadway to traffic.

### ***FY20 Audit Report:***

The Select Board met with members of the Audit Committee and Matt Hunt from Clifton Larsen Allen (CLA)

General Fund Fund Balance - \$7.7M – Increase of \$807k

Restricted - \$2.2M

- Debt service - \$263k
- OPEB - \$1.9M

Committed - \$593k (continuing appropriations)

Assigned - \$63k (encumbrances)

Unassigned - \$4.8M

- \$900k increase from FY 19)
- Includes \$1.2M of general stabilization fund balance
- 13.9% of GF revenues and other financing sources
- 11.9% in FY 19
- 12.3% in FY 18
- 13.0% in FY 17
- 14.5% in FY 16
- 14.6% in FY 15

- GAAP Rev/Exp

- Net change in F/B, GAAP basis – \$807k

- Budgetary Rev/Exp

- Net change in F/B, budgetary basis – \$407k
- Anticipated CY change in F/B, budget basis - (\$1.1M)
- Negative Revenue variance of \$68k
- Positive Expenditure variance - \$1.6M (before encumbrances)

- Encumbrances and carryforwards - \$656k

- Total Positive variance - \$871k

OPEB Liability - \$20.3M (Prior year - \$15.1M) The reason for increase is the change in assumptions related to increases in health care costs.

Management Letter

Information Technology Controls -The majority of the areas for improvement from the prior year remain CLA recommends another meeting with Town officials to discuss a strategic plan to implement the improvements identified in the Management Letter.

Financial Policies and Procedures Manual - Preparation of a formal policy and procedures manual would improve and standardize the Town’s key internal controls. A manual would also assist in times of employee turnover. This is a time-consuming endeavor and the Town has made progress in this area.

GASB 84 – Establishes new criteria for identifying and reporting fiduciary activities of state and local governments (Implementation Date: Fiscal Year 2021).

GASB 87 – Establishes new financial reporting requirements for governments that enter into lease contracts (Implementation Date: Fiscal Year 2022).

***Town of Carlisle Personnel Policies Revisions:***

The Select Board met with Town Counsel Donna Brewer to discuss revisions to the Town of Carlisle’s Personnel Policies.

COMPARISON OF CURRENT MILITARY LEAVE VS. PROPOSED MILITARY LEAVE POLICY

Current

26.0 Military Leave

26-1. Policy. Employees in the Federal or State military reserve forces shall be granted a military leave of absence, for a period not to exceed two (2) weeks for each calendar year. Such employees shall be paid in an amount equal to their normal pay (less the amount paid for military service by the Federal or State government).

Proposed

26.0 Military Leave

26-1. Coverage. The Town shall comply with the Uniformed Services Employment and Reemployment Act. Members called to State active duty shall be considered to be on Federal active duty for purposes of this policy.

26-2. Policy. Employees in the Federal or State military reserve forces shall be granted a military leave of absence, for a period not to exceed two (2) weeks for each calendar year. Such employees shall be paid in an amount equal to their normal pay (less the amount paid for military service by the Federal or State government).

Analysis

The only difference between the two policies is the incorporation of the Uniformed Services Employment and Reemployment Act (USEERA). This federal law protects a service member's right to return to their job if they are absent for up to 5 years cumulatively due to military duty or training. Reemployment is not required if it is impossible or unreasonable due to the employer's changed circumstances or would impose an undue hardship. While the employee is out on military leave, he or she may continue their health benefits for 24 months and their service in the military counts as creditable service for pension purposes. Generally the employee must give notice before going out on military service.

It is not required to include the proposed Section 26-1 in the Town's policy; this is a requirement of federal law, applying to the Town and its employees regardless whether it is included in the personnel policy. It may serve some benefit, however, to include it as a reminder that the 2 weeks' paid leave per year that the Town offers is not the only benefit to employees who are service members.<sup>2</sup>

The Town may be required to offer extended benefits to servicemembers if it has accepted G.L. c. 33, § 59. Currently, the law provides that if it has been accepted at Town Meeting, the service member is entitled to full pay from the Town for up to 40 days in any federal fiscal year and continues to accrue all vacation, sick leave, personal leave, and other benefits as if he or she were still working for the Town. Whether the Town may deduct the military pay from the salary that is to be paid to the servicemember depends on the reason for the servicemember's absence. Furthermore, unlike many local acceptance statutes, the benefit is frozen based upon the content of the statute at the time it was adopted. If the law has been amended to be more generous, the servicemember only obtains the benefit of the amendment if the Town reaccepts the statute.

The Select Board agreed to table this matter for future discussion.

## SMALL NECESSITIES LEAVE COMPARED TO PERSONAL LEAVE

### Who's eligible

Employees who have worked for the Town for at least twelve months and provided at least 1250 hours of service during the twelve months before the leave is requested

Any permanent employee after probationary period

### How much leave

24 hours unpaid in 12 month period, in one hour increments 16 hours paid each fiscal year for FT; prorated for PT, in 4 hour increments

### For what purpose

1. School activities directly related to the educational advancement of a son or daughter of the employee. 2. Accompany the son or daughter of the employee to routine medical or dental appointments. 3. accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care. Elderly relative is at least 60 years old related by blood or marriage.

Any personal business, but not to supplement holiday or vacation leave

Prior notice to Town

In writing at least 7 days in advance where practicable

Department head approval in advance

***Appointments/Liaisons:***

The Select Board Liaisons and Membership for Fiscal Year 2022 are as follows:

Departments

Communications Center	<u>Liaison</u> Luke
Council on Aging	David
Dept. of Public Works	Nathan
Fire Department	Luke
Police Department	Kate

Boards & Commissions and their Committees

Affordable Housing Trust	<u>Liaison</u> Kate
Agriculture Commission	Nathan
Board of Appeals	Nathan
Board of Health	David
Carlisle Public Schools	David
CCHS	David
Conservation Commission	Luke
Historical Commission	Nathan
Personnel Board	Kate
Planning Board	Nathan
Library Trustees	Nathan
Master Plan Steering Cte	Barney + Kate
Recreation Commission	Luke
Energy Task Force	On hold

Committees Appointed by Select Board

Audit Committee	<u>Liaison</u> David
Conservation Restriction Adv	Luke
Community Preservation Cte	Luke
Deer Committee	On hold
Emergency Task Force LEPC	Barney + Nathan
Finance Committee	Barney
Household Recycling Cte	not this year – see TSTF
Insurance Advisory Cte	Kate
Land Stewardship Cte	Luke
Municipal Facilities	Kate

Traffic & Pedestrian Cte	Luke
<u>Working Groups/Task Force</u>	<u>Liaison</u>
American Rescue Plan (ARPA) Cte	Kate
Highland Building Cte	Luke
Public Safety Building Cte	New Cte/ TBD
Transfer Station Task Force	Barney

ARPA Committee

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to appoint Scott Triola from the Finance Committee and Kate Reid from the Select Board to serve on the American Rescue Plan Act Committee.

Community Preservation Committee

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to appoint Helen Young from the Conservation Commission and Lynette Kelleher from Recreation Commission to serve on the Community Preservation Committee.

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

1. One Day Alcohol License – Carlisle PTO

On the motion made by Nathan Brown and seconded by David Model, it was unanimously VOTED to grant the Carlisle PTO a One Day Special Alcohol license for a fundraising event at Banta-Davis on September 18<sup>th</sup> from 10:00am – 5:00pm subject to the applicant obtaining host liquor liability issuance.

2. Green Futures Act

On the motion made by David Model and seconded by Kate Reid, it was unanimously VOTED to authorize chair to endorse a letter of support for the passage of the Green Future Act, An act achieving a green future with infrastructure and workforce investments (H.3292).

3. Eversource/Ameresco Solar Project Update

Eversource acknowledged the Town's letter that sent to the Department of Public Utilities regarding delays in the completion of two projects in Carlisle has their attention now and they will do their best to improve communication going forward.

- Solar Canopies - Eversource will be working on overhead cabling this week and anticipates energization of the solar panels perhaps as early as next week.
- EV Charging Stations - The EV stations and a control cabinet have been ordered by Ameresco and the new utility pole where a new transformer will be hung has been installed and some tracing work remains.

4. Fall Special Town Meeting – Potential dates

Carlisle Public School has confirmed that all Monday nights in October are available (except Oct. 11<sup>th</sup>) for a Special Town Meeting is necessary. Town Administrator will continue to reach out to all town departments for potential warrant articles. There are no requests currently.

5. Request for Banner – Gleason Library Trustees

On the motion made by Nathan Brown and seconded by David Model, it was unanimously **VOTED** to approve the request from the Gleason Library Trustees requesting a banner to be hung across Bedford Road advertising the Library's 125th anniversary on September 12th.

6. Revisions to Woodward Village Open Space deed

There were some title issues with the Woodward Village Open Space deed and so there are minor changes to the document. Town Counsel recommends that the Board can sign the deed again without the need for an additional vote

7. Review next Select Board agenda

Next meeting will be held on Tuesday, Aug. 8, 2021. The only agenda item is Fiscal Year 2022 Goal setting facilitated by Marc Wey. The board agreed to post this meeting as a working session which will not be live streamed or recorded. All interested parties may attend in person only.

Place: Clark Room, 1<sup>st</sup> Floor, Carlisle Town Hall:

Time: 7:00 p.m.

***Meeting Schedule:***

August 31, 2021 – Rescheduled from 8/24

September 14, 2021 – Regular Board meeting

September 28, 2021 – Regular Board meeting

***Approval of Minutes/Warrants***

Minutes: On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the minutes of July 13, 2021 as amended.

Town Expense/Payroll Warrants:

The following Town/School Payroll and Expense Warrants were approved by David Model on 07/20/21:

- Payroll (Town & School) Warrant #0622 (\$558,651.79)
- Town Expense Warrant #0722 (\$53,784.17)
- School Expense Warrant #0822 (\$67,332.17)

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

MEETING ADJOURNED

Submitted by:

J. Gibbons

List of documents reviewed at meeting:

- SB Meeting Packet prepared for 7/27/2021