

**Board of Selectmen  
Tuesday, January 14, 2020  
Town Hall - Clark Room**

The Board of Selectmen met on Tuesday, January 14, 2020 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Chair Kate Reid, Alan Lewis, Nathan Brown and Luke Ascolillo. Barney Arnold arrived later in the meeting.

*\*Live Streaming not available for this Board of Selectmen meeting*

**Community Input:** There were no requests.

***Gleason Public Library - 2021-2025 Strategic Plan:***

The Board of Selectmen met with Library Director Martha Feeney-Patten and Library Trustee Christine Lear for a brief PowerPoint presentation regarding the 2021-2025 Strategic Plan for the Gleason Public Library.

The Gleason Public Library budget is \$626,269 and approximately 2% of the total town budget. Currently there are 18 Employees (4 full-time / 14 part-time) and 8 with graduate degrees in Library Science. There are 60 volunteers and senior tax workers.

2021-2025 Gleason Public Library Strategic Plan: Physical space for community gathering, solo and group work, and reading and learning.

A partner in education  
Meets people when and where they need us  
Low environmental impact  
And a place where reading is celebrated!

SPACE: Library users find a welcoming physical space that meets their needs for quiet focus, community gathering, work, and learning.

- Conduct a formal study of the library's interior space, investigating options to:
- Create a more contained teen area that can be supervised easily
- Evaluate location and structure of staff service desks
- Investigate possibilities for adding more private workspaces
- Have acoustics professionally evaluated
- Study options for expanding and repaving parking lot
- Work with Municipal Facilities Committee and Town Facilities Manager to fund and implement building maintenance needs

LIFELONG LEARNING: The library is a center of collaborative education in the community.

- Develop and explore expanding partnership opportunities with Carlisle School and area universities and businesses
- Offer space for small group work and collaboration

- Expand and promote “Library of Things” collection, including maker items
- Maintain public access to Gettysburg collection and other historic artifacts through online database, exhibits at library and other local venues, and school visits
- Expand non-English-language and language learning collections
- Identify products and staff training opportunities to provide better service to people with disabilities, and apply for LSTA “Access for All” grant

AVAILABILITY/ACCESSIBILITY: The library’s programs and resources are available when and where people need them. Information on library services is easily accessible to all users.

- Update the library’s website
- Investigate self-service pickup for holds and museum passes outside of library hours
- Create map of library sections and update library signage
- Mail library information to new residents
- Update branding materials, including logo and marketing templates
- Offer programs for all ages during evening or weekend hours

SUSTAINABILITY: The library fosters environmental sustainability in Carlisle.

- Improve bicycle parking and support bike-sharing
- Consider staff shower facilities
- Refresh outdoor space and consider additional outdoor seating to make the library more inviting for pedestrians
- Install EV charging station when parking lot is repaved
- Work with Carlisle Energy Task Force to identify potential green improvements and funding opportunities
- Support efforts by local residents and organizations to respond to and prepare for climate change and other environmental concerns through displays, programs, and meeting room use

CELEBRATE READING:

- Celebrate the Library’s 125th anniversary in 2021
- Host new book-related programs including a “Silent Book Club” for adults, a local author festival, and special events such as an escape room or mystery night
- Offer personalized reading recommendations services for all ages
- Offer tours of the library for new cardholders and create a “first library card” celebration routine for children
- Expand collections of in-demand items in print and electronic formats
- Capture and share reader recommendations from library users

A copy of the 44-page report is available online at <https://www.carlislema.gov/>

***2020 Annual Town Meeting Warrant Article presentations:***

The Board of Selectmen met with Kimberly Kane, Finance Director and Treasurer/Collector to discuss two proposed warrant articles on the April 27<sup>th</sup> Annual Town Meeting Warrant.

### Application of Bond Premiums

The purpose of this warrant article and motion is to supplement prior borrowing authorization votes to permit the application of sale premium to pay project costs.

The Municipal Modernization Act that was signed into law in 2016 revises the statute to all communities a choice regarding the treatment of bond premiums (net of issuance costs). Communities will be able to either apply the premiums to the issuance, thereby reducing the amount needed to borrow or to place them in a separate fund and appropriate them for a capital project.

This warrant article requires a simple majority vote.

### Establish a Capital Stabilization Fund

The stabilization fund is a mechanism for setting aside money for capital projects in order to equalize the effect of capital expenditures over time and supplement monies for capital projects from the General Fund. Appropriations made from the Capital Stabilization Fund require a two-thirds vote from town meeting

This is a mechanism for setting aside money either for unforeseen needs or for capital projects. The fund is intended to equalize the effect of capital expenditures over time and to provide a "rainy day" fund.

- A majority vote is required to appropriate funds into the stabilization fund.
- Two-thirds vote is required to appropriate money out of the fund.

### Section 53E ½ Revolving Funds

Lastly, Ms. Kane informed the selectmen that she is currently evaluating all 53E Revolving Accounts. The reason for this is that there are some accounts with authorized expenditures much lower than the amount of funds deposited each year. One example given is the Transfer Station Stickers account and funds may only be spent on hazardous waste and recycling. She explained that the excess funds remain stagnate and could serve a better purpose elsewhere by possibly expanding the authorized use of funds or transfer the funds to General Fund.

Over the next several weeks, Ms. Kane will contact each of the town departments with revolving accounts to discuss the intended purposes and to evaluate the status. Ms. Kane clarified that there isn't a specific proposal at this time and would be part of the FY21 Budget Planning process.

### Complete Streets Project (Additional funding)

The Board of Selectmen met with David Freedman from the Traffic and Pedestrian Safety Committee (TPSC) for a brief update on the Complete Streets. The Town of Carlisle has issued an Invitation to Bid and sealed proposals are due to the Board of Selectmen's Office on February 7, 2020 at 10:00 AM.

After all the bids have been received and evaluated, the Traffic and Pedestrian Safety Committee will report back to the selectmen with a final cost prior to the Annual Town Meeting.

Mr. Freedman reminded the selectmen that the proposed improvements to the Bedford Road and East Street intersection was not part of the initial scope of work but it was agreed upon include this section as part of the final plan.

### Banta-Davis Tower Co-location

David Freedman informed the Board of Selectmen that the Town of Carlisle has been approached by a Commercial telecommunications company that is very interested in entering into a lease agreement to co-locate on a Town-owned communications tower at the Banta-Davis property. The company has offered to construct a new tower and relocate the town's equipment from the existing tower as part of their proposal.

The Board of Selectmen unanimously agreed to include a placeholder on the April 27, 2020 Annual Town Meeting Warrant to allow more time to finalize a potential lease agreement and was further agreed to authorize negotiation discussions to begin as soon as possible.

### General Bylaw Amendments

The Board of Selectmen agreed to include placeholders on April 27<sup>th</sup> Annual Town Meeting Warrant the following amendments to the General Bylaws:

- Three-year term expiration for the Town Moderator
- Appointed Town Clerk
- Change the name "Board of Selectmen" to Select Board
- Article II Boards and Committees (Town Counsel has been requested to review and clean up existing language)

### ***Transfer Station Working Group Presentation***

The Board of Selectmen established the Transfer Station Working Group to reduce solid waste disposal in the Town of Carlisle. Working Group members are DPW Superintendent Gary Davis, Selectwoman Barney Arnold, Selectman Nathan Brown, Household Recycling Committee member Launa Zimmaro and Town Administrator Timothy Goddard

### History of the Carlisle Transfer Station

- 1972 Town Dump closes; trash hauled away
- 1973 Town Dump converts to Transfer Station
- 1988 First record of sticker income to the town; best guess \$10/sticker
- 1992 First report of hazardous collection by BOH
- 2002 Sticker income suggests \$15/sticker fee begins
- 2009 Current fees established: \$25/first sticker; \$10/additional sticker per household
- 2009-2017 TS sticker income is approximately \$49,000 per year; level across these years
- 2019 Community Compost Program begins at Transfer Station

In 2017, the Transfer Station made a net profit from the sale of recyclables of \$2,874. In 2019, with the changes in recycling markets, the Transfer Station had a loss of \$12,000 from the "sale" of recyclables.

There are two sources of income for Transfer Station. 1.) Town Meeting approval of DPW budget; derived from property tax and 2.) Sticker fee revenue which, by town by-law, may only be spent on hazardous waste and recycling

DPW Budget for Transfer Station is \$264,000  
\$145,000 (55%) is spent on fees for disposal of solid waste.

Cost/Revenue Hazardous Waste & Recyclables (Per Year based upon 2019 Data)

- \$10,000 cost for TV's (@\$20 per TV)
- \$2,500 cost for disposal of tires (10 tons @ \$250/ton)
- \$20,000 cost, 2 hazardous waste collection days
- \$16,000 Construction & Debris disposal cost (vs. income of \$2,000 just a few years ago)
- \$12,000 disposal cost for mixed paper & glass recyclables
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- Breakeven on cardboard
- \$5,500 revenue on metal collection (@50% reduction in revenue from previous years)

Where Carlisle Stands

In 2009 Carlisle generated 1,795 tons of solid waste – 1.10 tons/household  
In 2017 Carlisle generated 1,811 tons of solid waste – 1.13 tons/household  
Carlisle is the 5th highest producer in Massachusetts of solid waste tonnage per household  
Carlisle does well in recycling - 37th in MA in tons of recyclables per household

DPW estimates 50% of what is dropped at the swap shed is trash/junk that ends up in solid waste; disposal is paid by the Town which is the focus of tonight's presentation.

Swap Shed (Current Operations)

- Open same days & hours as Transfer Station
- Commonly found items: toys, books, fans, weights, lamps, sports equipment, dishware, tools, crafts, clothes, electronics; some broken, some re -usable
- Commonly found items outside of shed: beds, bureaus, chairs, cribs, appliances, strollers, workout machines, plastic sandboxes, tires, dog crates, rugs, metal of all kinds
- Following each day of operation, DPW staff sort swap shed, inside and out; put recyclables into appropriate bins/containers; what's left, except for books in good shape, goes into solid waste container
- Last 1 -2 hours of Transfer Station operation (Tues& Thurs 5 -7pm, Saturday 3 -5pm) are busiest time for swap shed drop off, leaving little time for others to claim items for re -use or sale
- "No Re -Sale of Items" says sign in shed

Ways to Reduce Waste at the Swap Shed

- Remove restriction on claiming items for resale to reduce usable items that end up in solid waste.

- Promote school program with Bay State Textiles; collection of all fibers, clean or dirty, worn or unusable in two bins currently at Transfer Station – move closer to Swap Shed
- Improve appearance of shed (clean & paint)
- Improve signage on shed and all bins
- Encourage display of items on shelves rather than leaving in closed containers or bags (to discourage leaving junk items)
- Educate, advocate, and spread the word

### Other Ideas to Reduce Waste

- End drop-off of swap shed items 1-2 hours before closing
- Encourage taking items from swap shed right up to Transfer Station closing
- Live stream video of swap shed to display items being dropped off to avoid collectors and resellers in town
- For items with a high cost of disposal (TVs, tires, appliances) institute a per item drop off fee paid at time of drop off through a smart phone application

Below are the public comments/concerns received following the presentation:

1. Restricting drop off hours would disenfranchise the working residents resulting in items being put in the trash
2. Increase Transfer Station Sticker Fee
3. Remove the restriction on reselling items
4. Invite resellers to visit swap shed between certain hours on Saturday
5. Resellers should not have access to the shed during normal business hours in order to allow residents to access items left in the shed first.
6. Charge higher sticker fee to resellers
7. Close Swap Shed one of the days.
8. Solicit town volunteers/Senior Work-Off program to work in the Swap Shed to organize items
9. Charge a separate fee for large items
10. Refrigerator cords are required to be cut when left outside the shed. However, residents cannot test the working condition of a refrigerator if the cord is cut.
11. Charging separate fees for large items may result in items being illegally dumped in areas of the town or thrown in the trash.
12. Improved signage instructing residents to place items in the appropriate area.
13. More information regarding Electronics Recycling Program at Best Buy
14. More information/updates published in the Carlisle Mosquito.

Town Administrator Timothy Goddard stated that the Town of Littleton currently charges for large items and there have been no issues.

### ***Town Government Organization Amendments, Policy & Bylaw Review:***

#### FY21 Staffing Requests

BOARD OF HEALTH - Kathy Galligan on behalf of the Board of Health gave a brief PowerPoint presentation regarding a revised FY21 Staffing proposal.

The Board of Health has requested to move from 2 part-time administrative assistants to 1 benefited Assistant to Health Agent (Grade 7) 24 hours per week.

Estimated budget increase: \$13,779

Health Dept. lacks 2-deep health agent capability as required by the state law (i.e., always having available a fully trained person to respond quickly & effectively during an emergency event). This position would also provide continuity of operations & build skills to support staffing changes and to serve as a Health Dept. authorized agent within town and region.

Duties: Perform skilled professional, technical, and admin.support for operations of the BOH & Health Agent

Revised fees will allow this position to be cost neutral to the tax base.

\$5,343 updated fees added to General Fund  
\$255 increased multi-family developments Fees (53E)  
\$11,000 increased septic permit fees (53E)  
**\$16,598 Total new income**

This position would be cost neutral to the tax base if approved based on the proposal.

COUNCIL ON AGING - Council on Aging (COA) Director David Klein discussed the revised proposal for an outreach social worker. The cost to the town for the new COA part-time position would be reduced from \$28,400 to \$12,000 after a community chest grant of \$10,000 is received, and an additional \$6,000 is funded through COA sources.

The Board of Selectmen agreed to reconsider its prior decision not to approve any new positions for the FY21 budget cycle after hearing the presentations from COA and Board of Health. However, no formal votes will be taken until after the selectmen finalize their budget priorities and receive budget recommendations from the Finance Committee.

***Appointments/Resignations:***

Audit Committee - On the motion made by Alan Lewis and seconded by Barney Arnold, it was unanimously **VOTED** to appoint Taylor Benjamin (3 Forest Park Drive) to serve on the Audit Committee with a term expiration date of June 30, 2023.

Historical Commission - On the motion made by Alan Lewis and seconded by Barney Arnold, it was unanimously **VOTED** to appoint Chip Dewing (36 South Street) as an Alternate member on the Historical Commission with a term expiration date of June 30, 2023.

Open Space and Recreation Plan Committee - On the motion made by Alan Lewis and seconded by Barney Arnold, it was unanimously **VOTED** to appoint Marc Lamere (374 Rutland Street) to serve on the Open Space and Recreation Plan Committee with a term expiration date of June 30, 2022.

***Cemetery Deed Transfer Request:***

On the motion made by Luke Ascolillo and seconded by Barney Arnold, it was unanimously **VOTED** to transfer land in the public burial ground to Sally F. Cody from Upton, Massachusetts at Green Cemetery Lot D-19-1, Graves 1, 2 and 3.

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

1. 2019 Deer Hunting Report

The Board of Selectmen received a copy of the 2019 Deer Hunting Report which includes details regarding the recently concluded 2019 Deer Hunting program. The full report has been posted on the town's website.

2. Additional FY19 Chapter 90 allocation

The Board of Selectmen received notification from the Governor's office regarding a supplemental allocation of FY20 Chapter 90 funds. The anticipation had been for an additional amount of \$60M in statewide Chapter 90 but is now only \$20M. These additional funds could be used to make up any potential shortfall in the Complete Streets project currently out to bid.

3. Fire Department Grant for Washer/Extractor

Carlisle Fire Department has been awarded a grant in the amount of \$3,950 to defray the cost of the new washer/extractor at the Fire Department.

4. DEP Final Closure Report - Fire Dept. Fuel Tank Spill

The Permanent Solution Statement documents the response activities following a release of diesel and gasoline oils from the former underground storage tank system located at 80 Westford Street in Carlisle, Massachusetts. Regulatory closure has been achieved with the submittal of the Permanent Solution Without Conditions. A complete copy of the full report can be obtained on-line at the following link:  
<https://eeaonline.eea.state.ma.us/portal#!/search/wastesite.F>

5. One Day Liquor License Request – Gleason Public Library

On the motion made by Alan Brown and seconded Barney Arnold, it was unanimously **VOTED** to approve the Gleason Library request for a One Day Liquor license for a fundraiser to be held at the Library on Friday, January 31st from 7PM – 9PM subject to the application providing a host liquor liability insurance certificate and contacting the Police Department to determine the necessity of a police detail prior to the event.

***Upcoming Selectmen's Meeting Schedule:***

- Tuesday, January 28, 2020
- Tuesday, February 11, 2020
- Tuesday, February 25, 2020



***Minutes Approval:***

The approval of the January 14, 2020 minutes has been postponed until the next meeting.

***Executive Session:***

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was unanimously ***VOTED*** to enter in Executive Session pursuant to M.G.L. ch.30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and pursuant to M.G.L. ch.30A, § 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and that afterwards the Board will not return to open session.

Roll Call VOTE: L. Ascolillo-Aye, A. Lewis -Aye, N. Brown-Aye, B. Arnold-Aye and K. Reid-Aye.

Meeting Adjourn

**List of Material presented at this meeting:**

- BoS Meeting Packet 01-14-2020