

Select Board  
Tuesday, July 26, 2022  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741  
HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, August 9, 2022, at 6:30 p.m. at the Carlisle Town Hall (Clark Room) located at 66 Westford Street. Present were SB chair Barney Arnold, Vice-chair David Model, Kate Reid, Travis Snell and Nathan Brown.

**Staff present:**

Steve Ledoux, Interim Town Administrator  
Jennifer Gibbons, Executive Assistant

This meeting was live-streamed. Video recording is available at  
<https://www.youtube.com/channel/UCwJiQYrfa7zAvD3O9jOm-ew/videos>

***Approve Town Administrator’s Contract:***

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to the new Town Administrator Ryan McLane’s contract

Ryan McLane will officially begin his duties in Carlisle on August 22.

Special thanks to Nathan Brown who handled the negotiating on behalf of the Select Board.

***Fiscal Year 2023 Goal Setting***

Below is the draft list of goals as agreed upon. The final document will be approved at the next scheduled meeting to be held on 9/13/2022.

**Financial Sustainability**

**Master Plan Reference**

**FY23 SB Initiatives  
(majors in bold)**

**Engagement with  
other Boards and  
Committees, Town  
Departments**

**Chapter 4 Fiscal Sustainability**

**6A.** Develop and make use of a comprehensive financial model and projection tool that enables the Finance Committee, Select Board, and Town staff to explore options and educate residents about the fiscal impacts of decisions.

5 year Growth and Expenses model; **improved and more transparent budgeting process**; regular presentation of a financial report to the Select Board provided by the Finance Director/Town Administrator; MUNIS upgrade and training

FinCom; Town Administrator and Finance Director

**6B.** Establish a committee to investigate the benefits and trade-offs of service regionalization, interlocal agreements, and participation in MAPC's collective purchasing program opportunities.

**Form new Regionalization Committee** to explore regionalization/consolidation opportunities

Other Town Departments; CPS; new Regionalization Committee

**7A.** Develop and maintain a rolling long-term facilities plan that anticipates future municipal building needs, including space needs by department, maintenance and rehabilitation needs of existing buildings, and potential scenarios for siting new construction and reuse of existing structures.

**Comprehensive capital plan review** and "capital capacity" estimate

MFC; CPS FinCom; Town Finance Director

**5C.** Engage leadership from CPS and CCHS in the development of a long-term facilities plan.

**7C.** Develop a planned preventive maintenance strategy for Town buildings, land, and other major facilities to clarify maintenance tasks and responsibilities.

See budgeting process above

MFC; Town Administrator; CPS Superintendent and Facilities Manager

## Environmental Stewardship

### **Chapter 6: Environmental Stewardship**

**15A.** Provide staff capacity to facilitate and support coordinated environmental stewardship and sustainability efforts and if required hire a sustainability coordinator or similar position.

**Form new Environmental Sustainability Committee** (ESC) to work with Regional Sustainability Coordinator. Establish charter and goals.

ESC; Sustainability Coordinator; TA

**15B.** Establish an environmental sustainability volunteer committee to work with paid staff on implementation of sustainability and stewardship initiatives.

<b>15C.</b> Establish and pursue community-wide carbon reduction goals aligned with State goals.	ESC brings recommendations to SB on goals, policies and procedures	All Town Departments, Boards, Committees
<b>15D.</b> Develop a detailed implementation plan for achieving carbon-reduction goals and a framework for tracking and evaluating progress over time.		
<b>15E.</b> Incorporate environmental stewardship and sustainability impacts into municipal decision-making.		
<b>15G.</b> Leverage available state and federal resources that address environmental stewardship.		
<b>16B.</b> Establish and maintain accountability (with performance metrics) for municipal energy use and emissions.		
<b>17A.</b> Establish policies to encourage recycling and reduce solid waste in accordance with the findings of the 2021 Transfer Station Task Force and Transfer Station Action Committee.	Transfer Station Task Force continues to implement its recommendations and reports progress to SB	TSTF; DPW

**Connectivity and Access**

**Chapter 5 Connectivity and Access**

<b>13A.</b> Continue to provide annual training to regulatory boards via Citizen Planning Trainer Collaborative (CPTC) or comparable entity. <b>13B.</b> Continue to engage Town Counsel in providing training to regulatory boards on select topics as needed.	<b>Develop an onboarding program for all new board, committee, task force and working group members,</b> as well as training for all new Chairs	Governance Committee, Town Counsel, TA and TA Admin
<b>14C.</b> Preserve institutional knowledge by creating manuals for departments, boards, committees, and commissions and updating regularly.	Document above process	Governance Committee, Town Counsel, TA and TA Admin
<b>14A.</b> Convene department heads and representatives from committees and boards on a quarterly basis to facilitate collaboration and discuss implementation of Master Plan and other Town initiatives.	<b>SB to meet with all boards and committees at least once annually;</b> review all charters and amend as needed; review Town By-Laws and align with committee charters; initiate monthly or periodic Chairs meetings to share board	All boards and committees
<b>5B.</b> Foster closer communication and understanding among elected school leaders, elected		

Town boards, and other boards and committees.

missions, Town goals, understand requirements and expectations; opportunities for collaboration.

**12B.** Develop a Municipal Communication and Technology Strategy to address needs for information sharing, two-way communication, cybersecurity, and digital storage.

**Town - Staff alignment;** quarterly meetings with SB and Staff; celebrate excellence; Town Staff Development, Evaluation, Team Building and Performance Recognition – the Board will support the Town Administrator to develop a workplan to achieve this goal.

Town staff; TA and ATA when hired

**12C.** Pursue digitization of archived records to increase public accessibility and reduce space needs for storage.

**Elevate IT working group to full committee status;** draft charter and new members with goal of upgrading IT to meet the needs of a 21st century town in the Commonwealth (cyber, fiber, digital records, etc.); upgraded Town website; Zoom licenses for all boards and committees

IT working group; TA and Town staff; CPS IT staff

**13C.** Establish a Master Plan Implementation Committee (MPIC) that is comprised of members from multiple Town boards, committees, and commissions and reports to the Select Board and Planning Board for the duration of the implementation of this Master Plan.

**Create Master Plan Implementation Committee;** work with MPSC and Planning Board to develop charter, recruit and set goals

Planning Board; MPSC, TA

**Carlisle Character**

**Chapter 3 Carlisle Character**

**4A.** Provide staff capacity to facilitate coordinated long-range planning efforts and if required hire a Town Planner or similar position.

**Hire Town Planner**

Planning Board, TA,

**4D.** Develop comprehensive criteria for evaluating land for various purposes and community needs.

**Develop land use and space plan to serve community needs**

Town Planner;  
Planning Board;  
CAHT

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

ROLL CALL VOTE: B. Arnold-Aye, N. Brown-Aye, D. Model-Aye, K. Reid-Aye, and T. Snell-Aye

MEETING ADJOURNED.

Prepared by:  
J. Gibbons

Documents presented at the meeting:

- SB 8-09-2022 Agenda and Packet

Link: <https://www.carlislema.gov/DocumentCenter/View/4149/07262022-Agenda--Packet>