

Select Board  
Tuesday, June 14, 2022  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741  
HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, June 14, 2022, at 7:00 p.m. at the Carlisle Town Hall (Clark Room) located at 66 Westford Street. Present were Barney Arnold, Chair, David Model, Vice-Chair, Nathan Brown, Clerk, Kate Reid, and Travis Snell.

This meeting was held in person and live-streamed. The video recording is available at <https://www.youtube.com/channel/UCwJiQYrfa7zAvD3O9jOm-ew/videos>

***Community Input:***

There were no requests.

***Old Home Day Committee:***

The Select Board met with Niles and Krissy Coconour remotely via Zoom to review the 2022 Old Home Day schedule of activities described below:

**Friday**

Drop off Arts and Crafts – FRS  
Early registration for the road race

**Saturday**

5 Mile Road Race - Usual Course  
Pancake Breakfast by the Congregational Church  
1 Mile Road Race – Usual Course  
Art and Craft Show Opens - FRS  
Announcements and Awards on the Common  
    Road Race  
    Scholarship  
    Honored Citizen  
    Conservationist  
Great Parade – Usual loop through town  
Country Fair – School Parking Lot

Food and Music – School Plaza  
Book Swap – Gleason Library  
Williams BYC Parkour – Path around the pine forest/Carlisle Castle  
Cake Decorating and Pie Baking Contests - School  
Model Rocket Launching – Spalding Field  
Children’s Pet Show – Carlisle Castle  
Dunk Booth – School  
Kids Games on the Common  
Corn Shucking Contest – On the Common  
Firefighters Chicken BBQ - Firehouse  
Cake Walk- Town Hall Parking Lot

**Sunday**

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Double Sundae Sunday Saunter – Town trails  
Music Festival on Spalding – Spalding Food trucks – By Spalding Field on Church St

***Youth Commission Update:***

This agenda item has been rescheduled to June 28, 2022.

***Preparation for Town Administrator Interviews:***

The Select Board met with John Petrin of Community Paradigm to prepare for the Town Administrator interviews that will be conducted on June 23, 2022.

Community Paradigm will prepare the final interview questions for each of the following topics:

- Economic Development
- Personnel Management
- COVID-19
- Municipal Management/Professionalism
- Relationship with the Select Board
- Citizen Relations & Government Transparency

Community Paradigm agreed to contact all 3 finalists to request a work sample for review by the Select Board in advance of their scheduled interview.

The Select Board agreed to make the final report prepared by Community Paradigm available to the public when the agenda is officially posted.

The Select Board will meet on June 23<sup>rd</sup> in person at the Carlisle Public School – Community Room at 5 PM This meeting will be HYBRID (In-person and Zoom). The public and Town Departments will be invited to attend the meeting to observe the interviews.

***Orientation for Volunteer Boards and Committees and their chairs:***

Overview

1. The role of the “nighttime government” compared with the “daytime government” (FOR CARLISLE, not for all 351 Towns!)
2. Subset—solid vs dotted line reporting of staff to board and/or TA
3. Definitions of a committee, a board, a task force, and a working group (which I myself have no idea about)
4. Subset—elected vs appointed boards, etc.
5. Charges for all the above (I am also murky on this)
6. Terms of service for the appointed boards, etc.

Communications

1. OML training (Harrington et al)
2. Posting meeting notice and agenda (subset of OML, but its own thing too)
3. Meeting minutes—taking, posting, and filing Inter-meeting communications, especially on social media (also a subset of OML)
4. Communications generally, including how to organize a web page on the Town site (and who will do this?)
5. When it is necessary to hold a hearing, and how to do that
6. Best practice letters to the Mosquito (e.g., do not speak for the Board, clarify if

writing as a private citizen)

- 7. Best practice communications with citizens at large (same)
- 8. Best practice board to board, etc. interactions, including joint meetings
- 9. Best practice board to daytime government interactions

Conducting meetings

- 1. Rules of order and how to conduct public meetings
- 2. Setting an agenda and following it (e.g., notify visiting presenters and make sure outsiders are up front on the agenda)
- 3. What to vote on and what to simply document in the minutes
- 4. Special protocols for fully remote and partially remote meetings, Best practice communications with citizens at large
- 5. When it is appropriate to present to Select Board (or FinCom)
- 6. When it is appropriate to suggest a warrant article
- 7. Subset—role of board, etc. in Town Meeting deliberations

Record keeping

- 1. Meeting minutes (see above)
- 2. Records handling generally

Organizational

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- 1. Election of officers
- 2. Duties and authority of officers
- 3. Budgetary authority, how to purchase, authorizing payments
- 4. Negotiating and signing agreements
- 5. Best practice policies and procedures- creation, documentation, and promulgation
- 6. Best practice goal setting and goal review sessions
- 7. Best practice liaison assignments
- 8. When forming a subcommittee is appropriate, charge to that subcommittee, reporting back to full committee
- 9. Participation in state-wide, regionwide organizations (e.g., MASC, MASB, etc.)

***Liaison Assignments***

FY 23 SB Liaisons, Memberships & Appointments

	Dept/Board/Committee/Working Group	Incumbent	
Appointed	ARPA	KR	KR
	CAHT	KR	KR
	CPC	LA	BA
	Highland	LA	DM
	Insurance Advisory		KR
	LEPC	BA/NB	BA

	MFC	KR	<b>NB/TS</b>		
	Traffic & Pedestrian Safety	LA	<b>OPEN</b>		
Liaisons					
	<u>Town Depts</u>				
	Communications	LA	NB		
	Council on Aging and Human Services	DM	DM		
	DPW	NB	NB		
	Police	KR	KR		
	Fire	LA	TS		
	<u>Boards/Commissions</u>				
	Agricultural Commission – To be rebuilt	NB	NB		
	Board of Appeals	NB	TS		
	BoH	DM	DM		
	CPS	DM	TS		
	CCHS	DM	DM		
	ConsCom /CRAC/ Land Stewardship		TS		
	Historical	NB	NB		
	Planning	NB	<b>TS/NB</b>		
	Library	NB	KR		
	RecCom	LA	DM		
	Audit	DM	DM		
	Finance Committee (Assessors & Finance Dept.		BA		
	Friends of Center Park	BA	BA		
	<u>Working Groups and Task Forces</u>				
	Public Safety	NB	NB		
	Governance	(N/A)	KR		
	IT	NB	NB		
	<u>New Committees (Need to adopt committee charge/membership)</u>				
	Energy/Sustainability		<b>OPEN</b>		
	Regionalization		KR		
	<u>TOTAL MEMBER ASSIGNMENTS:</u>	<u>BA</u>	<u>KR</u>	<u>NB</u>	<u>TS</u>
		4	6	6	5
	<u>Citizen Reps</u>				
	MAPC/MAGIC (CITIZEN)	KR			

Select Board will finalize list of liaisons at their next meeting on scheduled on June 28, 2022.

***Annual Appointments - Fiscal Year 2023-***

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the following list of Public Officials effective July 1, 2022 through June 30, 2022 as follows:

PUBLIC OFFICIALS

**Steve Ledoux**

Interim Town Administrator  
Procurement Officer  
Personnel Administrator  
ADA Coordinator

**Kimberly Kane**

Finance Director, Treas.& Collector

**Kelly Beyer**

Town Accountant

**Bryan MacDonald**

Principal Assessor

**Miyares and Harrington**

Town Counsel

**Mirick O'Connell**

Labor Counsel

**Bryan Sorrows**

Fire Chief

**John Fisher**

Chief of Police

**Gene Delano**

Dog Control Officer

**Matthew Svatek**

Dog Control Officer

**Gary R. Davis**

Superintendent of Public Works

**Stephen Bastek**

Town Facilities Manager

**Jon Metivier**

Building Commissioner

**James Powderly**

Inspector of Plumbing

**Ralph Metivier**

Pump & Well Inspector

**Vincent Chant**

Wiring Inspector

**Gene Delano**

Inspector of Animals

**Deborah A. Toher**

Inspector of Animals

**Deborah A. Toher**

Field Driver

**Tom Ratcliffe**

Keeper of Town Flag

**Koning, Robert Jr.**

Town Clock Keeper

**Constables**

John Fisher, Chief of Police  
Scott Barnes  
Leo T. Crowe  
Joseph Topol

**ADA Task Force**

Steve Ledoux, Interim Town Administrator  
Bryan Sorrows  
Jon Metivier

### Local Emergency Planning Committee Membership:

John Fisher, Police Chief  
Bryan Sorrows, Fire Chief  
Alan Lewis, HAM Radio Officer  
T/B/D Town Administrator  
Jon Metivier, Bldg Commissioner  
Joan Ingersoll, COA Director  
Linda Fantasia, Health Agent  
Gary Davis, Supt. of Public Works  
Martha Feeney-Patten, Library Director  
Barney Arnold (SB)

Select Board agreed to finalize the remaining FY23 Liaison Assignments and Annual Appointments at their next Select Board to be held on June 28, 2022.

#### ***Town Administrator's Report***

##### Update on Timbernook

Timbernook will be ending their program at the Conant site on June 10, 2022. Interim TA Steve Ledoux will be working with the TimberNook Director and walking the site to assure that all equipment is removed.

##### Update on Sustainability Director

The Town of Carlisle received one year funding along with Westford to hire a jointly shared Sustainability Director. The Assistant Town Manager of Westford and myself will have preliminary interviews via Zoom on June 16. Resident Bob Zogg has been invited to participate. The final interviews will be in person.

##### Update on Wage Study

Sandy Stapczynski of HRS expects to have the wage study for nonunion personnel ready for the Select Board Meeting on August 9.

##### Brick Building Window Replacement

Competitive quotes were sought for window replacement at the Brick Building as the anticipated cost was less than \$50,000. Proposals were sent to 6 contractors and one price was submitted. Supple Construction was awarded the contract for \$49,995. The project will be paid out of Recreation revolving funds.

##### Shrub Removal, Town Hall

The shrubbery outside of Town Hall is in bad health. Steve Ledoux has requested permission from the select Board to have the shrubs removed and replaced with grass. Work to be done by DPW.

On the motion made by Kate Reid and seconded by David Model, it was unanimous **VOTED** to approve the request to have the shrubs removed and replaced with grass.

##### Traffic and Pedestrian Safety Advisory Committee

The Traffic and Pedestrian Safety Advisory Committee (TPSAC) met on June 3rd. The committee voted to recommend to the Select Board the extension of a pathway down Concord Road to Palmer Way. This recommendation will be brought to the Select Board after the DPW Director has done an estimated cost and a

source of funds has been identified. An advisory sign for 25MPH will be placed in the vicinity of 566 Acton Street at the curve as a first step in trying to mitigate speeding traffic.

#### Sealer of Weights and Measures

The State will no longer be doing the inspections of retail measuring devices in Town as of 7/1/22. Town of Acton has agreed to do it for Carlisle as we only have two scales to inspect annually.

#### Wilson Chapel Opening

The Historic Society has requested that the Wilson Chapel be open for Old Home Day weekend.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the request of the Wilson Chapel to be Open for Old Home Day.

#### Authorization to Sign Warrants

The Town Accountant has requested that the select Board authorize the Chair or the Vice-Chair to sign all payroll and bill warrants for FY 2023.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to authorize the Select Board chair Barney Arnold and Vice-chair David Model to sign all payroll and expense warrants for FY23.

#### Request to Dispose Police Department Computers

The Police Department would like to dispose of 4 computers (serial numbers: 2UA6233C6K/ 2UA6233C57/ 2UA7301YD00/ 2UA7301YF5) They cannot support current applications. The hard drives have been destroyed and the units will be given to Drive Tech whose has a disposal resource.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED to** authorize the disposal of 4 computers (serial numbers: 2UA6233C6K, 2UA6233C57, 2UA7301YD00, and 2UA7301YF5 as requested by the Carlisle Police Department.

#### ***Upcoming Meetings:***

June 23, 2022 - Special Meeting (Final Town Administrator Interviews)

June 28, 2022 - Regular Select Board Meeting

July 12, 2022 - Regular Select Board Meeting or FY23 Goal Setting Meeting

July 26, 2022 - Regular Select Board Meeting or FY23 Goal Setting Meeting

#### ***Appointments & Resignation:***

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** unanimously to make the following appointments:

#### Historical Commission

To appoint Chip Dewing to serve as a full member on the Historical Commission

To appoint Ben Herter (517 Bedford Rd) to serve as a full member on the Historical Commission

To appoint Krissy O'Shea (144 Fiske St) to serve as full member on the Historical Commission  
To appoint Ed Rolfe (former PB Representative) to serve as an Alternate member on the Historical Commission

#### Transfer Station Action Committee

To appoint Laura Snowdon to serve on the Transfer Station Action Committee with a term to expire June 30, 2023.

#### Zoning Board of Appeals

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to accept the resignation submitted by Zoning Board of Appeals member Travis Snell effective immediately.

#### **Minutes:**

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED to** approve the minutes for June 2, 2022.

#### **Town & School Expense Warrants:**

The following warrants were approved by David Model on 6/7/2022

- 22PR24A (School payroll) – total \$2,019.88
- 22PR25 (Town & School payroll) – total \$766,336.81
- 22TE25 (Town bills) – total \$522,787.84
  - \$157k MIIA – health and dental insurance
  - \$27k Schwartz/Silver Architects – paid by a library trust fund
  - \$57k Stephens Associates – Greenough Dam (funded by CPC)
  - \$11k Pro-EMS – COVID testing

#### **Cemetery Deed Transfer Requests:**

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED to** approve the transfer of land in the public burial ground at the Green Cemetery described as follows:

- Deed 777 –Lot D- 22, Graves 1, 2, 3, & 4 to Travis Snell, 632 School Street
- Deed 778 –Lot D-150, Graves 1 & 2 to Peter & Catherine Mastromarino, 212 East Riding
- Deed 779 –Lot D 403, Graves 1, 2 & 3 to Daniel & Elizabeth Moseley, 94 Stearns St
- Deed 780 –Lot D 407, Graves 1,2,3,4,5,& 6 to Daniel & Elizabeth Moseley, 94 Stearns St
- Deed 781 –Lot D 207, Grave 1 to Nancy Hartle & Steve Tobin, 164 Partridge Ln
- Deed 782 –Lot D 207, Graves 2 & 3 to Mark & Wendy Barrow, 166 Fiske St
- Deed 783 –Lot C 17, Grave 1 to Eva Herdon, 82 Hillside Dr
- Deed 784- Lot D 208, Graves 3 & 4 to – Anthony Mariano, 48 Page Brook Rd
- Deed 785– Lot D 289, Graves 1,2,3,& 4 to Shaun & Lauren Mcdonough, 61 Wolf Rock Rd



- Deed 786 – C18, Grave 1 to Robert and Sally Zielinski, 82 Acton St
- Deed 787 – Lot D 147, Graves 1 & 2 to Barry Ganek and Amy Fennick, 532 River Rd

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

**MEETING ADJOURNED**

Respectfully submitted  
J. Gibbons