

BOARD OF SELECTMEN

Tuesday, January 23, 2018

Minutes

The Board of Selectmen met on Tuesday, January 23, 2018 at 6:30 p.m. at the Town Hall (Clark Room). Those present were Luke Ascolillo, Kate Reid, Claude von Roesgen. Not present was Nathan Brown.

Kerry Kissinger participated remotely via Skype

Note: In accordance with OML requirements for Remote Participation all votes taken during tonight's meeting shall be by roll call vote.

On the motion made by Kate Reid and seconded by Claude Von Roesgen, it was unanimously **VOTED** by the Board of Selectmen to enter into executive session pursuant to MGL Ch. 30A, §21(a) paragraph (3) to discuss strategy with respect to potential litigation (J.J. Supple) as an open meeting may have a detrimental effect on the Town's litigating position and that afterwards the Board will return to open session.

ROLL CALL VOTE: L. Ascolillo-Aye, K. Reid-Aye, C. Von Roesgen-Aye and K. Kissinger-Aye.

7:02PM The Board of Selectmen reconvened in open session

Community Input:

Deborah Bentley requested the Board of Selectmen support for a community project in observance of the centenary anniversary the First Armistice Day. Community volunteers would be solicited to handcraft decorative poppies that would be displayed in the Town of Carlisle to honor veterans. Date of Anniversary: November 11, 2018

Discussion: Inter-Municipal Agreement w/Town of Concord – PEG Access Services

The Board of Selectmen met with Town of Concord Town Manager Chris Whelan and Assistant Town Manager Kate Hodges to discuss the proposed Inter-Municipal Agreement for PEG Access Programming and Management Contract. The Town of Concord has provided a DRAFT Agreement to provide PEG-related services to the Town of Carlisle. The initial term of this agreement would be from October 1, 2018, through June 30, 2020 and may be extended for an additional period of two (2) years from the end of the Initial term.

Town Administrator Chris Whelan reviewed the Town of Concord's commitment to provide CCTV PEG Services to Carlisle as defined under the Scope of Services to include approximately one hundred seventy-four (174) hours of staff time per month for PEG/cable-related functions. Cable-related studio space within the Regional High School shall remain as shared space; operations performed for, or in, the CCHS facility shall not count toward Carlisle's monthly allotted hours as set forth in Section B(2) of this Agreement. At a minimum, one representative for PEG Programming in Carlisle shall meet with Concord's PEG representative and the division manager for PEG quarterly to schedule any requests for service relative to Governmental Programming and meeting coverage.

The current CCTV studio located at the Concord-Carlisle Regional High School is not ideal with restricted parking and access into the building. Town of Concord proposes a satellite location on Everett Street (next to the Armory) to complement the current public access studio at Concord-Carlisle Regional High School

Citizen Advisory Committee has been proposed to provide policy direction, monitor performance and safeguard the public's interest in community television. The committee would consist of seven (7) appointed

members to represent the Town of Concord and one (1) member to represent the Town of Carlisle. Committee members would have backgrounds and knowledge of PEG or Cable-related programming and appointed by the Concord/Carlisle Board of Selectmen.

Kate Hodges explained that an additional member could be added to represent Carlisle on the Citizen Advisory Committee if there were concerns about adequate representation.

Claude Von Roesgen stated that the Town of Carlisle could decide to go its own way and expand on video programming already in place at the Carlisle Public School and Council on Aging and editing equipment at the Gleason Library. Carlisle receives approximately \$100,000 in franchise fees. The funds could be used to increase the hours and enhance the job descriptions of existing school and library staff, instead of hiring a full-time person for public access TV.

If Carlisle decides to go on its own, Mr. Whelan requested enough time to notify the staff person designated for Carlisle. The Town of Concord would like to hear back from Carlisle in April and work towards finalizing the agreement before July.

Mr. Goddard suggested that the board consider going with the Town of Concord for one or two years until it is decided whether or not to produce the programming within Carlisle. He noted that under the proposed agreement, Carlisle would receive more staff hours at reduced cost compared to current services with CCTV. Carlisle would need to make a decision by spring Town Meeting to appropriate PEG access funds.

No action was taken this evening. However, the selectmen committed to responding to Concord by April.

Town Clerk

FY2019 Budget Request Increase – Staffing Request (6 hours)

Town Clerk, Charlene Hinton regarding a staffing request for FY19. The Town Clerk has requested six (6) additional hours for the Assistant to the Town Clerk. The current position is already considered full-time and is funded at 24 hours. The Town Clerk provided a summary of new tasks assigned to the Town Clerk's Office over the past several years. On days that her Assistant is not working it is very difficult to get certain tasks accomplished because of the number of distractions and interruptions with residents seeking assistance at the main counter. During election season it becomes increasingly difficult with the active voter population and strict rules regarding the timing of absentee ballot mailings and other related election activities. Not being able to meet requirements by the State could result in monetary fines paid by the town. As a result, the Town Clerk works additional hours to comply without any additional compensation in order to assist residents and visitors with their requests. Most other surrounding towns of our size have a full time assistant to the Town Clerk.

Luke Ascolillo explained that the Board of Selectmen cannot make a final decision this evening. pending further advisement from the Finance Committee.

Council on Aging

FY2019 Budget Request Increase – Staffing Request (6 hours)

COA Director David Klein briefly reviewed statistical data regarding increased participation numbers for the Town of Carlisle Council on Aging programs in 2017 along with comparative figures from 2013 to 2017. The number of participants in COA based events or programs have increased 43% in this five-year span.

A revised FY19 Budget Request for Council on Aging Budget was presented

- Salaries and wages based on actual FY18 salaries and Admin Support at 24 hrs per week.
- Driver wages based on drivers working 6 hour days at weighted wage average/260 days per year.
- Transportation adder based on actual average for the period FY13-FY18

COUNCIL ON AGING BUDGET:

		FY19 Budget Per FY18 S&W	LRTA FY18 Budget	Transportation adder at 5 year average	NET COA FY19 Budget
01541-51120	Wages Part Time	164,431.03			164,431.03
01541-511xx	Transportation Coordinator	29,462.55	18,962.13		10,500.42
	Subtotal	193,893.58			174,931.45
01541-51126	COA Van Driver Wages	31,071.15	22,732.19		8,338.96
01541-55800	Office Operations	7,500.00			7,500.00
01541-55801	COA - Program Expenses	6,000.00			6,000.00
01541-55802	COA - Transportation	2,904.00	3,027.68	6,873.25	6,749.57
01541-55803	COA - Newsletter	1,200.00			1,200.00
		242,568.73	44,722.00		204,719.98

*ATM Warrant Article Request
Community Center Feasibility Study*

The Council on Aging requested an Warrant Article on the 2018 Annual Town Meeting Warrant relative to the appropriation of funds for a feasibility study for an Intergenerational Community Center. *Note: This Article may end up being withdrawn if funding is awarded through the CHNA Community Health Implementation Grant*

Caring4Carlisle Committee – Community Health Needs Assessment (CHNA)

The Board of Selectmen met with Board of Health chair Todd Thorsen, Health Agent Linda Fantasia and Council on Aging Director David Klein regarding the Community Health Needs Assessment (CHNA) Implementation Grant Application. The funding amount available is \$30,000.

Proposed Project I:

8,500 to fund a part-time Public Health Nurse for FY19

Grant funding would be used to hire a part-time Public Health Nurse (PHN) for a one-year period to demonstrate to the town the benefits of such a position to the Carlisle community. This would be a new initiative for the town. The PHN would inform and educate the public on health-related topics such as tick-borne diseases, caregiving, substance abuse and stress management. These key priority areas were identified in the Community Needs Assessment as negatively impacting the quality of life for Carlisle residents. By working with the Council on Aging, School, Health and Public Safety Departments the PHN would provide a multi-faceted, intergenerational approach to healthy living and behaviors for all populations – seniors, youth, young parents, middle agers and non-English speaking residents. The PHN would also be responsible for

applying for grants, establishing local wellness clinics, exploring future collaborations with neighboring towns and organizations and providing health information on the *Caring4Carlisle* website.

Many of Carlisle's neighboring towns employ a wellness coordinator or community public health nurse. The position could be modeled after Concord's Wellness Coordinator/Public Health Nurse who works for the Council on Aging, Youth Services and Health Department. In future years the position might be shared with another town or draw on Carlisle's own semi-retired senior population. Previously Carlisle was successful in obtaining the services of a part-time social worker through a CHNA grant. Having proven its purpose, the social worker position is now included in the annual town operating budget. The goal for this project would be to demonstrate through the data collected during the pilot program the benefits of a PHN to the community.

A proposed budget would include up to 6 hrs/wk @ \$27.00/hr. for 52 weeks (approximately). Qualifications would require professional registered nurse licensing and experience in community health. Work space is available in the Board of Health office and access to meeting conference rooms would be arranged as needed.

Proposed Project II:

\$2000 to fund an enhanced *Caring4Carlisle* Website

Grant funding would be used to hire a consultant to enhance the current *Caring4Carlisle* website by integrating social media so that it is more dynamic and interactive and makes a strong first impression. The website would address the need for more "Information and Community Outreach" and "Social Connectedness" by including local blogs and showcasing local events and organizations that would not necessarily be included in the official town website.

As an example, the upgraded website would entice traffic among younger residents (teens to early twenties) by offering them a voice in the community. Although the Community Assessment referenced "kids having too much screen time", this comment was most likely from parents concerned that their children are primarily playing computer games. This project would make the website a learning platform. Writing a blog can be an overwhelmingly positive experience. As bloggers, teens could build their confidence as writers, readers, users of technology and researchers. Teen bloggers could learn about establishing an internet identity in a safe setting. Guidelines would be published in advance so both the blogger and their parents understood what is acceptable content and the content would be monitored.

Additionally, the website would be a means for the public health nurse to post appropriate health-related articles on some of the main themes of the Community Assessment such as tick-borne diseases and prevention, caregiving, substance abuse, healthy living and stress management. It would also provide a communication outlet for a variety of social and educational events that are currently hosted on separate, outside websites.

A proposed budget would include \$1500 to redesign the site which currently has one year of managed hosting until November 2018 and provide \$500 for an additional year of hosting. Town volunteers and Board of Health staff would assist with maintaining the website.

Proposed Projects III:

\$2,000 to fund small social and educational gatherings

Grant funding would be used to encourage local initiatives such as *Neighborhood Network* gatherings (annually), *Town Leadership Council* meetings (quarterly), *Caregiver Cafés* (quarterly) and *Nature Walks and Talks* (quarterly). These events would support social activity among residents, improve community communication and promote outdoor recreation. The funds would be used to pay for refreshments, publicity and any associated meeting expenses including speakers.

Neighborhood Networks - these gatherings would be an opportunity to provide information on healthy behaviors, emergency preparedness and neighborhood safety. There are some Carlisle neighborhoods that already hold annual social events. Others have attempted to organize emergency preparedness plans. Supporting these initiatives is an important part of town emergency response planning and will also help to overcome feelings of isolation that some residents experience. (\$300 for informational workshops and an Old Home Day Booth)

Town Leadership Councils would include not only town officials, but also members of local religious, social and business organization. Similar to the well-established monthly Conservation Coffees, these breakfast meetings would generate open discussions and facilitate communication among various town groups. (\$400 for up to three meetings)

Caregiving Cafes would provide an opportunity for the Public Health Nurse to interact with families dealing with homecare issues. This would be a way of assessing the need in the community as well as providing resources and referrals. (\$400 for social get togethers)

Nature Walks and Talks – According to the Community Assessment the town benefits from “immense natural beauty and public access to conservation lands”. Nature walks and learning about nature would help to maintain the town’s commitment to these priorities. A small amount of funding could be used to feature trail walks and presentations on local wildlife to demonstrate the benefits of outdoor activities. This work would dovetail with educational programs on personal safety in the natural environment including preventing tick bites. (\$400 for two or three presentations by naturalists)

Proposed Project IV:

Community Center Study – \$12,000 to Implement a Community Center Study

Grant funding would be used to study programming needs, site planning, and building plan options for an Intergenerational Community Center on Town-owned land that has already been approved for this use by Carlisle Town Meeting. The focus would be on housing Carlisle’s human/social services agencies and possibly other departments, such as Recreation, in the same principal space where programs and services for the benefit of all Carlisle residents are offered. This will in turn allow the beginning of a grass roots private fundraising campaign to offset future building costs.

This proposal comports with the Executive Summary recommendation from page iv of Carlisle’s recently completed ‘Community Health Needs Assessment’ commissioned by the Caring4Carlisle Committee, which, under the title of Community Planning, states that Carlisle should:

- “More specifically, plan for substantial growth of the number of older residents.....Recognize that expanding numbers of older residents will impact virtually every aspect of the community, most obvious is the Council on Aging.”
- Intergenerational gathering space – “Consider development of a senior center or community center building. Convene an intergenerational working group to address the need for communal gathering space in Carlisle.”

Pursuing funding for study to develop such a space was the number one proposal endorsed in its’ November, 2017 meeting by the Caring4Carlisle Steering Committee, which is composed of a variety of representatives from various community agencies and organizations including but not limited to: Carlisle Public Schools, Carlisle Recreation, Carlisle Selectmen, Carlisle Council on Aging, Carlisle Planning Board and Carlisle Board of Health.

Proposed Project V:

Transportation – \$5,500 to fund a project to improve Transportation Resources for Carlisle residents

Grant funding would be used to improve transportation resources for Carlisle residents, such as, but not limited to, providing the first-year cost for Carlisle to join CrossTown Connect (CTC), a regional transportation management association, which provides extended public transportation dispatch services using shared vehicles from member communities: Acton, Boxborough, Concord, Littleton, Maynard and Sudbury. CrossTown Connect members also benefit from regional transportation grant funding that could help with the development of other transportation resources.

Funding Request Total: \$30,000.

- Public Health Nurse: \$8,500
- Caring4Carlisle Website: \$2,000
- Social Gatherings \$2,000
- Community Center \$12,000
- Transportation \$5,500

Deadline: Planning Process Final Report and Implementation Plan must be postmarked and emailed by no later than March 7, 2018.

The Board of Selectmen unanimously agreed to issue a letter of support for CHNA Community Health Implementation Grant Application as described this evening.

Household Recycling Committee - Transfer Station discussion:

The Board of Selectmen met with the Household Recycling Committee members Robert Peary, Launa Zimmaro and DPW Superintendent Gary Davis to discuss the Transfer Station fee structure and various options for handling Carlisle’s solid waste and recyclables. The biggest concern is the amount of trash generated and the cost to disposing it. Currently, the Town charges \$25. for a Transfer Station sticker.

DPW Superintendent Gary Davis commented that if the Town were to go to PAYT, one concern he has is getting rid of construction waste. If PAYT were to be implemented that would have to consider getting rid of Swap Shed because even now things that end up in Swap Shed should be thrown away.

There is a \$50. charge for large construction loads. In 2017 there was 200 tons removed. Town pays \$80 per ton to remove.

The challenge of making disposal facility decisions by balancing the costs associated with each category and factoring costs for transportation wait times at the facility and tipping fees for trash and charges or fees for recyclables. Town pays \$68.per ton for trash and \$40. per ton for glass.

Kate Reid suggested restricted glass from trash because it is very heavy.

Another consideration suggested by Laurna Zimmaro is adding composting barrels to the Transfer Station to reduce food waste. The Town of Acton has barrels at their transfer station to collect food scraps from households. Food waste is very heavy. It can contribute 20% to 30% of the total solid waste.

The Board of Selectmen requested the Household Recycling Committee evaluate options to reduce household waste and report back to the selectmen with their recommendation for waste disposal.

Police Station Emergency Generator Replacement & Installation Update:

The Board of Selectmen met with Police Chief John Fisher for an update on Emergency Funding Request for 60kw Generator Replacement & Installation. The emergency generator at the Police Station failed last October and needs to be replaced immediately. The Police Station is currently borrowing a back-up generator from the Fire Department.

Chief Fisher stated that the Municipal Facilities Committee had this item on their list for future replacement but unfortunately this can no longer wait.

NAPPA Electric submitted two proposal for standby Generator Replacement and Installation. NAPPA strongly recommended the Diesel Engine Generator.

- Gas Fired Generator Installation: \$110, 164.00
- Diesel Engine Generator Installation: \$98,550.00

Police Chief is waiting for one more quote although the Diesel Engine Generator Installation is the preferred Choice. No action is requested by Board of Selectmen at this time. However, a Reserve Fund Transfer (RFT) request will need to be submitted to Finance Committee.

Town Administrator's Report

1-Deer Hunting Regulations - A public information session regarding the proposed Deer Hunting Regulations has been scheduled for Tuesday, February 6th at 7:00pm in the Clark Room.

2-Potential 2018 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. FY19 Ch.90 Authorization
8. FY19 Revolving Funds Authorization
9. FY18 Budget Transfers
10. FY19 Operating Budget
11. FY19 Capital Budget - LTCRC
12. Special Appropriations (Assessors Maps, CoA Social Worker, Consulting)
13. FY18 PEG Local Access Fund
14. Approval of new Collective Bargaining agreements
15. Technology Capital Funding
16. Community Preservation Act Committee recommendations

New Article Requests:

1. Bylaw amendments re: Dogs
2. Accept MGL Ch. 90, s. 17c (Speed Limits/Safety Zones)
3. Transfer of Town-owned land (Parcels 4-23A-1 and 4-23A-3) off Hartwell Rd to Conservation Commission

4. Fire Station Fuel Tank Repairs – (Warrant article or LTCRC?) - \$40,000
5. CoA Request for Community Center Feasibility Study - \$20,000
6. CCRSD Capital Request (\$1.0M appropriation for paving/lighting)
7. Fund Traffic/Crosswalk Safety Study - \$ TBD
8. Fund Bedford Rd pathway extension construction - \$ TBD
9. Zoning Bylaw amendment to extend moratorium on marijuana sales

3-Boston Metropolitan Planning Org./CTPS Traffic study

Boston Metropolitan Planning Organization Technical Assistance Request – To analyzing the Town's crosswalks and potential safety measures has been submitted. Town Administrator has also met with a transportation engineering firm to discuss possible traffic calming projects that might be possible that would increase pedestrian safety. Carlisle is of the Boston MPO, that technical assistance would not cost the Town anything additional – to essentially hire a traffic engineering consultant would incur some cost. The MPO proposal could start well in advance of Town Meeting which would be another advantage.

1/12/2018 Expense Warrant Approval:

The Board of Selectmen received a copy of the authorized approval of an accounts payable warrant on 1/12/2018 that consisted mainly of utility bills associated with the Town's network of cisterns. These bills have to be paid, in a timely manner or else the account gets messed up which causes headaches for the Accounting Department.

Upcoming Meeting Schedule:

February 6, 2018

Public Information Session- Deer Hunting Regulations

February 13, 2018

3rd ATM Coordination Meeting with FinCom, LTCRC, CPC, Town Moderator, Appointments (Wild & Scenic River Council, Personnel Committee)
Crosswalk Safety presentation (TEC)

February 27, 2018

HeatSmart Program Update
ATM Warrant Review

Liaison Reports

Luke Ascolillo – ***Cranberry Bog Alternatives Committee*** – Looking at other options for farming including (hay, blueberries and wetland plants) keeping in mind that Water Rights are still a factor.

Community Preservation Committee – ATM Funding Requests from CBAC (16K), Heald House Heat Pump (14K) along with grant extension requests from Affordable Housing Trust (25K)

Claude Von Roesgen - ***Technology Committee*** –Broadcasting meetings in high definition covered under contract w/CCTV Service, discussed change configuration of box so it can be moved back and forth from Town Hal and the School Auditorium. PEG Access Program Services to include School Committee meetings. ***Energy Task Force*** exploring possible grant opportunities.

Kate Reid – ***Agricultural Commission*** discussed a town-wide cranberry festival involving flooding the bog and letting residents harvest the cranberries.

Kerry Kissinger – *Deer Committee* has met with various town boards and committees regarding the proposed hunting regulations. The committee has responded to all public input receive to date. Press release regarding upcoming Public Information Session on 2/6/18 at 7PM

On the motion made by Kate Reid and seconded by Claude Von Roesgen, it was unanimously **VOTED** to adjourn the Board of Selectmen Meeting. ROLL CALL VOTE: L. Ascolillo-Aye, K. Reid-Aye, C. Von Roesgen-Aye and K. Kissinger-Aye.

10:35PM MEETING ADJOURN

Appendix

List of documents presented during the meeting:

- Citizen Advisory Group – PEG Access
- CHNA 15- Healthy Communities Implementation 2018 Proposal
- Centenary Anniversary of 1st Armistice Day (Nov 11, 2018)



TOWN OF CONCORD
22 Monument Square
Concord, MA 01742

Concord Cable Advisory Committee : Mission & Purpose

The Concord Cable Advisory Committee (CAC) is appointed by, and reports to, Concord's Select Board. The Committee's mission is to advise the Select Board and Town Manager regarding issues relating to Cable and PEG-Access programming and services in Concord.

The Cable Advisory Committee serves as an advisory board to the Town's Cable Enterprise Division, *Minuteman Media Network*, overseen by the Town Manager. The Committee provides policy direction to Minuteman Media Staff, duly appointed by the Town Manager, and feedback regarding the effectiveness of the operation within Concord.

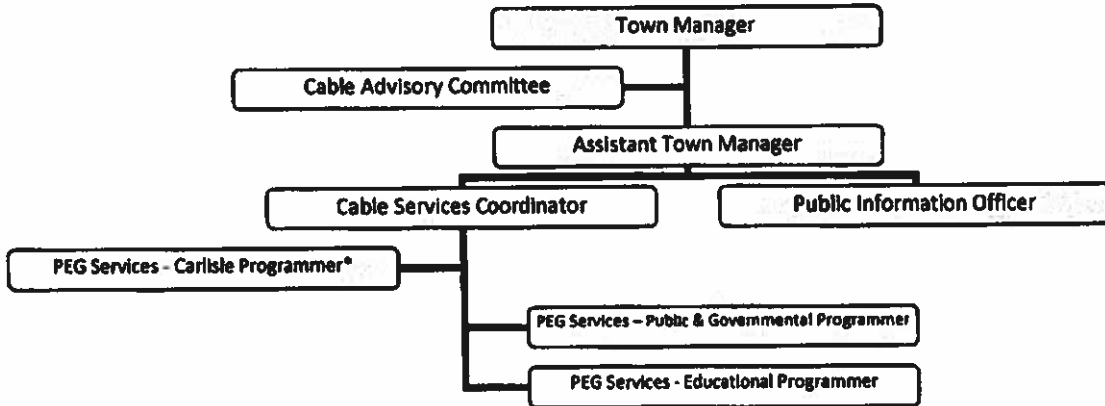
The Committee is responsible for monitoring the performance and effectiveness of Concord's PEG Services including, but not limited to: ensuring Concord's cable-related efforts are carried out in compliance with applicable State and Federal laws, guaranteeing Minuteman Media Network's adherence to the terms and conditions of Concord's Cable Franchise Agreement, and safeguarding the public's interest in community television through impartial and nondiscriminatory policy guidance and divisional oversight.

Concord's Cable Advisory Committee may be called upon to assist the Town in resolving disagreements between Minuteman Media Network volunteers, content providers and patrons. The Committee regularly confers with, and makes recommendations to, various Town Boards and Departments regarding content and programming initiatives related to Cable Access Programming in Concord.

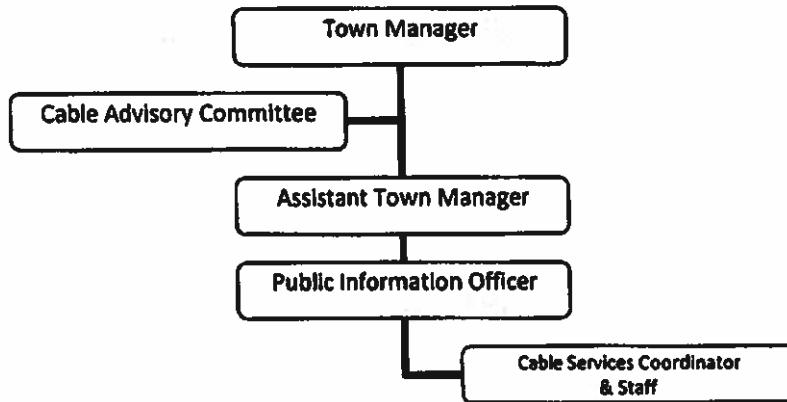
Implementation of the Concord Cable Advisory Committee's (CAC) Mission

- CAC typically works with the Town Manager, or their designee, to assist in negotiating license agreements with area Cable Access Television service providers. When negotiated, such agreements are subject to approval by Concord's Select Board. At present, Concord has one Cable Television provider, *Comcast Inc.*, which offers cable service to Town residents.
- CAC, as in other communities throughout the Commonwealth, is recognized by the State and by the Town's Cable Access Television service provider, as representatives of the Town of Concord in matters relating to Public, Educational and Governmental Access (PEG) programming.
- CAC seeks to ensure that all Concord license/agreement requirements are fulfilled in accordance with their terms. Such requirements may include: making budgetary recommendations; assisting staff with submissions of reports or required ancillary information; supporting all *free* municipal and school programming; ensuring Network video returns (from designated municipal and school sites) to the MMMN studios remain open and available to students and members of the public; and complying with Customer Service and freedom of information standards, as defined by the Town's License Agreement and the Federal Communications Commission.
- In overseeing the operation and maintenance of municipal and school PEG-related activities, the CAC works with Town staff and volunteers to ensure members of the public and student bodies have accessible and equitable access to PEG studio space, training opportunities, and equipment. CAC will work with members of the public and with Town staff to coordinate changes which may be required to ensure public access to Network equipment services, and space.
- CAC will assist Town officials in the development of specialized courses and/or orientations, as necessary, for citizen and volunteer use of Network services and equipment.
- CAC may participate in discussions with other technology-focused organizations or Divisions in Town to promote effective and/or expanded audio-visual communications.
- CAC may be called upon to provide advice or guidance with respect to Concord's PEG-Network operations and technological advancement initiatives.
- CAC may be called upon to assist the Town in negotiating potential disputes between staff, volunteers and/or service providers regarding program offerings, airing dates and/or times or censorship issues. The CAC will work to promote a timely resolution of any issues as they arise.

Proposed Organizational Structure
Effective October 1, 2018



Proposed Future Organizational Structure
Effective Date: TBD



****Position is dependent upon the Town of Carlisle's interest and financial commitment to Concord for PEG Services as outlined in the January 2018 MOU between the Town's Select Boards.***

**TOWN OF CONCORD
BYLAWS - CABLE ADVISORY COMMITTEE**

ARTICLE I - NAME & DEFINITIONS

- Section 1. The name of this Committee shall be the Cable Advisory Committee.
- Section 2. For purposes of these Bylaws, the terms, phrases and words used herein shall have the same meanings as those defined in the Concord's Administrative Code Book for Committees, Committees and Departments.

ARTICLE II - DUTIES

Duties and functions of the Committee are to:

- (a) Monitoring the performance and effectiveness of Concord's PEG Services Division including, but not limited to: ensuring Concord's cable-related efforts are carried out in compliance with applicable State and Federal laws, guaranteeing Minuteman Media Network's adherence to the terms and conditions of Concord's Cable Franchise Agreement, and safeguarding the public's interest in community television through impartial and nondiscriminatory policy guidance and divisional oversight.
- (b) Advise the Select Board and Town Manager regarding general policy issues of community-wide interest relating to PEG and Cable-related services, including issues related to technology, access, programming, and appropriate regulation within the Town's authority regarding Cable-Access systems.
- (c) At the request of the Select Board or Town Manager, may make recommendations regarding Town-wide initiatives that have an impact on PEG services, public information via cable access and associated activities. Such initiatives may include, but are not limited to, budgetary recommendations, programming incentives, franchise requirements and dissemination of information within Concord.
- (d) Perform such other duties as the Select Board and the Town Manager may assign to the Committee.

ARTICLE III - MEMBERS

- Section 1. The Committee shall be composed of seven (7) members, who shall be a representative cross section of the citizens of Concord. Committee members shall be broadly representative of the Town's population with diverse backgrounds and a reasonable knowledge of PEG or Cable-related programming. The Select Board may appoint Board Member to serve as one of the seven Committee members. No Committee member shall be affiliated with any local telecommunication company or an employee of the Town of Concord.
- Section 2. Members of the Committee shall serve terms of three (3) years, except those filling out the term of a resigned member.
- Section 3. Appointments to the Committee shall be by the Select Board.

ARTICLE IV - OFFICERS

- Section 1. The officers of the Committee shall be a Chairperson, Vice-Chairperson, and a Secretary.
- Section 2. The Committee shall annually elect its Chair, Vice-Chair, and Secretary to serve for one (1) year or until their successors are elected. Their terms of office shall begin at

the close of the annual meeting at which they are elected.

- Section 3. No member shall hold more than one office at a time.

ARTICLE V - MEETINGS

- Section 1. The regular meetings of the Committee shall be held (number) (Weekday) of the month at (time) (address/location) unless otherwise ordered by the Chairperson. Written notice of the time and place of the meeting shall be sent out to members and to the Town Clerk no less than 48 hours before the meeting.
- Section 2. The regular meeting for the month of August shall be known as the 'annual meeting' and shall be for the purpose of electing officers, receiving reports of officers and committees, and any other business that may arise.
- Section 3. Special meetings can be called by the Chairperson of the Committee, or upon the written request signed by three (3) members of the Committee, and filed with the Chairperson. The purpose of the meeting shall be stated in the call.
- Section 4. One-half of the currently appointed members of the Committee shall constitute a quorum. No meeting shall be called to order unless a quorum is present. A majority vote of those present shall be required in order for the Committee to act on any matter before it. Telephonic participation in a meeting may be allowed at the discretion of the Chairperson. A vacancy in the membership of the Committee shall not impair the right of the remaining members to perform the duties of the Committee.
- Section 5. The Committee shall consider and may request the resignation or removal of a member having more than three absences from regularly scheduled meetings in any 12-month period of which the member has received proper notification. Members will notify the Chairperson of any expected absence prior to the meeting.

ARTICLE VI - COMMITTEES

Standing or special committees shall be appointed by the Chairperson as the Committee shall from time to time deem necessary to carry on the work of the Committee. The Chairperson shall be ex-officio a member of all subcommittees.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Committee may adopt.

ARTICLE VIII - AMENDMENT OF BYLAWS

These Bylaws can be amended at the annual meeting of the Committee by a two thirds majority vote, provided the meeting notice specifies the proposed amendment wording and is called in accordance with Article V hereto.

Kerry K.

Council on Aging - Budget 2019

COA		FY19 Budget Per FY18 S&W	LRTA FY18 Cherry Sheet	Transportation adder at 5 year average	NET COA FY19 Budget
<u>COUNCIL ON AGING BUDGET:</u>					
01541-51120	Wages Part Time	164,431.03			164,431.03
01541-511xx	Transportation Coordinator	29,462.55	18,493.80		10,968.75
	Subtotal	193,893.58			175,399.78
01541-51126	COA Van Driver Wages	31,071.15	22,179.95		8,891.20
01541-55800	Office Operations	7,500.00			7,500.00
01541-55801	COA - Program Expenses	6,000.00			6,000.00
01541-55802	COA - Transportation	2,904.00	2,957.16	6,873.25	6,820.09
01541-55803	COA - Newsletter	1,200.00			1,200.00
		242,568.73	43,630.91		205,811.07

Notes:
 Salaries and wages based on actual FY18 salaries and Admin Support at 24 hrs per week.
 Driver wages based on drivers working 6 hour days at weighted wage average/260 days per year
 Transportation adder based on actual average for the period FY13-FY18

Proposed Project I: \$8,500 to fund a part-time Public Health Nurse for FY19

Grant funding would be used to hire a part-time Public Health Nurse (PHN) for a one-year period to demonstrate to the town the benefits of such a position to the Carlisle community. This would be a new initiative for the town. The PHN would inform and educate the public on health-related topics such as tick-borne diseases, caregiving, substance abuse and stress management. These key priority areas were identified in the Community Needs Assessment as negatively impacting the quality of life for Carlisle residents. By working with the Council on Aging, School, Health and Public Safety Departments the PHN would provide a multi-faceted, intergenerational approach to healthy living and behaviors for all populations – seniors, youth, young parents, middle agers and non-English speaking residents. The PHN would also be responsible for applying for grants, establishing local wellness clinics, exploring future collaborations with neighboring towns and organizations and providing health information on the *Caring4Carlisle* website.

Many of Carlisle's neighboring towns employ a wellness coordinator or community public health nurse. The position could be modeled after Concord's Wellness Coordinator/Public Health Nurse who works for the Council on Aging, Youth Services and Health Department. In future years the position might be shared with another town or draw on Carlisle's own semi-retired senior population. Previously Carlisle was successful in obtaining the services of a part-time social worker through a CHNA grant. Having proven its purpose, the social worker position is now included in the annual town operating budget. The goal for this project would be to demonstrate through the data collected during the pilot program the benefits of a PHN to the community.

A proposed budget would include up to 6 hrs/wk @ \$27.00/hr. for 52 weeks (approximately). Qualifications would require professional registered nurse licensing and experience in community health. Work space is available in the Board of Health office and access to meeting conference rooms would be arranged as needed.

Proposed Project II: \$2000 to fund an enhanced *Caring4Carlisle* website.

Grant funding would be used to hire a consultant to enhance the current *Caring4Carlisle* website by integrating social media so that it is more dynamic and interactive and makes a strong first impression. The website would address the need for more "Information and Community Outreach" and "Social Connectedness" by including local blogs and showcasing local events and organizations that would not necessarily be included in the official town website.

As an example, the upgraded website would entice traffic among younger residents (teens to early twenties) by offering them a voice in the community. Although the Community Assessment referenced "kids having too much screen time", this comment was most likely from parents concerned that their children are primarily playing computer games. This project would make the website a learning platform. Writing a blog can be an overwhelmingly positive experience. As bloggers, teens could build their confidence as writers, readers, users of technology and researchers. Teen bloggers could learn

Prepared by:

Linda Fantasia (Board of Health), David Klein (Council on Aging), George Mansfield (Planning Board)

about establishing an internet identity in a safe setting. Guidelines would be published in advance so both the blogger and their parents understood what is acceptable content and the content would be monitored.

Additionally, the website would be a means for the public health nurse to post appropriate health-related articles on some of the main themes of the Community Assessment such as tick-borne diseases and prevention, caregiving, substance abuse, healthy living and stress management. It would also provide a communication outlet for a variety of social and educational events that are currently hosted on separate, outside websites.

A proposed budget would include \$1500 to redesign the site which currently has one year of managed hosting until November 2018 and provide \$500 for an additional year of hosting. Town volunteers and Board of Health staff would assist with maintaining the website.

Proposed Projects III: \$2,000 to fund small social and educational gatherings

Grant funding would be used to encourage local initiatives such as *Neighborhood Network* gatherings (annually), *Town Leadership Council* meetings (quarterly), *Caregiver Cafes* (quarterly) and *Nature Walks and Talks* (quarterly). These events would support social activity among residents, improve community communication and promote outdoor recreation. The funds would be used to pay for refreshments, publicity and any associated meeting expenses including speakers.

Neighborhood Networks - these gatherings would be an opportunity to provide information on healthy behaviors, emergency preparedness and neighborhood safety. There are some Carlisle neighborhoods that already hold annual social events. Others have attempted to organize emergency preparedness plans. Supporting these initiatives is an important part of town emergency response planning and will also help to overcome feelings of isolation that some residents experience. (\$300 for informational workshops and an Old Home Day Booth)

Town Leadership Councils would include not only town officials, but also members of local religious, social and business organization. Similar to the well-established monthly Conservation Coffees, these breakfast meetings would generate open discussions and facilitate communication among various town groups. (\$400 for up to three meetings)

Caregiving Cafes would provide an opportunity for the Public Health Nurse to interact with families dealing with homecare issues. This would be a way of assessing the need in the community as well as providing resources and referrals. (\$400 for social get togethers)

Nature Walks and Talks – According to the Community Assessment the town benefits from “immense natural beauty and public access to conservation lands”. Nature walks and learning about nature would help to maintain the town’s commitment to these priorities. A small amount of funding could be used to feature trail walks and presentations on local wildlife to demonstrate the benefits of outdoor activities. This work would dovetail with educational programs on personal safety in the natural environment including preventing tick bites. (\$400 for two or three presentations by naturalists)

Prepared by:

Linda Fantasia (Board of Health), David Klein (Council on Aging), George Mansfield (Planning Board)

Proposed Project IV: Community Center Study – \$12,000 to Implement a Community Center Study
 Grant funding would be used to study programming needs, site planning, and building plan options for an Intergenerational Community Center on Town-owned land that has already been approved for this use by Carlisle Town Meeting. The focus would be on housing Carlisle’s human/social services agencies and possibly other departments, such as Recreation, in the same principal space where programs and services for the benefit of all Carlisle residents are offered. This will in turn allow the beginning of a grass roots private fundraising campaign to offset future building costs.

This proposal comports with the Executive Summary recommendation from page iv of Carlisle’s recently completed ‘Community Health Needs Assessment’ commissioned by the Caring4Carlisle Committee, which, under the title of Community Planning, states that Carlisle should:

- “More specifically, plan for substantial growth of the number of older residents.....Recognize that expanding numbers of older residents will impact virtually every aspect of the community, most obvious is the Council on Aging.”
- Intergenerational gathering space – “Consider development of a senior center or community center building. Convene an intergenerational working group to address the need for communal gathering space in Carlisle.”

Pursuing funding for study to develop such a space was the number one proposal endorsed in its’ November, 2017 meeting by the Caring4Carlisle Steering Committee, which is composed of a variety of representatives from various community agencies and organizations including but not limited to: Carlisle Public Schools, Carlisle Recreation, Carlisle Selectmen, Carlisle Council on Aging, Carlisle Planning Board and Carlisle Board of Health.

Proposed Project V: Transportation – \$5,500 to fund a project to improve Transportation Resources for Carlisle residents

Grant funding would be used to improve transportation resources for Carlisle residents, such as, but not limited to, providing the first-year cost for Carlisle to join CrossTown Connect (CTC), a regional transportation management association, which provides extended public transportation dispatch services using shared vehicles from member communities: Acton, Boxborough, Concord, Littleton, Maynard and Sudbury. CrossTown Connect members also benefit from regional transportation grant funding that could help with the development of other transportation resources.

Funding Available:	\$30,000	Funding Request Total:	\$30,000
• Public Health Nurse:	\$8,500		
• Caring4Carlisle Website:	\$2,000		
• Social Gatherings	\$2,000		
• Community Center	\$12,000		
• Transportation	\$5,500		

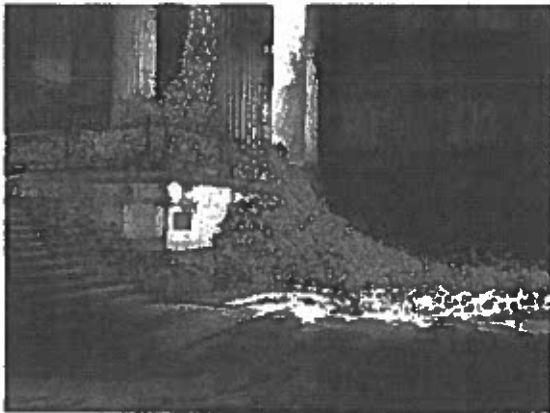
Prepared by:
Linda Fantasia (Board of Health), David Klein (Council on Aging), George Mansfield (Planning Board)

CARLISLE POPPY PROJECT

CENTENARY OF THE FIRST ARMISTICE DAY: NOVEMBER 2018

Idea

A community creation of a field of hand-made textile poppies, streaming from a scarf around the Lady Liberty the war memorial in the rotary, across to the new war memorial.



In Flanders fields the poppies blow
Between the crosses, row on row,
That mark our place, and in the sky,
The larks, still bravely singing, fly,
Scarce heard amid the guns below.

We are the dead; short days ago
We lived, felt dawn, saw sunset glow,
Loved and were loved, and now we lie
In Flanders fields.

Take up our quarrel with the foe!
To you from failing hands we throw
The torch; be yours to hold it high!
If ye break faith with us who die
We shall not sleep, though poppies grow

John McCrae, (1872 – 1918)