

Select Board  
Tuesday, August 9, 2022  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741  
HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, August 9, 2022, at 6:30 p.m. at the Carlisle Town Hall (Clark Room) located at 66 Westford Street. Present were SB chair Barney Arnold, Vice-chair David Model, Kate Reid, and Travis Snell. Absent was Nathan Brown.

**Staff present:**

Steve Ledoux, Interim Town Administrator  
Jennifer Gibbons, Executive Assistant  
Peggy Wang, Town Clerk

This meeting was live-streamed. Video recording is available at <https://www.youtube.com/channel/UCwJiQYrfa7zAvD3O9jOm-ew/videos>

***Community Input:***

There were no requests

***Board of Health Update - Drought Update***

The Executive Office of Energy and Environmental Affairs (EEA) updated the Central and Northeast Massachusetts areas from Severe Drought Level 2 to Critical Drought Level 3. Two factors were involved in the change: very little rain has fallen in the region since June, and the area is experiencing high temperatures. Last year at this time, while very warm, it followed one of the wettest Julys on record.

The official drought level is based on rainfall and other factors, including water levels in rivers, streams, lakes, and reservoirs, and on data about evaporation rates. Rainfall is a huge part of the picture. According to the National Weather Service, most of the state received a little more than half the average rainfall from April to June. Rainfall in June was about 65% of normal, according to the Northeast Regional Climate Center.

BOH Chair Tony Mariano explained how a bedrock aquifer works. It takes time for a drought to impact the water table that feeds bedrock wells. Nearby wells can be fed from entirely different bedrock water sources. He explained that the rain last year “recharged” Carlisle’s aquifers, helping to stave off the worst impacts of the drought for now. Carlisle is unique compared to towns in Eastern Massachusetts. Most towns have some sort of shallow municipal water source. In the Town of Carlisle, the wells are private, and most wells are in bedrock. Most are deep wells that pull water from fractures in the rock. The drought is an important issue and something that the BOH keep an eye on.

***Town Clerk: Execute State Primary Warrant:***

Town Clerk Peggy Wang presented the Warrant for September 6, 2022, State Primary.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve to execute the WARRANT for September 6, 2022, STATE PRIMARY as presented this evening by the Town Clerk.

***Transfer Station Regulations Amendment:***

The Select Board met with Tom Bilotta on behalf of the Transfer Station Action Committee.

Changes from the current regulation:

- Trash must originate in Carlisle as a result of normal household activity – prior regulation said it must come from a residence. The new registration would not allow trash passing through a residence from another town (vacation home, family or friend) and also not commercial activities
- Vehicle limits expressly add the state limit of 5 cubic yards
- Sticker fee is set by Select Board and not specifically listed in reg so that it does not need to change every time the sticker does
- Removal of items is not allowed with the listed exceptions – this is primarily added to prevent removal of valuable scrap metal

No enforcement change is planned at the current time.

Currently, compliance with the stated regulations by most direct depositors is at a very high level and it is not expected that enforcement changes will be required affecting these users.

There is a compliance problem, primarily with local private haulers which are using vehicles larger than those which are acceptable to either the current or proposed regulation and are also not in compliance with the current or proposed regulation with respect to not disposing of recyclables in solid waste.

The Transfer Station Action Committee intends to work collaboratively with the local private haulers to come into compliance with both the vehicle and recycling regulations.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the updated Transfer Station Regulations as presented on August 9, 2022.

***Hearing: Grant of Location (Eversource)***

Eversource Representative present: Joanne Callender

Chair Barney Arnold opened the scheduled hearing for Tues., August 9, 2022, at 7:30 PM at the Town Hall – Clark Meeting Room, 66 Westford Street, Carlisle MA 01741 pursuant to MGL C. 148 § 13 regarding the petition submitted NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways:

Acton Street - Westerly from pole 19/52, approximately 610 feet west of Westford Street, install approx. 10 feet of conduit.

This work is necessary to upgrade the existing underground electric service to 63 and 75 Acton Street, Carlisle.

On the motion made by Kate Reid and seconded by Travis Snell, it was unanimously **VOTED** to close the public hearing.

On the motion made by Kate Reid and seconded by Travis Snell, it was unanimously **VOTED** to approve the petition and plan submitted by NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 10± feet of conduit in Acton Street. Said work is necessary to upgrade the existing underground electric service to 63 and 75 Acton Street, Carlisle.

### ***ARPA Funding Request – Council on Aging:***

Council on Aging Director Joan Ingersoll explained that demand for mental health support has been lower than expected, while funds for nutritional support are nearly depleted as the COA is currently providing approximately 50 meals per week to Carlisle seniors in need. The COA is investigating other funding options to be able to continue the nutritional program once ARPA monies are exhausted.

- Nutrition Support for Seniors \$25,000.
- Online Mental Health Counseling \$15,000.

ARPA Committee recommends by 3-0 vote.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve increasing Coronavirus Fiscal Recovery (“ARPA”) funding for the “Nutrition Support for Seniors in Need” project by \$15,000 (to \$25,000 project total) and decreasing ARPA funding for “Online Mental Health Counseling” project by \$15,000 (to \$15,000 project total).

Additionally, the Council on Aging has requested to replace Clark Room flooring and purchase stackable chairs. It was explained that current flooring is not ideal for seniors and many community centers are installing vinyl plank flooring for ease of use for a variety of activities.

- Clark Room Flooring, tables, and chairs

ARPA Committee recommends by 3-0 vote.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve ARPA Funding for replacement of Clark Room Floor and stacking chairs as requested by Carlisle Council on Aging not to exceed \$12,500.

### ***Salary Study:***

Aleksandra E. Stapczynski from Human Resources Services, Inc. (HRS) presented the final report for the Town of Carlisle. The report serves as an update and validation of its compensation and classification plan for non-union positions. The study represents all municipal classified non-union position titles.

The scope of this study was shaped by the Town's interest in understanding and comparing its nonunion pay structure to that of similar organizations. As the economy continues to change and other organizations look to raise their salaries and wages, the Town found it necessary to review its own compensation program to ensure that it is competitive in order to attract/retain the necessary talent to provide services.

HRS requested the Town to provide updated information about their jobs either with current or proposed new job descriptions. HRS did not conduct a job analysis/audit, but rather discussed the jobs with the Town Administrator, to better understand their jobs and essential functions. Where necessary, benchmark job rating was conducted utilizing HRS's rating system. This was used to determine the degree of internal equity of certain jobs in comparison to other positions in the organization.

HRS was not charged with examining employee tenure, performance, and distribution of employees in the pay ranges

HRS continued with a step system. Two compensation plans are developed, one for FY-2022 and one for FY-2023 with a 2.25% COLA increase.

The comparisons provided compare the current, market, and proposed wages. HRS also developed an estimated cost for each employee for the administration for budget and planning purposes. The proposed compensation plan is based on the fiscal year 2022 compensation data. Therefore, it has been adjusted to reflect FY-2023 wages with a 2.25% cost-of-living adjustment. This is a base salary plan and does not include compensation for longevity, merit, or other compensation. It is up to the Town to determine its ability to pay with regard to the implementation of this proposed compensation plan. At a minimum, those employees falling below the grade range should be brought into the entry-level grade ranges.

It is also up to the Town to consider any additional cost-of-living adjustment to the plan beyond FY-23.

The Select Board reviewed the proposed updated plans. The board agreed no action is required this evening.

Note: A full copy of the Wage Study is available on the town website.

### ***Environmental Sustainability Committee – Adopt Charge***

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the Environmental Sustainability Committee Charge as presented.

<u>Environmental Sustainability Committee Charge</u>
<p>To develop and implement a Town-wide environmental sustainability work plan. This will include but is not limited to:</p> <ul style="list-style-type: none"><li>• Short- and long-term Town-wide sustainability goals based upon the Carlisle Master Plan and prioritized, achievable outcomes and timelines, with an initial focus on year one</li><li>• A municipal environmental impact review process to be used for making decisions</li></ul>

about

new buildings, sitings, renovations, vehicle and equipment purchases, maintenance work and land use to be adopted by all Town and School boards and staff, developers and other businesses who operate in Carlisle

- **Grant opportunities, town policies and ordinance/by law or code changes that will facilitate and fund environmental stewardship in the municipal, agricultural, residential, or commercial sectors in collaboration with appropriate town staff and volunteer boards**
- An annual operating budget and a plan for long-term funding of staff to support the Committee's work
- Outreach to and coordination with appropriate Town boards and committees, and **other regional organizations with shared sustainability goals**
- Community education about environmental sustainability, including residential programs available to help residents make similar decisions and behavior changes to reduce their household environmental impact

A workplan and FY23 budget will be presented to the Select Board for review and approval in the Fall of 2022. **Short-term, low-cost sustainability efforts may be initiated prior to the workplan completion with the approval of the Town Administrator and Chair of the Select Board.**

**Membership :** Members are appointed by the Select Board. The Select Board reserves the right to add or dismiss members at any time.

- 10 voting members +/-
- Carlisle residents who support the mission
- Sustainability Coordinator, Sue Thomas, as a non-voting member through FY23
- Other resource people as non-voting members
- Select Board Liaison, non-voting member

**Term:** For FY 23, all members will serve a 1-year term, ending on June 30, 2023. As of FY 24, members will serve 1, 2, and 3-year staggered terms.

The Environmental Sustainability Committee (ESC) will report back to the Select Board at least once per year and will be responsible for writing a report on its work for the annual Carlisle Town Report.

Submitted to the Carlisle Select Board meeting on August 9, 2022.

The appointed Select Board liaison for the Environmental Sustainability Committee is Barney Arnold

### ***Adopt FY2023 Select Board Goals:***

Each year the Select Board set specific goals for a variety of topics and issues facing the Town. The Board regularly reviews their progress in attaining the goals that have been set for the fiscal year.

The Select Board Goal Setting Work Session was held on July 26, 2022. The following goals were recommended at the July 27<sup>th</sup> meeting:

**Financial Sustainability**

**Master Plan Reference**

**FY23 SB Initiatives  
(majors in bold)**

**Engagement with  
other Boards and  
Committees, Town  
Departments**

**Chapter 4 Fiscal Sustainability**

**6A.** Develop and make use of a comprehensive financial model and projection tool that enables the Finance Committee, Select Board, and Town staff to explore options and educate residents about the fiscal impacts of decisions.

5 year Growth and Expenses model; **improved and more transparent budgeting process**; regular presentation of a financial report to the Select Board provided by the Finance Director/Town Administrator; MUNIS upgrade and training

FinCom; Town Administrator and Finance Director

**6B.** Establish a committee to investigate the benefits and trade-offs of service regionalization, interlocal agreements, and participation in MAPC’s collective purchasing program opportunities.

**Form new Regionalization Committee** to explore regionalization/consolidation opportunities

Other Town Departments; CPS; new Regionalization Committee

**7A.** Develop and maintain a rolling long-term facilities plan that anticipates future municipal building needs, including space needs by department, maintenance and rehabilitation needs of existing buildings, and potential scenarios for siting new construction and reuse of existing structures.

**Comprehensive capital plan review** and "capital capacity" estimate

MFC; CPS FinCom; Town Finance Director

**5C.** Engage leadership from CPS and CCHS in the development of a long-term facilities plan.

**7C.** Develop a planned preventive maintenance strategy for Town buildings, land, and other major facilities to clarify maintenance tasks and responsibilities.

See budgeting process above

MFC; Town Administrator; CPS Superintendent and Facilities Manager

**Environmental Stewardship**

**Chapter 6: Environmental Stewardship**

**15A.** Provide staff capacity to facilitate and support coordinated environmental stewardship and sustainability efforts and if required hire a sustainability coordinator or similar position.

**Form new Environmental Sustainability Committee** (ESC) to work with Regional Sustainability Coordinator. Establish charter and goals.

ESC; Sustainability Coordinator; TA

**15B.** Establish an environmental sustainability volunteer committee to work with paid staff on implementation of sustainability and stewardship initiatives.

**15C.** Establish and pursue community-wide carbon reduction goals aligned with State goals.

ESC brings recommendations to SB on goals, policies and procedures

All Town Departments, Boards, Committees

**15D.** Develop a detailed implementation plan for achieving carbon-reduction goals and a framework for tracking and evaluating progress over time.

**15E.** Incorporate environmental stewardship and sustainability impacts into municipal decision-making.

**15G.** Leverage available state and federal resources that address environmental stewardship.

**16B.** Establish and maintain accountability (with performance metrics) for municipal energy use and emissions.

**17A.** Establish policies to encourage recycling and reduce solid waste in accordance with the findings of the 2021 Transfer Station Task Force and Transfer Station Action Committee.

Transfer Station Task Force continues to implement its recommendations and reports progress to SB

TSTF; DPW

## **Connectivity and Access**

### **Chapter 5 Connectivity and Access**

**13A.** Continue to provide annual training to regulatory boards via Citizen Planning Trainer Collaborative (CPTC) or comparable entity. **13B.** Continue to engage Town Counsel in providing training to regulatory boards on select topics as needed.

**Develop an onboarding program for all new board, committee, task force and working group members,** as well as training for all new Chairs

Governance Committee, Town Counsel, TA and TA Admin

**14C.** Preserve institutional knowledge by creating manuals for departments, boards, committees, and commissions and updating regularly.

**14A.** Convene department heads and representatives from committees and boards on a quarterly basis to facilitate collaboration and discuss implementation of Master Plan and other Town initiatives.

**5B.** Foster closer communication and understanding among elected school leaders, elected Town boards, and other boards and committees.

**12B.** Develop a Municipal Communication and Technology Strategy to address needs for information sharing, two-way communication, cybersecurity, and digital storage.

**12C.** Pursue digitization of archived records to increase public accessibility and reduce space needs for storage.

**13C.** Establish a Master Plan Implementation Committee (MPIC) that is comprised of members from multiple Town boards, committees, and commissions and reports to the Select Board and Planning Board for the duration of the implementation of this Master Plan.

Document above process

**SB to meet with all boards and committees at least once annually;** review all charters and amend as needed; review Town By-Laws and align with committee charters; initiate monthly or periodic Chairs meetings to share board missions, Town goals, understand requirements and expectations; opportunities for collaboration.

**Town - Staff alignment;** quarterly meetings with SB and Staff; celebrate excellence; Town Staff Development, Evaluation, Team Building and Performance Recognition – the Board will support the Town Administrator to develop a workplan to achieve this goal.

**Elevate IT working group to full committee status;** draft charter and new members with goal of upgrading IT to meet the needs of a 21st century town in the Commonwealth (cyber, fiber, digital records, etc.); upgraded Town website; Zoom licenses for all boards and committees

**Create Master Plan Implementation Committee;** work with MPSC and Planning Board to develop charter, recruit and set goals

Governance Committee, Town Counsel, TA and TA Admin  
All boards and committees

Town staff; TA and ATA when hired

IT working group; TA and Town staff; CPS IT staff

Planning Board; MPSC, TA

**Carlisle Character**

**Chapter 3 Carlisle Character**

**4A.** Provide staff capacity to facilitate coordinated long-range planning efforts and if required hire a Town Planner or similar position.

**Hire Town Planner**

Planning Board, TA,

**4D.** Develop comprehensive criteria for evaluating land for various purposes and community needs.

**Develop land use and space plan to serve community needs**

Town Planner;  
Planning Board;  
CAHT

A special thanks to David Model for preparing the final FY23 Goals document for review and approval.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the Fiscal Year 2023 Select Board Goals and objectives as presented on August 9, 2022.

***Ratify Agreement between Town of Carlisle and Police Union Local 201:***

Agreed upon settlement highlights:

- Annual Town-wide COLA with a minimum of 2.25% for FY23, FY24, and FY25
- Longevity increases: 2% in FY23, \$200 increase in FY24 and FY25
- Night Differential Increase:
  - FY23 7% to 8%
  - FY24 7% to 8%
  - FY25 8% to 9%

The contract will add approximately \$80K to the annual Town budget over the next three years.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to ratify the contract agreement between the Town of Carlisle and Police Union Local 201 through June 30, 2025.

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

Click on the link below to view a full copy of the Town Administrator's Report as presented:

Link: <https://www.carlislema.gov/DocumentCenter/View/4164/08092022-Agenda--Packet>

Interim Town Administrator Steve Ledoux requested the following action items:

**Regionalization**

The Town could use professional help in studying the issue, but we need to determine the scope of what we would want a consultant to study. Both entities have had experience in studying regional public safety issues as well as regional IT services. Below are a couple of examples of the kind of work product that MAPC has done. It is my recommendation that the Board discusses regionalization at a future meeting. The discussion should

include whether a study committee is formed and whether a consultant is engaged to assist. There are also grant opportunities coming up such as the Community Compact and DLTA. The MAGIC sub-regional also has funding available as well.

#### New Furniture - Clark Meeting Room

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to declare the historic display case and its contents, located in the Clark Room to be surplus and not needed by the Town and to further transfer the care and custody of the case and its contents to the Carlisle Historic Society.

#### One Day Wine/Malt License

We have received a request from the Carlisle PTO for a One-day wine and malt license for the 2<sup>nd</sup> Annual Softball Tournament and Family carnival, to be held on Banta Davis Field on October 1, 2022, from 2 to 6 PM. Chief Fisher has approved and I recommend Select Board approval; as the licensing authority.

#### ***Appointments & Resignations:***

##### Affordable Housing Trust Appointment

On the motion made by Kate Reid and seconded by Travis Snell, it was unanimously **VOTED** to appoint Christine Johnson-Battista of 1090 North Road to the Carlisle Affordable Housing Trust. Johnson-Battista

Christine Battista will replace Maureen Cosgrove-Deary who resigned from the committee last month.

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

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the meeting minutes from July 12, 2022.

#### FY23 WARRANTS

The following warrants were approved by Barney Arnold.

23PR03 (Town & School payroll) – total \$619,985.88

23TE03 (Town bills) – total \$1,234,384.74

23SE2 (School bills) - total \$93,696.16

23SE3 (School bills) - total \$95,801.22

On the motion made by Kate Reid and seconded by Nathan Board, it was VOTED to adjourn the meeting.

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

MEETING ADJOURNED.

Approved 9.13.2022

Prepared by:  
J. Gibbons

Documents presented at the meeting:

- SB 8-09-2022 Agenda and Packet

Link: <https://www.carlislema.gov/DocumentCenter/View/4164/08092022-Agenda--Packet>