

**BOARD OF SELECTMEN**  
**Tuesday, February 13, 2018**

The Board of Selectmen met on Tuesday, February 13, 2018 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Luke Ascolillo, Kate Reid, Nathan Brown, and Claude von Roesgen. Selectman 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.

***TEC Presentation: Crosswalk/Pedestrian Safety proposals***

The Board of Selectmen met with Michael Myers, P.E. on behalf of The Engineer Corp. (TEC) for a brief presentation regarding Complete Streets Funding Program opportunities. TEC is a pre-qualified with MassDOT specialized in Transportation Planning & Design.

Ped Safety & Mobility Master Plan

Pedestrian focused

- Master Plan
- Planning: \$25,000
- Construction: \$TBD

All Users & Modes

All Users & Modes Safety

Ped Mobility  
ADA Accessibility  
Bicycle Mobility  
Vehicular Ops  
Transit (school bus)

- Master Plan
- Planning: \$0 (\$30,000 Grant)
- Construction: \$0 (\$400,000 / 1-2 yr)

**Complete Streets Funding Program Requirements:**

TIER 1 – Complete Streets Policy

TIER 2 – Project Prioritization Plan

TIER 3 – Construction Funding Application

**Steps to Complete Tier 1**

Attend Complete Streets Workshop

*\*\* Town Administrator Timothy Goddard has already completed this step on behalf of Carlisle.*

1. Submit Letter of Intent to Adopt a Policy
2. Apply for \$30,000 Grant for Tier 2
3. BOS Endorsement of the Policy
4. MassDOT Scores Policy 80+

***Policy Content: Vision & Intent, All Users & Modes, Project Types, Exceptions, Design Criteria, Context Sensitivity and Implementation***

## **Steps to complete TIER 2 – Project Prioritization Plan**

1. Compile Existing Data
2. Existing Conditions Mapping
3. Methodology & Prioritization
4. Priority Project Mapping
5. Conceptual Plans
6. Programing Construction \$\$
7. Project Meetings (all-inclusive)

## **Steps to complete TIER 3 – Construction Funding Application**

Minimum of 15 Projects / 5 Years (*Up to \$400K*)

Supplement a Project  
New Project  
Multiple Projects  
Awards Twice / Year

- Round 1 - May 1st
- Round 2 – October 1<sup>st</sup>

Ped Safety & Mobility Master Plan - Scope of Work

1. Compile Existing Data
2. Existing Conditions Mapping
3. Methodology & Prioritization
4. Priority Project Mapping
5. Conceptual Plans
6. Programing Construction \$\$
7. Project Meetings (all-inclusive)

Lump Sum \$25,000

TEC will compile, review and analyze information from various Town Departments and Committees to include the: Department of Public Works (DPW), Planning Board, Master Plan Steering Committee, Traffic Safety Advisory Committee, and ADA Task Force. Information that is anticipated to be available, but not be limited to, will include Capital Improvement Plans, Roadway Maintenance Plan, Private Development Projects, ADA and Sidewalk Assessments.

This information will be analyzed to include any pedestrian safety and mobility ideas from previous work completed by the Town and identify opportunities to include them in the PSMMP.

TEC will utilize available GIS information, Google/Bing aerial imagery, and field visits to depict existing pedestrian infrastructure town-wide. Infrastructure will include inventories of: sidewalks (width / condition / buffer), ADA-compliant ramps at intersections, and walking trails. Once the existing infrastructure is compiled, assessments will be performed to identify opportunities for improvements.

Additional information will be included within the mapping to further establish a criteria and ranking process for priority projects:

Destinations: mapping of schools, recreational areas, activity centers, elderly housing, town facilities, town center, local business areas, and density of residential areas

Crash Data: collect pedestrian crash data from the RMV, Police Department and MassDOT to identify the town's most dangerous intersections

Once information is mapped, it will be utilized to identify network gaps in the existing infrastructure as they relate to pedestrian demands. This mapping information will be the foundation for establishing the need, demands and identifying opportunities for enhanced pedestrian safety and mobility projects.

TEC will establish a methodology for selection of priority projects based on the mapping information outlined in Task 2 and feedback from the Town's Departments / Committees / Boards / Residents. The methodology will also be based on the following parameters to include priority destinations, safety and mobility benefit, previous data / studies, construction costs, and feasibility. Once the methodology is approved by the Town, TEC will prepare a PMMP in Xcel format to address the following needs: ADA Accessibility and Pedestrian Safety and Mobility. The PSMMP will include at least fifteen (15) projects and forecast a 5-year plan.

1. Priority Projects Mapping: TEC will utilize the existing infrastructure mapping to identify priority project locations that are numbered to sync up to the PSMMP.
2. Conceptual Plans: TEC will prepare up to three (3) conceptual plans or renderings for the top priority projects to assist with meetings with the Town and community outreach.
3. Conceptual Construction Cost Estimating, Scheduling & Funding: TEC will prepare conceptual construction cost estimates and duration schedules to be included within the PSMMP for at least fifteen (15) projects. This information will be utilized to identify potential funding opportunities and programing future construction projects.
4. Project Meetings: TEC will help facilitate a series of meetings to invite participation and input from various Town Departments, Boards & Committees, general public and other stakeholders that would include but not be limited to the following:
  - a. Kick off meeting with the Town to compile all existing data and identify the Town's vision and goals.
  - b. Coordination meeting with the Town to discuss priority areas and prepare for a public informational meeting
  - c. Public information meeting in the format of a workshop to solicit one-on-one ideas from the general public
  - d. Coordination meeting with the Town to review public feedback and evaluate/prioritize potential projects
  - e. Board of Selectmen meeting to present the process and final PSMMP that was established and obtain their approval / acceptance

Proposed Summary of Deliverables:

1. Pedestrian Safety & Mobility Master Plan: 15 projects (minimum) & 5-year plan (Xcel format)
2. Supporting Graphics: Existing Conditions Map, Priority Projects Map, and 3 Concepts / Renderings
3. Construction Estimates and Schedules

### ***Public Input:***

Vanessa Moroney (Bedford Rd) thanked the Board of Selectmen and the Town Administrator Timothy Goddard for responding so quickly to the community regarding the crosswalk safety concerns.

Deb Belanger requested that tonight's presentation by TEC be shared with Traffic Safety Advisory Committee (TSAC). She expressed concerns about the existing layout of Carlisle's roadways and pathways not qualifying for funding under the Complete Streets Program similar to the reasons that the Town of Concord was denied.

TEC to make a similar presentation before the Traffic Safety Advisory Committee and work with committee to address concerns.

Selectman Von Roesgen would also like to see if TEC could incorporate "radial trails" system to connect neighborhoods to the Town Center without having to cross main roads.. Many of these trails already exist.

The Board of Selectmen unanimously agreed to start the application process now for the Pedestrian Safety & Mobility Master Plan and to add an article on the 2018 Annual Town Meeting Warrant to fund a Traffic/Crosswalk Safety Study (\$25K). If grant application funding is approved, the warrant article will be withdrawn. It was agreed to compile a prioritized list of projects (including signage) that could be done sooner.

### ***3<sup>rd</sup> Annual Town Meeting Coordination meeting:***

#### Status of FY2019 Budget process

The Board of Selectmen met with Finance Committee Chairman Scott Triola, Lynne Lipinsky, James Darr and Thomas Smith. The Finance Committee (FinCom) has the task of balancing the needs of the town with anticipated revenue. This fall, the committee met with town departments and heard their plans for the next fiscal year. Each department was instructed to prepare a budget with minimal changes. The FY2019 Guideline Budget was issued on December 10, 2017 which represented 1.4% from last year.

FinCom recently met with the Police Chief John Fisher and voted to approve a Reserve Fund Transfer to replace and install the Emergency Generator at the Police Station. Free cash will be updated as result.

CCRS and Concord Finance Committee's (FinCom) have not reached an agreement on the recommended Concord-Carlisle High School (CCHS) operating budget. Town of Concord Town Meeting is April 12<sup>th</sup>. FinCom will update the Board of Selectmen a more information becomes available.

Facilities Maintenance Items – Finance Committee continues to work on creating a central budget. For the FY2019, the FinCom is considering keeping the funds in the department budgets and moving the funds into the Facilities Director Budget next year. (\$400K - \$450K)

The Board of Assessors voted to release funds from the overlay account - FinCom recommends that these funds be used for one time expenditures and not reoccurring.

#### Personnel Board/Staffing Requests

- Treasurer/Tax Collector - 30hr Assistant Treasurer/Collector position
- Planning Board - Request to upgrade the Administrative Assistant position to Grade 7 from Grade 5

- Conservation Commission - Request to upgrade the Administrative Assistant position to Grade 6 from Grade 5

#### Town Meeting Warrant Articles

- Fire Station Fuel Tank Repairs - \$10,000 (unless Chief can find in FY18 budget)
- CCRSD Capital Request (\$1.0M appropriation for paving/lighting)
- Fund Traffic/Crosswalk Safety Study - \$ 25,000
- Bedford Rd pathway extension construction - \$ 200K - \$300K
- Municipal Facilities Committee - Capital Warrant Article (\$400-\$450K)

FinCom requested to know the status of all ATM Warrant Articles as soon as possible -- The selectmen agreed to schedule a joint meeting/working session with Finance Committee on 3/5/18.

#### Cost of Living Adjustment (COLA)

The Personnel Board has voted to recommend a Cost of Living Adjustment (COLA) of 2.15% for FY19 for non-contract town employees. The Personnel Board reviewed the Consumer Price Index (CPI), the percentage increases in the town's union contracts for the school, dispatchers and police (which range from 2.0% - 2.9%), and a survey of COLA recommendations from comparable communities.

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to approve a Cost of Living Adjustment (COLA) of 2.0% increase for FY19 for non-contract town employees

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

#### ***Board of Health – Request for FY19 Staff position:***

The Board of Selectmen met with Board of Health Chair Todd Thorsen and Health Agent Linda Fantasia.

At the January 9<sup>th</sup> Board of Selectmen Meeting a number of issues were raised about the request to change the current two part-time positions to a single full-time position. The total hours of the position remains unchanged as is the base salary but the shift to full-time means that benefits will now be added to the salary.

The selectmen received a follow up memo to explain the reasons for the requested change in the Board of Health Administrative Position for FY19 and benefit of having a fulltime Assistant to enhance the Department's ability to successfully respond during an emergency by ensuring that other essential office functions are maintained. If the Board of Health Agent was unable to work for a length of time it would cause a major disruption in how the office functions and require a significant involvement of Board members in the day-to-day operations. Currently the Health Agent is the only person authorized to review and approve many requests. Some of these, such as verifying room counts on building plans, could easily be handled by a well-trained full-time Assistant allowing the Health Agent to work on higher-level management projects such as public health education, planning and fiscal management, emergency preparedness capabilities and regulatory compliance. Cross training the Board of Health Administrative Assistant to assume some of the lesser management responsibilities will be done through specific instructions and also from being able to "shadow" the Agent by working fulltime five days a week. The Agent and Assistant will occasionally trade-off tasks thereby familiarizing the Assistant with the various public health and land use

operations. Additionally the Assistant will be expected to attend trainings and workshops to learn about the duties of a public health department and the specific State Codes involved.

After careful consideration, it was unanimously agreed not to support the request from the Board of Health to hire a full-time Administrative Assistant and to keep the current staffing level.

***Treasurer – Request for New Position:***

The Board of Selectmen met with Kerry Dion-Colburn, Finance Director/Treasurer & Tax Collector regarding her request to add an Assistant Treasurer/Collector position to her office. The position would be full time at 30 hours per week. The current administrative assistant only works 18 hours. It was explained that there is no other staff person that can authorize/transfer money to make payroll and it is difficult at times especially when she takes vacation. The new position will have many duties including benefits administration, payroll, W2 forms, tax titles and foreclosures, trust fund management, deferred taxes, capital planning and town audit. With the additional employee she could focus on a variety of projects including budgeting, strategic planning, OPEB (retirement fund) planning and policies and procedures.

The selectmen received a copy of the job description which will be graded by the Personnel Board.

No action taken this evening for discussion purposes only.

***Trails Committee – Request to increase Revolving Fund limit (53½)***

The Board of Selectmen met with Mark Lamere on behalf of the Trails Committee.

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to approve the request to increase the Revolving Fund limit in the amount of \$2,50.00 as a one-time expenditure.

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

***Conservation Commission Advisory Committee (CRAC) - Request to enforce Conservation Restriction, Great Brook Estates***

Mark Lamere explained that the Great Brook Estates Reservation of Easements and Conservation Restriction documents provide the Board of Selectmen or successors the right to enforce the open space restrictions.

The Conservation Restriction Advisory Committee (CRAC) has requested the Board of Selectmen's permission to inspect the open space parcel owned by the Great Brook Estates Homeowners Association. This land was created in 2000 but has never been inspected. -- This is not a State certified Conservation Restriction but is defined as open space that should be inspected to be sure that no infractions have occurred. The committee has further requested that this inspection be added to the list of CR's to be inspected on a semi-regular basis.

Mr. Lamere confirmed that notification would be sent out to all interested parties in advance of the scheduled inspection.

The Board of Selectmen agreed to take no action and reschedule this matter to its next meeting and requested to see supporting documentation.

### ***Appointments/Resignations:***

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to appoint Lee Tatistchef, 130 Oak Knoll Road to serve on the Wild and Scenic River Stewardship Council for one year term that will expire on June 30, 2018.

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

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to accept with gratitude the resignation of Thomas Brownrigg, longtime member of the Conservation Commission effective immediately.

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

### ***Cemetery Deeds:***

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to transfer land in the public burial ground to Chin Li at Green Cemetery Lot D-239, Graves 3 and 4.

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

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to transfer land in the public burial ground to Kathleen Witherell at Green Cemetery Lot D-229, Graves 1, 2, 3, and 4.

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

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

#### 1-Invitation to BoS re: EcoHealth Report Card for SuAsCo

The Town of Carlisle has been invited to participate in an environmental assessment of the SuAsCo River basin. A member of the Carlisle Board of Selectmen is requested to participate in the development of an [EcoHealth Report Card](#) for the Sudbury, Assabet, and Concord Rivers on Wednesday, February 28. The Conservation department in Carlisle has also been invited. River Report Cards aim to communicate the changing health of the rivers and focus on key actions to improve stewardship and restore river health. This Report Card will use a transparent and tested methodology and substantial stakeholder engagement and communication, and be tailored to our rivers' needs. Each of the three rivers will receive its own grade based on the priorities *determined through this workshop* and report cards will be issued periodically to track and communicate trends.

The workshop will be on Wednesday, February 28, 9 am – 5 pm, at Great Meadows National Wildlife Refuge Headquarters, Weir Hill Road, Sudbury, MA. The following day, March 1, a working session will focus on the technical aspects of measuring and rating the selected indicators.

#### 2-Facilitation meeting between CAHT and CHA

Town Administrator has solicited proposals from meeting facilitators that have good reputations in the field

and will submit his recommendation to both the Housing Authority and Affordable Housing Trust.

### 3-Letter of Support for CHNA Application

A letter of support from the Carlisle Board of Selectmen has been drafted for the CHNA15 Implementation Grant Application due on March 7<sup>th</sup>.

### 4-Vote To Approve LIP Regulations Committee Charge

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to approve the LIP Regulation Committee charge as presented on February 13, 2018.

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

### ***Upcoming Meeting Schedule:***

#### **February 27, 2018**

HeatSmart Program update (CETF)  
Pathways Committee  
Review of ATM Warrant

#### **March 13, 2018**

FY2018 Audit Report  
4<sup>th</sup> Coordination Meeting  
Closing of 2018 Annual Town Meeting warrant

Kate Reid suggested adding an agenda item to a future meeting to discuss goals

### ***Liason Reports***

*Claude Von Roesgen* – informed the board that there is a potential conflict with CCTV to record the next Carlisle Board of Selectmen meeting. He continues to work with CCTV & Town Staff regarding live streaming of future meetings via YouTube.

-- Nathan Brown requested clarification from Town Counsel regarding the ownership of content once material is posted on YouTube.

*Kerry/ Kate /Luke* - BOS Public Hearing held on 2/6/18 regarding the proposed Deer Hunting Regulations. The Deer Committee was present to respond to questions and concerns. Lee Tatistchef presented on behalf of Deer Committee. Some concerns that were raised include the length of hunting season which starts in October through the end of November (Same of state regulations), impact on the use of public walking trails during hunting season and some residents thought they would have the opportunity to vote on issue adopting regulations.

### ***Minutes:***

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to approve the minutes from January 23, 2018 as amended.



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

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously ***VOTED to*** the minutes from January 9, 2018

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

MEETING ADJOURN

## Appendix

### List of documents presented during the meeting:

- Finance Committee FY19 Budget Guideline - December 2017
- Board of Health – Memo 2/13/2018
- Email from Kerry Kissinger 2/13/18 - Questions and Responses
- Pathways II Committee – Construction Funding Request

***Note: BOS Agenda & Meeting Packet is available at the Town Website***