

Select Board
January 31, 2023
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, January 31, 2023, at 7:00 p.m. at the Town Hall, Clark Room located at 66 Westford Street. Members present in person were chair Barney Arnold, Vice-chair David Model, Nathan Brown, Kate Reid, and Travis Snell.

Staff Present:

Ryan McLane, Town Administrator
Aubrey Thomas, Assistant Town Administrator
Jennifer Gibbons, Executive Assistant

Community Input:

There were no requests.

Meeting with State Representative Simon Cataldo:

The Select Board met with State Representative Simon Cataldo. Since taking office on January 4th, he has filed 24 bills on behalf of the 14th Middlesex District, primarily co-sponsoring bills in collaboration with other representatives. He is already working on some of the issues that are important to him, including environmental protection, public education, mental health care in the workforce, workforce development, public infrastructure, and personal freedoms like voting and reproductive rights. One of his goals as a new Representative is to build relationships in the House so that when he talks about issues of importance to Carlisle, he will have the necessary support to push bills through the Legislature.

Areas of interest discussed by the Select Board include:

Regionalization

- Programs to incentivize small towns to explore sharing of certain services - There is not much legislation in the pipeline that addresses regionalization. Representative Cataldo requested the Select Board to advise him on the types of roles Carlisle would like to share so that he could look into state agencies that might provide partnership opportunities.

Resources for Infrastructure Improvements

- Travis Snell questioned available resources for the Route 225 bridge improvements. Currently, the weight limit on the bridge is currently so low that Carlisle's fire truck needs a special dispensation to be able to cross.

Representative Cataldo agreed that the issue is critical, and noted that it is also a regional issue.

Approved 2/28/2023

Additional Chapter 90 Funding

Representative Cataldo encourage the Select Board to contact him for letters of support when filing a grant application.

Remote/Hybrid Meetings

- Extend provisions for continuing remote public meetings The state's temporary authorization that allows public meetings to include a remote meeting format will expire on March 3, 2023.

Representative Cataldo plans to co-sponsor a bill to retain hybrid public meetings.

Early Voting

- Provide funding and technical assistance for town clerks and understaffed towns to facilitate elections with state mandates like early voting hours.

A bill has been filed to provide more funding and technical assistance to town clerks. There are tremendous benefits to early and mail-in voting but he realizes it is a significant burden on small towns. He welcomes input on the topic since he is still not certain how he will vote on the bill.

Affordable Housing

- Programs to enable affluent towns such as Carlisle to assist neighboring economically disadvantaged cities and towns (e.g. Lowell) with affordable housing, schools.

Include rural factors in all state programs.

- Improve coordination between the state government and municipalities.
- Create a professionally developed, user-friendly, one stop information portal?

Create municipal building assistance authority

- For a town like Carlisle, improvements to public safety buildings can be key to resiliency for natural disasters, and Carlisle could be a regional resource, but it is difficult for the town to pay for the needed facility improvements
- Fire: Have the state move EMS from DPH to EOPS. This has been discussed for several years and is especially appropriate for towns like Carlisle where EMS is associated with the fire department

Environmental Sustainability

- Consider supporting Bills on Embodied Carbon in Buildings
- Zero Carbon Renovation Fund
- Financial incentives for decarbonization efforts and other sustainability programs

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Property Tax Deferral Program

- *Under the current program, the Town must cover the lost revenue.*
- Consider a bill establishing a pilot state property tax deferral program that reimburses towns for the deferred taxes, or another similar initiative, that provides state-subsidized meaningful property tax relief for low-income seniors without adversely impacting town revenue

Constituents are encouraged to sign up for email notifications at simon.cataldo@mahouse.gov

Master Plan implementation update:

The Select Board met with Town Planner Julie Mercier and Master Plan Steering Committee chair Jack Troast for an update on the Carlisle Master Plan Implementation. To date, 4 out of 87 recommendations have been completed.

Completed recommendations:

- 4a: Hire a Town Planner
- 13c: Establish a Master Plan Implementation Committee
- 15b: Establish the Environmental Sustainability Committee
- 22c: Ensure adequate staffing for COAHS (this will need periodic revisiting)

Recommendations – In Process

In addition to the completed recommendations, progress is being made on a number of others, including but not limited to:

- 2d: Cranberry Bog Restoration & Maintenance Plan
- 4b: Integrated municipal use of GIS
- 5a: Collaboration between Town Hall and CPS + all other recommendations under Goal 5
- 6a: Develop a comprehensive financial model – using the current budget process to implement
- 6b: Investigate benefits and trade-offs of service regionalization, IMAs, collective procurement
- 6c: Evaluate the Governance Task Force recommendations – current SB goal
- 7a: Develop a long-term facilities plan – building a combined capital plan and initiating MFC pilot
- 7d: Public Safety Facilities Task Force (PSFTF) work regarding public safety facilities
- 11a: Continued support for existing local transportation for seniors (pending FY24 funding)
- 13a + 13b: Trainings for regulatory boards
- 14a: Convene department heads and committees to connect to Master Plan
- 15a: Staff capacity for environmental stewardship and sustainability (pending FY24 funding) + a number of other recommendations under Environmental Stewardship

Approved 2/28/2023

20a: Develop & implement a strategic plan for the Affordable Housing Trust

The Master Plan Implementation Matrix, which was created primarily by the Town Administrator Ryan McLane and MPSC chair Jack Troast, includes recommended staff and board/committee leads for each of the Master Plan recommendations. This matrix was sent to the board, committee, and commission Chairs and their staff liaisons on December 23, 2022, January 6, 2023, and January 17, 2023, with a request for feedback to be provided by January 20th.

As of January 25th, feedback from a number of boards and committees (as well as some staff) was received – all feedback has been incorporated as received into the updated Master Plan Implementation Matrix included in the Select Board Meeting Packet that will be refined/synthesized in the next few weeks.

Feedback received:

Planning Board (PB)

Municipal Facilities Committee (MFC)

Council on Aging and Human Services (COAHS)

Trails Committee (TC)

Cultural Council (CC)

Conservation Restriction Advisory Committee (CRAC)

Environmental Sustainability Committee (ESC)

Police Department (PD) expressed willingness to assist when needed

Feedback pending:

Gleason Public Library Trustees (GPL) – discussed at the last meeting, coming soon

Board of Health (BOH) – discussed on 1/18, coming soon.

Carlisle Affordable Housing Trust (CAHT) – discussed on 1/24, coming soon

Carlisle Public Schools (CPS) – Jim O’Shea circulated a request to volunteers

Cons Comm (Cons) – to be discussed on 1/26

Cranberry Bog Working Group (CBWG) – to be discussed on 2/13

Historical Commission (HC) – to be discussed on 2/15

Recreation Committee (Rec) – to be discussed at their next meeting in early Feb

Community Preservation Committee (CPC) –initial feedback provided, to be discussed at Feb meeting

Agricultural Committee (Ag) – to be discussed at an upcoming meeting

Traffic & Safety Committee (TSAC) – awaiting response

IT Committee – TA Ryan McLane to coordinate

Timeline:

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- February 17th: Deadline for Feedback
- February 28th: Review & Discuss with Select Board
- Early – Mid March: Master Plan Implementation Kickoff

Community Preservation Committee Updates:

The Select Board met Community Preservation Committee chair Drew McMorrow.

The Community Preservation Committee set a deadline for December 9th to receive initial applications for projects to be approved at the Annual Town Meeting. The application process was accelerated at the request of the Town Moderator to align with Town Meeting/Budget Planning cycle.

CPA Financial Update:

The Select Board met with Community Preservation Committee chair Drew McMorrow. The Community Preservation Committee Plan will need to be updated to align with the Carlisle Master Plan.

	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
CPA-ADMINISTRATIVE EXPENSES	3,000.00	376.86	2,623.14	12.56%
Trails-Restore/Const G2019-002	9,991.61	-	9,991.61	0.00%
Crib & Cradle Grant #2020-002	6,247.14	5,348.93	898.21	85.62%
FRS Bell Railings #2021-003	14,500.00	14,500.00	-	100.00%
Greenough Dam-Grant #2021-005	180,379.75	-	180,379.75	0.00%
CASTLE PLAYGROUND #2022-02	325,000.00	314,982.47	10,017.53	96.92%
CRANBERRY BOG DAM#1 #2022-005	11,500.00	5,300.00	6,200.00	46.09%
DOG PARK #2022-004	30,000.00	-	30,000.00	0.00%
TRANSFER OUT OF CPA	85,000.00	85,000.00	-	100.00%
Total	665,618.50	425,508.26	240,110.24	

CPC to hold a hearing at the end of February to review the following CPA Project Eligibility applications as received:

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1. Gleason Public Library Interior Renovation [\$400,000]
2. Restoration of Cranberry Bog #1 [\$300,000]

Recently completed projects:

- Castle Playground Project
- Septic system at Benfield Farms

Outstanding/Incomplete projects:

- Dog Park pending Site Plan Review approval via Planning Board
- Cranberry Bog Dam Engineering Study

Gleason Public Library Interior Renovation

RENOVATION HIGHLIGHTS:

- Dedicated area for teens and tweens, with space for working together, socializing, and using computers/devices
- Quiet booth for phone and video calls
- Additional small meeting room
- Updates to existing meeting room spaces
- A more open floor plan on the first floor, with a centralized service desk to improve customer service, visibility, and safety
- Improved acoustics to enhance quiet enjoyment
- Expanded mechanical room, including space for water treatment and modern energy-efficient technology
- Accessibility improvements

Reasons for renovation:

- Library collections are now a hybrid of physical and digital
- Demand for working and meeting space - even pre-pandemic, a significant % of Carlisle's residents worked from home
- Town's public gathering space – a potential community center could be 10+ years down the road; the Library can meet more needs now for a relatively modest investment
- Raising kids and teens - or being them – is harder than ever in these times, and tweens and teens deserve a space that's all their own.

Carlisle Master Plan

- Preserve existing buildings with cultural and historic value.
- Support the Town's cultural and historic resources and activities.
- Preserve and maintain existing open space.
- Support intergenerational community needs by finding space for programs.
- Support the use and/or improvement of facilities that support the arts and culture community in Carlisle.
- Facilitate shared programming and educational opportunities.

Restoration of Cranberry Bog #1

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The Conservation Commission is requesting funding to address some of the issues outlined in the Massachusetts Office of Dam Safety (ODS) Inspectional Report.

PROJECT SUMMARY: The Cranberry Bog Dam #1, located north of Curve Street and west of Martin Street, is a dam deemed jurisdictional to the Massachusetts Office of Dam Safety (ODS). It is rated by ODS as “Low Hazard Potential” dam requiring professional inspection every 10 years. A 2015 report, submitted following the dam’s first-ever visual inspection “ORDERED” by ODS, reported numerous actions needed to bring the dam into ODS compliance. The Conservation Commission is requesting funding to address some shortcomings noted in the report submitted to ODS prior to the anticipated 2025 inspection and, of much more importance, to reduce potential of another dam failure like what occurred in October 2011. The 2015 report by Weston and Sampson, hired by the Town of Carlisle determined the dam to be in “Poor” condition, that the dam exhibits erosion on the dam’s crest and banks, that the crest is of uneven height, and that erosion exists, hidden from view under the upstream bank edge at the waterline. This is caused by wave action. The dam has holes and cuts along the upstream bank caused by animals. Because the dam supports a public trail regularly used by walkers and horseback riders, this is a safety concern. The dam, part of the former cranberry operation, is over 100 years old. It confines a pond extending well into Chelmsford’s Cranberry Reservation Conservation Land and is hydrologically connected to the Fiske Street Pond on the western side of the Cranberry Bog, to Heart Pond upstream to the north in Chelmsford beyond Rt. 27 (see watershed schematic) and to ponds downstream in Great Brook Farm State Park. This application seeks funding for at least some of the repairs to the dam identified by the 2015 report to ODS. Two pages from Section 3 of the Weston and Sampson report summarizing their Assessments and Recommendations are attached. Their entire report is available in digital format upon request.

The project proposes to remove woody vegetation from both sides of the dam, filling in the erosion and holes caused by animals, armor the upstream slope of the dam with fabric topped with riprap to control erosion from animals and undercutting of the dam by wave action, installing an emergency overflow weir to better manage water flow during a 100-year flood event, installing a boardwalk over the top of the weir to assist walkers and horseback riders, removal of nine trees from the bog embankment and filling their stump holes with an appropriate soil mix.

The purpose of the project is to protect the pond it confines, the wildlife it has hosted over the past 100+/- years and continuation of the Cranberry Bog public trails network. This will also enable the pond to continue to host informal ice skating during the deep winter months (see photo sheet). To assess whether the requested work is acceptable to ODS, a Chapter 253 Part A Permit Application was submitted to them on 11/17/2022. (See attached submitted application). On December 1, the ODS informed the Conservation Commission that submission of a Part B of their Chapter 253 Permit Application will be required as well. Our engineers have provided us with a \$3,000 cost for this report and could be available in approximately two weeks once funding is identified and the engineer is provided with approval to proceed. Once submitted to ODS, that agency could require additional work needing a further updated plan which could add to the cost of the wetland filing currently under review by the Commission and construction costs.

A copy of the full of both CPA proposals and photos is available online at <https://www.carlislema.gov/DocumentCenter/View/4672/CPA-Proposals>

Environmental Sustainability Committee requests:

The Select Board met with Environmental Sustainability Committee (ESC) member Christina Christodolopoulos. The

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ESC is planning a town-wide event as part of its mission to educate residents and promote awareness of environmental issues. At this time in time, the event will be taking place at six locations: Town Common & Union Hall, the School solar canopy and plaza, the Library, the Fire Station, Center Park and Clark Farm. We have received permission to use all locations except for the Town Common, for which requests are being submitted to the Select Board and the FRS Parish Committee.

Route to Sustainability Day - April 22, 2023

The Route to Sustainability Trail around the town center will encourage residents, including children to visit various locations focusing on how we all can make Carlisle more sustainable. There will be nature, science, and art-based learning activities and exhibits for children and adults, an electric car display, an electric gardening tools expo, activities at Center Park, and a sustainable artisan maker space at FRS, all promoting the importance of living sustainably with a smaller carbon footprint.

- Create synergy across the different interests and groups in the natural and built environment in Carlisle.
- Encouraging residents and organizations to think out of the box when it comes to their carbon footprint.
- Illustrate the many ways of participating in reducing the effects of climate change.
- Combine arts and science with some exhibitions and events.

The ESC has received a grant of \$600 from the Cultural Council and has applied for an ARPA grant for \$8,000 to cover expenses for this event. For context, the Old Home Days budget was \$11,000 and the budget for the Carlisle Music Festival was \$12,000.

The rough breakdown for the Route to Sustainability budget that was submitted to ARPA is as follows:

\$ 1000 Tables and Chairs rental
\$ 1000 Tents rental
\$ 600 Port-a-Potties rental
\$ 500 Banner (hopefully reusable)
\$ 500 Signage
\$ 2000 Marketing and supplies
\$ 2400 Contingency (insurance, police detail, etc.)

NOTE: The ESC has requested that should the event end up costing less, any remaining funds be applied to continued outreach on environmental sustainability issues and information.

On the motion made by Nathan Brown and seconded by David Model, it was unanimously **VOTED** to approve the request of the Environmental Sustainability Committee to hang a banner across School Street starting approx. on April 3rd and ending on April 26th to promote the Route to Sustainability Day (Earth Day 2023) event on April 22, 2023, and further vote to authorize the Environmental Sustainability Committee to use the Town Common from April 20th to April 24th for said event contingent upon FRS Parish Committee approval.

ARPA Funding Request

On the motion made by Nathan Brown and seconded by David Model, it was **VOTED** [4-0-1] to approve the ARPA Funding request submitted by the Environmental Sustainability Committee in the amount of \$8,000 to cover the expenses for the April 22, 2023 "Route to Sustainability Day" event and further voted to approve the use of any unexpended funds for continued outreach. *Note: Kate Reid abstained from voting.*

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ARPA Committee chair Scott Triola confirmed the eligibility of ARPA funding for this type of event/use.

ARPA Committee vote 3-0 in support.

Town Administrator's Report:

A full copy of the Town Administrator's Report is attached and available online at <https://www.carlislema.gov/DocumentCenter/View/4653/Town-Administrator-Report---January-31-2023>

FY24 Budget

Budget documents are available online at <https://www.carlislema.gov/1083/Budget-Information>

Included are the current year's budget monitoring, the development of next year's budget, and previous town budgets for reference.

Military Leave Policy Amendment

Purpose: To clarify how to pay town employees requesting military leave when called to active duty. The original policy was adopted at the Annual Town Meeting in 2022 under MGL Ch. 33, s. 59, and revised with guidance from Town Accountant Kelly Beyer. The policy covers activation details and compensation. Employees who are eligible under the policy will not lose seniority, accrued vacation or sick leave, personal leave, compensatory time, or earned overtime while on leave.

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to approve the amended Military Leave Policy as presented this evening.

Upcoming Meetings:

- February 28, 2023: Regular Select Board Meeting (Joint with Finance Committee)
- March 14, 2023: Regular Select Board Meeting
- March 28, 2023: Regular Select Board Meeting

Vote to amend existing Dog Order for 480 South St:

The new language added to the Dog Order states that the Town holds the owners solely responsible to ensure that their dog does not bite again. Failure to comply with the new orders may result in the impoundment of the dog, financial penalties, imprisonment, and euthanasia of the dog if it is deemed a threat to public safety.

The amended order requires the dog owners to enclose and secure all doors to their house and garage so that visitors (without permission) cannot enter through any single point of entry, and there is no single point of exit from which the dog may get loose.

When indoors, the dog must be securely restrained inside a crate or humanely muzzled at all times when non-

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household members are present.

Dog owners must provide the Carlisle Police and Fire Departments with access information, such as lock combinations, in order for emergency personnel such as police, fire, and medical staff, to enter the home as safely as possible.

David Model confirmed that a draft copy of the amended Dog Order was sent to the owners prior to tonight and they were asked for comments but did not respond.

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** that the Select Board in their role as Hearing Authority pursuant to MGL c. 140, section 157 vote to approve the amended Dog Order issued to Shaunna Simek and David Bokuniewicz of 480 South Street, Carlisle, MA 01741 as presented this evening.

Minutes Approval /Review of Warrants

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to approve the meeting minutes for 12/13/22, 12/20/22, 1/3/23, and 1/17/23 as presented.

Review of FY23 Expense Warrants

23PR15 (Town & School payroll) – total \$778,488.52
-Includes December fire payroll

23TE15 (Town bills) – total \$336,901.00
-\$173k MIIA – health & dental insurance
-\$25k Miyares & Harrington – legal services (Sept – Dec)
-\$10k Richard Kimball – Wilkins HVAC study (ARPA funded)
-\$4k Bedford Charter – vocational school transportation

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to adjourn.

MEETING ADJOURNED.

Prepared by
J.Gibbons

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Documents reviewed during the meeting:

➤ SB 1-31-2023 Agenda & Packet

Link: https://www.carlislema.gov/DocumentCenter/View/4550/SB_01312023-Meeting-Packet