

**Board of Selectmen
Tuesday, February 25, 2020
Town Hall - Clark Room**

The Board of Selectmen met on Tuesday, February 25, 2020 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Chair Kate Reid, Alan Lewis, Nathan Brown and Barney Arnold. Not present was Luke Ascolillo.

**This meeting was not streamed live*

Award of Complete Streets construction contract

The Traffic and Pedestrian Safety Committee voted to recommend the acceptance of the Allied Paving bid proposal contingent on the use of up to \$250K of existing Chapter 90 funds and approval by 2020 Town Meeting of up to \$150K in additional appropriation

Town Administrator recommended this agenda item be postponed until the next meeting pending further advisement from Town Counsel.

Community Center Feasibility Study Presentation

At the November 2012 Special Town Meeting, the Town of Carlisle acquired the six acre 338 Bedford Road Property to be used for the construction of a group home for adults with Special Needs and for recreational uses including a senior center and/or a community center containing recreational facilities. To insure that the site would be used effectively, the Town engaged Abacus Architects + Planners and sub-consultants Ryan Associates (Landscape Architecture) and Samiotes Consultants (Civil Engineering) to prepare a master planning study for the site.

The Consultants conducted a public engagement process for input on how to best utilize the property for the allowed uses, prepared a series of plan options for review and comment, and finalized a master plan for the property. Site utilities, storm water management, parking and site circulation were analyzed and options developed. A final direction was set and coordinated with Town Boards and Departments and a comprehensive report with recommendations was issued April 11, 2014. The plan recommended that the group home be located on the narrow end of the property closest to Bedford Road (338 Bedford Road A) and that the back portion of the site, the Moseley Land, be left for the future construction of a multi-generational community center. The two five bedroom group homes were constructed and occupied in 2017.

In October of 2018, a Request for Qualifications to prepare a feasibility study for the design and construction of a new multi-generational community center with office space for the Council on Aging and Recreation Commission was issued in compliance with State regulations. A number of firms responded, three were interviewed, and Abacus Architects + Planners (the Consultant) was selected based on their experience with similar studies, their understanding of the Town's needs, and their ability to make the most of the site's potential. A contract to prepare a feasibility study was approved in January, 2019.

The land allocated for the construction of a multi-generational community center is located between two larger town-owned parcels - the Banta-Davis property to the northwest which has most of the town's ball fields and a raised leaching field, and the Fox Hill conservation land to the southeast that is to be retained as open space. The group home is to the northeast. It had been decided when the 2014 plan was prepared that the community center would be accessed from the Banta- Davis property, not from 338 Bedford Road A, and a fire lane would connect the community center to the 338 Bedford Road A site when the community center was built.

This feasibility study builds off of the original report and associated decisions made by the Town. It explores possible siting options for the multi-generational community center, floor plan layouts, and programming options that balance a variety of town needs. Another town-owned site, Spalding Field, was considered as an option, but proved not to be viable.

Summary & Recommendations:

The Consultant's evaluation of building options and their costs and benefits suggests the following:

The town-wide survey done as part of this project indicates that there is a real need for better facilities for seniors in Carlisle, and a need for recreational and socializing facilities for residents of all ages.

Combining senior and non-senior facilities in one multi-generational community center building provides an opportunity to share spaces in an efficient and cost-effective manner, and will allow each space to be occupied by different groups at different times over the course of a day, a week or a year.

The Moseley Land is an appropriate location for a multi-generational community center given the availability of land that was set aside for precisely this use and its adjacency to other community, recreational and open space resources, sufficient space for parking, and a wastewater treatment plant. Its proximity to the Carlisle Public School will allow access to the multi-generational community center without crossing streets.

The Moseley Land by itself is not large enough to accommodate an optimally sized multi-generational community center with associated parking and open space. Incorporating part of the adjacent town-owned Banta-Davis site into the community center development area will provide an appropriate allocation of space for a range of public uses and efficient utilization of parking. Legal issues associated with combining these Carlisle properties appear to be resolvable.

The construction and operation of a multi-generational community center as shown will have minimal impact on the recently constructed uses on the east end of the project. They will not share the same access road or parking and can be screened from one another. At the Town's request the new construction site design incorporated a possible fire lane between the two development areas for later installation. The Fire Department has confirmed that they would like to have this constructed, along with a 50,000 gallon cistern for fire fighting.

Initiation of a civic engagement process to make this study available to the public and to gauge public opinion, and gather information on the community center program, other town needs, and the connection of the proposed building to Carlisle's natural and social amenities.

One or more public presentations of this study and its recommendations.

Social media outreach to build support for an adequate COA and Recreation Department facility.

Development of the design as needed to achieve the Town's goals for the multi-generational community center and the surrounding town owned land.

Coordination with the Town's Master Planning Process now in progress.

Appoint a Community Center Working group to continue the Multi- generational Community Center project and initiate a fund- raising campaign

DRAFT 2020 ATM Warrant

The Board of Selectmen reviewed the Draft 2020 ATM Warrant and Warrant Article summaries submitted

by town departments.

Discussion of possible Fall 2020 STM

Upon the recommendation of Town Moderator Wayne Davis, the Board of Selectmen will hold a second Town Meeting in the Fall.

Potential Fall 2020 Special Town Meeting Warrant

- Prior Year Bills (if any)
- FY21 Operating Budget adjustments (if any)
- Acceptance of Carlisle Master Plan
- Revisions to Zoning Bylaw Sec. 5.11 re: Complete Ban on Commercial Marijuana Sales
- New Zoning Bylaw pertaining to Adult Use and Medical Marijuana Establishments
- Amendments to Personnel Bylaw
- Designation of Scenic Road (Church St).
- Wetlands bylaw (amendments)
- 2nd Round CPA grants

Town Government Organization /Policy & Bylaw Review

Sick Leave Policy

The Board of Selectmen reviewed the revised draft sick leave policy presented by the Town Administrator Timothy Goddard. This policy is intended for the non-union employees of the Town. Employees whose positions are governed by Collective bargaining are not subject to this policy.

On the motion made by Alan Lewis and seconded by Barney Arnold, it was **VOTED** to adopt the Revised Sick Leave Policy as presented on February 25, 2020.

Police Chief - Police Dept. Personnel Matters

1-Appointment - Dispatcher

Heather Gracy of Lowell, Massachusetts

Gracy currently works as an Emergency Medical Dispatcher at Armstrong Ambulance. She graduated from Thomaston High School in Thomaston, Connecticut, and is expected to receive an Associates Degree in Criminal Justice from Northwestern Connecticut Community College in May 2020.

On the motion made Alan Lewis and seconded by Barney Arnold, it was **VOTED** to appoint Heather Gracy as a full-time Dispatcher with the Carlisle Police Department.

2-Appointment – P/T Police Officer

Christopher Peach of Nashua, New Hampshire

Mr. Peach currently works for CARFAX and is a retired Nashua Police Deputy Chief. He graduated from

High School in Phoenix, Arizona, and has a BS in Applied Studies from Granite State College.

On the motion made Alan Lewis and seconded by Barney Arnold, it was **VOTED** to appoint Christopher Peach as a part-time Police Officer with the Carlisle Police Department

*Each of these hires is contingent upon passing a medical examination scheduled by Carlisle after they receive their hiring offer.

3- Administrative Assistant position

The Administrative Assistant position at the Police Department was recently moved from a Grade 4 to a Grade 5 classification. Our current Assistant is at Step 2 of the pay scale based on her experience and longevity.

Chief Fisher has requested this position remain at Step 2 when the position moves to a Grade 5 on July 1, 2020.

On the motion made Alan Lewis and seconded by Barney Arnold, it was **VOTED** to authorize the Police Chief's Administrator Assistant position to remain at Step 2, Grade 5 as requested.

Town Administrator's Report

1-Building Department – online permitting/payment of fees

Building Commissioner Jon Metivier has announced that soon the Building Department will be able to accept online permit applications/fee payments. The details are still being coordinated with UniBank and the Treasurer's office but we expect that this can begin in the very near future.

2-COA Director David Klein letter of resignation

The Board of Selectmen has received a letter of resignation from CoA Director David Klein. David will be moving on to the Old Colony Planning Commission and will be indeed difficult to replace. The Town Administrator will be assisting the CoA board with placing the appropriate job postings.

3-Town Clerk request to sign Caucus legal notice

The date of the Town Caucus is set for Monday, March 23rd at 7:00pm here in the Clark Room. The Town Clerk asks that the Board sign the attached legal notice for posting.

Meeting Schedule:

March 10, 2020

March 24, 2020

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously **VOTED** to adjourn the meeting.

List of Material presented at this meeting:

- BoS Meeting Packet 02-25-2020