

Carlisle Select Board  
Tuesday, April 13, 2021  
Remote participation: Zoom Meeting Minutes

**Meeting ID: 891 6137 8265**

The Carlisle Select Board met on Tuesday, April 13, 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=Gwvzvs59zww>

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

*LEPC Update:*

Police Chief John Fisher reported to the Select Board that Carlisle has seen 20 new cases of COVID-19 in the last 14 days, with 202 total cases to date.

Carlisle is still slightly below the statewide positivity rate of 4.3%,

Massachusetts Department of Public Health shows that approximately 50% of residents are now fully vaccinated.

Board of Health is still in discussion with the State about participating in a regional vaccination site.

The structures purchased by the Town for in-town vaccinations was used recently for vaccinations and testing. The town continues to seek reimbursement this purchase.

*Insurance Advisory Committee (IAC)*

The Insurance Advisory Committee has requested that the Select Board vote to amend the cost split for health care insurance premiums between the Town and Town Employees from 50/50 percentage to 55 percent (town share) and 45% (employee share).

The Town of Carlisle has unenrolled from Nashoba Minuteman Health Group (MNHG) and joined Massachusetts Interlocal Insurance Association (MIIA) resulting in a significant amount of savings had the Town not made this change.

*After a length discussion, it was agreed to request further clarification regarding the one-time savings and cost to the town for the requested percentage change of the cost/split between town and town employees and survey of other towns.*

*On the motion made by Barney Arnold and seconded by Kate Reid, it was VOTED (4-1) to table this discussion/vote to April 14<sup>th</sup> pending further discussion. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Nay, D. Model-Aye and K. Reid- Aye*

*2021 Town Meeting/Town Election Issues:*

Reduced quorum for Annual Town Meeting

On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* pursuant to Section 7 of Chapter 92 of the Acts of 2020, to reduce the required quorum for the 2021 Annual Town Meeting from the 150 registered voters required pursuant to Section 2.3 of the Town of Carlisle General Bylaws to no less than 100 registered voters, and, further, to direct the Town Clerk to notify the Attorney General of the adjusted quorum requirement as required by said Section 7 of Chapter 92. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

Town Clerk's proposal for early voting

On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* to approve the Town Clerk's request for early in-person voting for the 2021 Annual Town Election for a period of three (3) days. The schedule to include one (1) evening date, one (1) weekend date and one (1) early morning date as follows:

- Thursday 7:00 am to 11:00 am
- Friday 3:00 pm to 8:00 pm
- Saturday 2:00 pm to 4:00 pm

\*\* Dates will be confirmed after the Town Election has been scheduled.

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

*Discuss/Vote establishment of New Town Committees:*

Town Governance Study Committee

Background: FY2021 Goals adopted by the Select Board agreed to encourage/facilitate communication between Select Board and town boards/committees to identify specific and measurable goals for each department. The establishment of this committee would assist in resolving many of the issues that were discussed during the goal planning exercises.

Kate Reid and David Model have been informally meeting with town board and committee chairs on Friday mornings to discuss the reorganization of the land use departments requested last Fall by the departments.

The following Draft Charge was prepared by Kate Reid for consideration by board. The members of this committee would be appointed by the Town Moderator after vote of approval by Town Meeting.

#### DRAFT CHARGE

##### Purpose:

To recommend changes to Town governance. The historic and foundational principles of direct democracy shall be maintained: Town Meeting and Town Elections shall constitute the Legislative Branch; the elected Select Board, supported by the Town Administrator's office, shall constitute the Executive Branch.

##### Methodology:

1. Review and consider past recommendations in the DOR and Collins reports, and explore the structure of towns in Eastern Massachusetts judged to be somewhat similar in size, and well and creatively run.
2. Investigate different forms of municipal management and propose a new, integrated governing model for the town. This investigation would include but is not limited to the following themes or issues:
  - Consider giving TA more responsibility and accountability for the functioning of the Town.
  - Outline how vision should be set by the BOS through its goal setting to provide transparency to the Town, help set Town priorities, and improve coordination among Town departments, boards, and committees.
  - Consider an appointed vs elected Town Clerk.
  - Consider appointing currently elected boards by setting criteria for an elected board compared with an appointed board. Does being appointed as opposed to elected diminish the authenticity of the office holder? Do we wish to reduce the number of elected boards?
  - Review the process of hiring and managing Town Hall staff. Who makes hiring decisions? At what levels? Review for department heads, department members, and administrative support, including those who serve a board.
  - Evaluate additional maintenance support needed to protect town assets. Do we need public facilities director and/or a highway director to take care of town buildings and infrastructure?
  - More expertise is required than volunteers can always provide. Is additional administrative support necessary due to increased complexity of work and increased expectations of residents?

It was agreed by the Select Board to redraft the committee charge with the assistance of Town Counsel for the purpose of inclusion on the 2021 Annual Town Meeting Warrant.

Kate Reid and David Model agreed to work on the presentation to be made at Town Meeting.

### Transfer Station Task Force

Background: The Select Board recognized a few meetings back that the Transfer Station as a piece of a larger ecosystem of how the town handles its waste deserved more attention. The board convened a small informal working group to help frame the issues/tasks. The working group consisted of DPW Supt. Gary Davis, Rob Peary, Launa Zimmaro, Christine Lear, Caren Panico, Barbara Arnold and David Model.

Barney Arnold and David Model prepared the following Draft Charge/membership for board's consideration:

#### DRAFT CHARGE

##### Purpose:

To recommend to the Select Board a comprehensive plan for changes to the Town Transfer Station, with the following four objectives in mind:

1. Reduce the overall amount of solid waste collectively generated by the households in Town;
2. Bring Carlisle into compliance with all applicable state law regarding recycling;
3. Reduce cost of operating the Transfer Station; and
4. Create an equitable system for paying in proportion to solid waste generation by each household.

##### Issues to consider:

- Signage, traffic flow, general appearance
- Pay As You Throw (PAYT)
- Enhanced re-use via the Swap Shed
- Fee structure and procedure for handling items currently accepted for free but for which town pays disposal fee (appliances, tires, TVs etc.)
- Expanded organics (food waste) composting (Black Earth)
- Construction debris rules, process and cost
- Compliance and monitoring
- Community outreach and education
- Methods to measure and evaluate results

##### Timeline:

- Submit recommendations and overall plan to Select Board by Q4 2021-- include multi-step, multi-year outline to implement changes in phases
- During 2021, consider submissions of interim recommendations to the Select Board

Committee membership:

- Number – recommend 5-7 voting members  
1 Select Board member, at least 1 from Carlisle Household Recycling Committee (CHRC), and 3-5 others
- Term – through the completion of the committee charge
- Tim Goddard (Town Admin.) and Gary Davis (Chief of DPW) to serve as non- voting members
- Diverse points of view welcome

On the motion made by Barney Arnold and seconded by David Model, it was unanimously *VOTED* to approve the create of the Transfer Station Task Force and the charge/membership as presented this evening. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

The Select Board agreed to solicit volunteers to serve on the Transfer Station Task Force and further agreed to begin appointing members at the April 27<sup>th</sup> meeting.

Interested residents should send a letter of interest to the Select Board as soon as possible at [TownHall@Carlislema.gov](mailto:TownHall@Carlislema.gov)

Public Safety Building Committee

Alan Lewis presented the following Draft Charge/membership for consideration by the board:

DRAFT CHARGE

Purpose:

To assess the needs and potential solutions that address the provision of facilities to house and operate the public safety organizations in the Town of Carlisle.

Issues to Consider:

1. What are the advantages and/or disadvantages of building new vs. renovating the existing structures?
2. If building new, what are the advantages and/or disadvantages of a combined facility vs. separate facilities?
3. If building new (either separate or combined facilities), what are the potential uses, if any, of the existing structure(s)?

4. What are the estimated costs and tax implications of each option?
5. What are the space requirements of the facility/facilities? What other town resources, if any, might be co-located in the facilities>
6. What sites are potentially available for the facility/facilities?
7. How does the planning consider and complement the work of other Town committees such as Master Planning, Municipal Facilities, and the Carlisle Energy Task Force?

Membership:

The members will be volunteers appointed by the Select Board and will include one of more individuals with expertise and experience in architecture, municipal facilities, finance, energy conservation, and planning. Representatives of the public safety community (police, fire, dispatch, EMS, etc.) will serve as non-voting ex-officio members of the committee.

Carlisle Energy Task Force (CEFT) comments:

Bob Zogg from the Carlisle Energy Task Force Committee. He thanked the Select Board for including environmental sustainability as a strategic driver in the Select Board's FY2021 goals document.

To minimize the cost of decarbonization, planning for high energy efficiency must begin at the earliest stages of project planning. The highest energy performance cannot be achieved as an afterthought by applying technology fixes to a conventionally designed building. Efficient and creative space planning (potentially including solar-optimized siting), combined with appropriate budgeting for experienced design and engineering consultants, is essential to ensuring a building will be environmentally sustainable and support the state's goals to decarbonize. The Select Board can encourage environmentally sustainable design by including a charge in the committee's charter to prioritize the highest levels of energy performance when evaluating new building options, and to leverage the expertise and experience of the CETF to support the committee's efforts.

CEFT suggested revisions to the draft Charter for Public Safety Building Committee as presented:

Modify Item 3 to read:

If building new (either separate or combined facilities):

- a. What are the potential uses, if any, of the existing structure(s)?
- b. What design options are available to achieve the highest levels of energy performance?

In Item 4, change "costs" to "life-cycle costs"

Add to Item 7 the sentence "Engage the Carlisle Energy Task Force to secure their input and guidance on

the energy performance of new building design options.”

The Select Board agreed to table the discuss/vote of the establishment of the Public Safety Facilities Committee pending advisement from Town Counsel.

*Cemetery Deed transfer request:*

Deed 749

On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* to transfer land in the public burial ground to Andrew and Denise Sturtz (372 East Street) at Green Cemetery Lot D194 Graves 1-2-3-4 in exchange for the return of Cemetery Lot D270, Graves 1 & 2 and Lot D272 Graves 1-2-3. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

*Resignations/Appointments:*

Trails Committee – On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* to accept the resignation of Alan Blevins from Carlisle Trails Committee effective immediately. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

Cultural Council – On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* to accept the resignation of Jill Henderson from Carlisle Cultural Council effective immediately. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

Trails Committee - On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* to appoint Chris Chiapella (128 Log Hill Road) to serve on the Trails Committee to a term that will expire on June 30, 2021. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

*Town Administrator’s Report:*

1- Request to award contract - Master Plan Program/Project manager

The Master Plan Steering Committee (MPSC) is recommending that the Town contract with the Barrett Planning Group (BPG) to complete work on the Town’s Master Plan. Said contract amount is greater than \$50,000 a vote of the Board to award the contract is necessary.

Upon the request of David Model and Luke Ascolillo, the Select Board agreed to table the vote to award the contract pending a formal presentation by Barrett Planning Group (BPG) and Master Plan Steering Committee on the scope of work, objectives, and justification for the contract amount.

## 2-Timbernook – 2021 Spring Programs

TimberNook of Middlesex County has requested permission to hold a 6 week “Tiny Ones” program, for ages 18 months through age 4 with caregiver, May 4 - June 8th from 9:30 - 11:00AM. TimberNook has also requested to hold an Outdoor Sensory Nature Program on June 19<sup>th</sup> from 1:30-3:30PM and a 1-day training program for the upcoming summer program on May 29<sup>th</sup> from 9:30-2:30PM.

On the motion made by Barney Arnold and seconded by Kate Reid, it was unanimously *VOTED* that the Select Board allow the Timbernook program use of the Conant Land for the following dates:

- Tuesdays, May 4<sup>th</sup> – June 8<sup>th</sup> from 9:30am – 11:00am;
- Tuesday, May 29<sup>th</sup> – all day; and
- Saturday, June 19<sup>th</sup> from 1:30pm – 3:30pm

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

## 3-New Performance Evaluation form

The board reviewed a copy of the new performance evaluation form which has been shared with all of the town employees. This form was developed by Select Board members Reid and Arnold and consultant Marc Wey. It is intended that there will be a new performance evaluation beginning next fiscal year. Town will be scheduling information/training sessions with Marc Wey and the employees over the next month. The new evaluations will form the basis for a new compensation system in FY23 to reward merit rather than longevity.

## 4- Old Home Day/Memorial Day celebrations

The board received a letter from Niles Cocanour regarding plans for Old Home Day 2021. It is proposed that events will be spread across two dates on June 26, 2021 and September 25, 2021.

On the motion made by Barney Arnold and seconded by Kate Reid, it was unanimously *VOTED* to approve the use of the Common for Old Home Day Celebration for June 26, 2021 and September 25, 2021. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

The Select Board agreed to invite Niles to a future Select Board meeting to discuss details.

### *Upcoming Meeting Schedule:*

April 27, 2021  
May 11, 2021  
May 25, 2021



\*June 6, 2021 – Annual Town Meeting

*Approval of Minutes/Warrants*

Minutes

On the motion made by Kate Reid and seconded by Barney Arnold, it was *VOTED* to approve the minutes of Tuesday, March 9, 2021 as presented. ROLL CALL VOTE: B. Arnold-Aye, L. Ascolillo-Aye, A. Lewis-Aye, D. Model-Aye and K. Reid- Aye

Expense & Payroll Warrants:

The following three town expense & payroll warrants were reviewed and approved by Barney Arnold on behalf of the Select Board on 03/31/21:

- Payroll (Town & School) Warrant #6321 (\$719,312.83)
- Town Expense Warrant #6421 (\$1,193.659.70)
- School Expense Warrant #6524 (\$37,966.71)

Meeting adjourned.

List of documents discussed at meeting:

- BOS Meeting Packet Material
- Public Safety Facilities Committee – Draft Charge/membership
- Transfer Station Task Force – Draft Charge/membership