

Carlisle Select Board  
Tuesday, February 9, 2021  
Remote participation: Zoom Meeting  
Minutes

**Meeting ID: 891 6137 8265**

The Carlisle Select Board met on Tuesday, February 9, 2021 at 7:00 p.m. by remote participation via Zoom Meeting ID: 891 6137 8265. Those present were Chair Alan Lewis, Barney Arnold, Kate Reid, Luke Ascolillo and David Model.

\*This meeting was live streamed and recorded <https://www.youtube.com/watch?v=Gwvzvs59zwk>

In accordance with Massachusetts Open Meeting Law Remote Participation 940 CMR 29.10 all votes shall be by roll call.

***Community Input:***

There were no requests.

***LEPC Update:***

Confirmed Case (tested)	131
Case Count (in the last 14 days)	6
Relative Change in Case Count (in last 14 days)	Lower
Percent Positivity (in last 14 days)	1.04%
Change in Percent Positivity	1 Lower

The Board of Health hopes to start clinics on Saturday, February 20th.

The Council on Aging staff will assist residents with registration over the phone and residents eligible in Phase 1.

The designated vaccination site: Carlisle Congregational Church Parking Lot (147 School Street), at the rear of the building.

- Masks are required.
- Wear a short-sleeved shirt for easy access to your upper arm.
- Bring a form of ID (e.g. drivers license).
- Please be on time to your appointment.

***Public Safety Building Committee Discussion:***

The Select Board met with Police Chief John Fisher and Fire Chief Bryan Sorrows to discuss their joint request to establish a committee to investigate constructing a new public safety building. Chief Fisher stated that the public safety buildings need to be replaced. He explained that the role of the proposed committee is to weigh the need, costs and challenges of building a new public safety structure that will house both the Police and Fire Departments. The committee would also prepare a Warrant Article for Town Meeting.

#### Public Safety Building Committee Charge

1. Review the current and anticipated future needs of the Fire, Police, and Dispatch departments to confirm the feasibility of a combined new structure to house all three departments
2. Solicit bids from qualified architectural firms to develop a functional program for the structure and analysis of space needs for all functions coordinated among the three departments. Deliverable would be the specifications for the structure, parking, and circulation.
3. With funding appropriated by Town Meeting, engage and work with the selected firm to prepare the specifications as outlined in 2 above.
4. Use the specifications to consider possible locations for the structure. Present options to the SB for possible site acquisition.

Chief Fisher requested that the Committee be comprised of 6 or 7 members, including: Fire Chief, Police Chief, Bill Risso, member of the Select Board, plus 2 or 3 additional members (at least 1 of whom is a member of a public safety dept and 1 of whom is a citizen at large). He also suggested is Matt Svatek be considered as member with his combined knowledge of the fire service, dispatching, and because he is familiar with our town's geography. David Freedman and Christine Lear have also expressed their interest in serving on this committee.

David Model expressed his concerns about the board moving ahead without waiting for the Master Plan results. He explained that the Master Plan Committee agreed to have preliminary data to the Select Board by June, so the board could use the data in guiding discussions over the summer. He commented that he knows that the Town needs to do something about public safety buildings, but the town should determine where to put it and decide whether we can afford it. The town needs to have a process that engages with Finance Committee at a high level to determine how much debt we can afford prior to creating a Public Safety Building Committee.

The town needs to understand what its debt capacity is over the next few years and have a strategic plan to manage existing requests from Municipal Facilities and the ongoing discussion regarding Highland Building. The town needs to understand what its debt capacity is over the next few years and have a strategic plan with rank ordering of priorities to manage existing requests from Municipal Facilities and the other ongoing discussions.

Barbara Arnold stated that the Master Plan is to identify some possible scenarios around town growth, including financial parameters of those scenarios and the overall impact on taxes. The plan will provide enough specifics so they can indicate what tradeoffs they are willing to make for what results. The Master Plan is not going to set financial priorities.

Both Alan Lewis and Luke Ascolillo stated they would support having a parallel process with the Master Plan Steering Committee and hire a firm to draw up conceptual designs to estimate potential costs.

The board agreed to establish the Public Safety Building Committee as requested and review the membership list with both chiefs.

Kate Reid and Luke Ascolillo to serve as Select Board representatives.

Alan Lewis volunteered to reach out to the Planning Board and Master Plan to get them on the same page as the Select Board.

***Discussion/Vote on new Transfer Station Fees re: construction debris***

Barney Arnold explained that a C & D permit is required if you have a pick-up truck, dump truck or any other large container (cart attached to a vehicle for example) that is half full or more. Users would be required to present a one-time permit to dump, with permits available online or in person at Town Hall. To purchase a C & D permit you must have a valid residential Transfer Station sticker on file.

Current C & D Permit fee:

- One Pickup Truck- Sized load/\$50
- One Large Truck-sized load /\$150

Barney Arnold motioned that the Select Board voted to amend the fee scheduled for the disposal permits for residential construction debris effective April 1, 2021 as follows:

- Half a load permit is \$25/load
- Full load permit is \$50/load

The town collected \$1,600 under the old C&D fee structure in 2019. The cost for removing construction debris from the Transfer Station far outweigh revenue. In 2020, the town disposed of 226 tons of debris at a cost of \$23,181.

Allowed in the C & D bin:

- All sheetrock materials
- All roofing shingles
- All wood construction materials such as
- Lumber, fencing, wood play structures
- Any household furniture made of wood that is not re-usable
- Wood cabinets that are not re-usable

Not allowed in the C & D bin:

- Anything made of metal - nails, roofing, piping, large metal containers etc.

- No paint of any kind, no paint cans
- No hazardous materials
- No Household furniture, cabinets, bath fixtures, if in re-usable condition
- Plumbing materials- if re-usable, leave at Swap Shed
- Electrical materials - if re-usable, leave at Swap Shed
- Building materials such as windows and doors that are re-usable

Most neighboring towns do not allow dumping of construction debris due to the costs.

Barney Arnold withdrew her motion to amend the C & D permit fees.

The Select Board agreed to adopt a policy that the Transfer Station service be self-sustaining and equitable for all users, to charge the Household Recycling Committee to investigate options to achieve this new policy.

***Planning Board/MAPC – Hazard Mitigation presentation:***

The Select Board met with Planning Board chair Madeleine Blake and Martin Pillsbury, MAPC consultant for Carlisle.

The Municipal Vulnerability Preparedness (MVP) program helps communities in Massachusetts to:

- Define extreme weather and natural and climate related hazards
- Identify existing and future vulnerabilities and strengths
- Develop and prioritize actions for the community
- Identify opportunities to take action to reduce risk and build resilience

The Federal Disaster Mitigation Act requires towns to adopt a Hazard Mitigation Plan to be eligible for FEMA mitigation grants.

HMP plan will update Carlisle plan and make the Town eligible for FEMA mitigation project grants for the next five years.

- A plan for Mitigating Natural Hazards
- Flooding
- High winds, hurricanes, tornadoes
- Winter storms, snow and ice
- Brush fires
- Earthquakes, landslides
- Extreme temperatures
- Drought

To reduce or prevent loss of life, injuries, and property damage by using long-term strategies before a disaster happens (“Pre-Disaster Mitigation”).

What preventive action are being taken now to reduce future risks and damages and what additional actions can be taken in the FUTURE to reduce vulnerability and increase resilience.

Six Tools & Techniques for Hazard Mitigation:

1. Prevention
2. Property Protection
3. Public Education
4. Natural Resources protection
5. Structural Projects
6. Emergency Services

The Town will coordinate the project through its Core Team with multiple Town departments and stakeholders. MAPC will provide technical assistance to prepare the HMP and MVP report under an MVP Grant. The Town will host a Community Resilience Building workshop, an MVP Listening Session, and two HMP public meetings.

Critical Facilities (81 sites identified)

- Disaster response sites such as fire and police stations
- Sites requiring assistance a such as elderly
- Critical infrastructure (Dams, pump stations, communications, cisterns)

The Planning Cycle:

1. Hazard Profile and Mapping
2. Inventory & Map Critical Facilities
3. Risk Assessment & Vulnerabilities
4. First Public Meeting – Plan in progress
5. Review Existing Mitigation
6. Recommend Mitigation Strategies
7. Second Public Meeting – Draft Plan

Next Steps:

Update Mitigation Strategy

- Review sttatus of previous plan’s strategy
- Identify mitigation actions to reduce vulnerability
- Review actions identified by th eMVP process
- Set mitigation priorities, costs, timelines

Municipal Vulnerabiltiy Plan

- Workshop & Listening Session
- A report will be submitted to EEA
- Carlisle will be disgnated an MVP Community; eligible for MVP Action Grants

#### Hazard Mitigation Plan

- Public meeting will be held
- A plan will be submitted to MEMA
- FEMA will issue “Approval Pending Adoption”
- The town will adopt the plan and Carlisle will be eligible for FEMA mitigation grants

#### ***Discuss/Vote to Schedule 2021 Annual Town Meeting:***

It was agreed by the Select Board to tentatively schedule the upcoming Annual Town Meeting for Saturday, June 5, 2021 and the Annual Town Election to be held on Tuesday, June 8, 2021. The board reviewed the Town Administrator’s list of potential Warrant Articles to include the following:

#### List of Potential 2021 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. FY22 Ch.90 Authorization
8. FY22 Revolving Funds Authorization
9. FY21 Budget Transfers
10. FY22 Operating Budget
11. FY22 Capital Budget
12. FY22 MFC Capital Projects
13. Special Appropriations (Assessors’ Map updates, CoA Social Worker, consultants)
14. FY22 PEG Local Access Fund
15. FY22 Community Preservation Act Committee recommendations

##### Potential Warrant Article requests

1. Home Rule petition – Appointed Town Clerk
2. Personnel Bylaw revisions
3. Adopt FY22 Wage/Salary schedule
4. Prior Year bills (if needed)
5. Veterans’ Honor Roll - \$5K
6. Salary/Wage study update - \$5K
7. CAHT – Trust Amendment and Bylaw
8. CAHT – Land Purchase fund - \$100K
9. Adult Use of Marijuana – Zoning Bylaw
10. Bow Hunting on Town Land – Resolution or Ballot Question

Upon the request of Luke Ascolillo, it was agreed by the board to request a recommendation/proposal from the Highland Building Committee in time for the 2021 Town Meeting so that any costs can be incorporated into future planning.

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

Open Meeting Law Training Session – Feb. 17, 2021

Open Meeting Law (OML) training session with Town Counsel has been scheduled for Wednesday, February 17th at 7:00pm via a Zoom teleconference. All board/committee members will be invited to attend and there will be an opportunity to submit questions in advance so that Counsel can make his presentation more on the topics that interest people. Since the beginning of the pandemic, boards and committees must rely on platforms such as Zoom, WebEx and Go to Meeting to conduct business remotely. This has proved to be both highly efficient and problematic as some of the rules have changed.

DOR Schedule A Report – Extended to 3/filing -

The Department of Revenue has granted an extension until March 15 regarding the Town of Carlisle's Schedule A report to filed.

Cable Stakeholder meetings

The Town is currently soliciting volunteer via web site and the newspaper to participate in the cable stakeholder group for the focus group session in early April. Town's consultant has suggested that the board organize three groups consisting of community, government, and educational representatives.

Carlisle Garden Club – Use of Town Common

Christine Cocanour of the Garden Club has requested the Board's permission to use the Town Common in connection with their Garden Tour on June 11th and 12th.

On the motion by Kate Reid and seconded by Barney Arnold, it was unanimous **VOTED** that the Select Board grant permission to Carlisle Garden Club to use the Town Common for the Annual Garden Tour on Friday, June 11th and Saturday, June 12th of this year.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

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

- February 23, 2021
- March 9, 2021
- March 23, 2021
- April 13, 2021

***Approval of Minutes/Warrants***

Minutes

On the motion by Kate Reid and seconded by Barney Arnold, it was unanimously **VOTED** to approve the minutes for January, 12, 2021 as presented.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

Payroll & Expense Warrants:

The following three town expense & payroll warrants were reviewed and approved by Barney Arnold on 2/2/21:

- Payroll (Town & School) Warrant #5021 (\$717,380.96)
- Town Expense Warrant #5121 (\$960,238.12)
- School Expense Warrant #5221 (\$90,427.65)

On the motion by Kate Reid and seconded by Barney Arnold, it was unanimously VOTED to adjourn the meeting.

ROLL CALL VOTE: B. Arnold -Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye, and K. Reid-Aye

MEETING ADJOURNED

List of documents discussed at meeting

- BOS Meeting Packet Material
- MAPC Presentation – Hazard Mitigation Plan