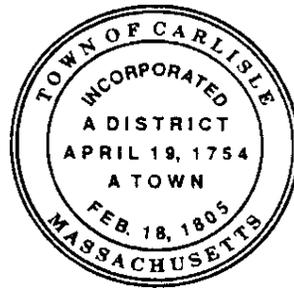


ANNUAL REPORT
OF THE
SELECT BOARD AND OTHER OFFICERS
TOWN OF CARLISLE



FOR THE YEAR ENDING
DECEMBER 31, 2023

Middlesex County

The Town of Carlisle was incorporated as a District on April 19, 1754, and as a Town on February 18, 1805.

Miles of Road: 55

Area: 15.4 square miles

Population

| | | | |
|------|-------|------|-------|
| 1950 | 876 | 2013 | 5,396 |
| 1960 | 1,488 | 2014 | 5,195 |
| 1970 | 2,287 | 2015 | 5,166 |
| 1980 | 3,306 | 2016 | 5,356 |
| 1990 | 4,379 | 2017 | 5,424 |
| 2000 | 4,923 | 2018 | 5,279 |
| 2010 | 5,602 | 2019 | 5,370 |
| 2011 | 5,198 | 2020 | 5,396 |
| 2012 | 5,282 | 2021 | 5,419 |
| | | 2022 | 5,470 |
| | | 2023 | 5,501 |

Registered Voters 2023

| | |
|-----------------------------|-------|
| American Independent | 1 |
| Conservative | 1 |
| Democrat | 1,125 |
| Green Rainbow | 5 |
| Inter 3 rd Party | 3 |
| Libertarian | 5 |
| MA Independent Party | 1 |
| Pirate | 1 |
| Pizza Party | 1 |
| Republican | 320 |
| Socialist | 1 |
| Twelve Vision Party | 1 |
| Unenrolled | 2,564 |
| United Independent Party | 4 |
| We The People | 1 |
| Working Families | 1 |
| | ===== |
| TOTAL | 4,035 |

Senators in Congress

| | |
|---------------------|-----|
| Edward J. Markey | (D) |
| Elizabeth A. Warren | (D) |

Representative in Congress *3rd Congressional District*

| | |
|----------------|-----|
| Lori L. Trahan | (D) |
|----------------|-----|

State Senator *3rd Middlesex District*

| | |
|--------------------|-----|
| Michael J. Barrett | (D) |
|--------------------|-----|

State Representative *14th Middlesex District*

| | |
|---------------|-----|
| Simon Cataldo | (D) |
|---------------|-----|

Governor

| | |
|--------------|-----|
| Maura Healey | (D) |
|--------------|-----|

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| Resident Services | 79 |
| Board of Health | 79 |
| Council on Aging and Human Services | 86 |
| Gleason Public Library | 91 |
| Department of Public Works | 98 |
| Fire Department | 99 |
| Police Department | 104 |
| Recreation Commission | 108 |
| Carlisle Public Schools | 113 |
| Concord-Carlisle Regional School Committee | 128 |
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Environmental Sustainability Committee 136
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Land Stewardship Committee 140
Municipal Facilities Committee 144
Trails Committee 146
Transfer Station Action Committee 151

ADMINISTRATION AND FINANCE

Elected Officials

Elected during the Annual Town Election, held Tuesday, May 16, 2023.

BOARD OF ASSESSORS

Kenneth Mostello [2024]
Karen Yeyinmen [2025]
David Boardman [2026]

BOARD OF HEALTH

Patrick J. Collins [2024]
David B. Erickson [2024]
Cathy Galligan [2025]
Anthony Mariano [2025]
Jennifer Wall [2026]

LIBRARY TRUSTEES

Christine Stevens [2024]
Kaitlin Waterson [2025]
Karen Gettings [2026]

MODERATOR

Wayne Davis [2024]

PLANNING BOARD

Adelaide Grady [2024]
Peter Yelle [2024]
Eric Adams [2025]
Joseph Gushue [2025]
Court Herschelman [2025]
Christopher Geggis [2026]
Sara Cassidy Smith [2026]

TOWN CLERK

Margaret "Peggy" Wang [2024]

SELECT BOARD

Nathan Brown [2024]
Barbara "Barney" Arnold [2025]
Travis J. Snell [2025]
Seth "David" Model [2026]
Katherine T. Reid [2026]

SCHOOL COMMITTEE

Carrie Dwan Patel [2024]
Sharon Whitt [2025]
Sara Wilson [2025]
Julie Viola [2026]
Brian Waterson [2026]

Appointed Public Bodies

Appointed by the Select Board June 27th, 2023, unless otherwise indicated.

AFFORDABLE HOUSING TRUST

Mark Levitan [2024]
 Kate Reid [2024]
 Brian Waterson [2024]
 Christine Johnson-Battista [2025]
 Beverley Shorey [2025]
 Vacant [2025]
 Vacant [2025]

COMMUNITY PRESERVATION COMMITTEE

Barney Arnold [2024]
 Courtney Bittelari, appointed 12/19/23 [2024]
 Adelaide Grady [2024]
 Christine Johnson-Battista [2025]
 Krissy O'Shea [2025]
 Helen Young [2025]
 Vacant [2026]
Drew McMorrow, resigned 11/30/23 [2025]

AGRICULTURAL COMMISSION

David Ely [2024]
 John Lee [2024]
 Steve Huberman [2025]
 Andrew Rodgers [2025]
Vacant [2026]

CONSERVATION COMMISSION

Naveet Hundal [2024]
 George Shepard [2024]
 Nick Ognibene [2025]
 Helen Young [2025]
 Brian Murphy [2026]
 Alex Parra [2026]
 Daniel L. Wells, Chair [2026]

ARPA

John Kauffman [IND]
 Kate Reid [IND]
 Scott Triola [IND]

CONSERVATION RESTRICTION ADVISORY COMMITTEE

Madeleine Blake [2024]
 Nancy Cowan [2024]
 Jeannie Geneczko [2024]
 Kenneth Harte [2024]
 Marc Lamere [2024]
 Brian Murphy [2024]
 Eric "Rich" Oches [2024]

BOARD OF REGISTRARS

Margaret Wang, Town Clerk [2024]
 Ann Gibbs, D [2024]
 Helen Kay Hurley, D [2025]
 William Tice, R [2025]

CELEBRATIONS & VETERANS COMMITTEE

Scott Evans [2024]
 Christopher Eisenbies [2024]
 Greg Fairbank [2024]
 Heidi Haring [2024]
 Vacant [2024]

COUNCIL ON AGING AND HUMAN SERVICES BOARD

| | |
|--|--------|
| John Ballantine | [2024] |
| Verna Gilbert, Secretary | [2024] |
| Ann James, Chair | [2024] |
| Mary Cheever | [2025] |
| Amy Livens | [2025] |
| Antonie McBride, Vice Chair | [2025] |
| Elisabeth Bojarski, Treasurer | [2026] |
| Jerome Lerman | [2026] |
| Abha Singhal | [2026] |
| <i>Associate members (1-Year term)</i> | |
| Dan Barlow | [2024] |
| Charlie Cox | [2024] |
| Maxine Crowther | [2024] |
| Sally Hayen | [2024] |
| Ann Quenin | [2024] |

CRANBERRY BOG WORKING GROUP

| | |
|------------------|-------|
| Luke Ascolillo | [IND] |
| Susan Provenzano | [IND] |
| Helen Young | [IND] |
| Alex Parra | [IND] |
| Brian Murphy | [IND] |
| John Ballantine | [IND] |
| Kenneth Belitz | [IND] |
| Ariella Rebbi | [IND] |

CULTURAL COUNCIL

| | |
|---|--------|
| Deborah Bentley | [2024] |
| Preston Holleman | [2025] |
| Mark Levitan, Chair | [2025] |
| Ann Quenin | [2025] |
| Jenn Albanese, Clerk | [2026] |
| Jan Christer Mikael "Chris" Brenne, appointed 11/14 | [2026] |
| Dan Lennon, Vice-Chair | [2026] |
| Vrinda Pathak | [2026] |

ENVIRONMENTAL SUSTAINABILITY

| | |
|--|--------|
| Eloisa Marquez-Gonzalez, appointed 8/8 | [2024] |
| Launa Zimmaro | [2024] |
| Eric Balles | [2025] |
| Sara Dunleavy, appointed 8/8 | [2025] |
| Dave Boettcher | [2026] |
| Christina Christodouloupoulos | [2026] |
| Glenn Reed | [2026] |
| Aidan O'Connor, Associate, appointed 11/14 | [2024] |
| Vacant, Associate | [2024] |
| Deborah Bentley, resigned 7/19 | [2024] |
| Kath Hardcastle, resigned 7/20 | [2024] |

FINANCE COMMITTEE

| | |
|--------------------------------|--------|
| James Catacchio | [2024] |
| Lynne Lipinsky | [2024] |
| Aaron D'Elia | [2025] |
| Heidi Sjoberg | [2025] |
| Victor Lang | [2026] |
| Craig Leelman | [2026] |
| Marc Bernstein, appointed 9/12 | [2026] |

HISTORICAL COMMISSION

| | |
|--------------------------|--------|
| Chip Dewing, Associate | [2024] |
| Sarah Smith | [2024] |
| Jack O'Connor, Associate | [2024] |
| Ben Herter | [2025] |
| Krissy O'Shea | [2025] |
| Annette Lee, Associate | [2026] |
| Colby Mauke | [2026] |
| Ed Rolfe | [2026] |

LAND STEWARDSHIP

Judy Asarkof [2024]
 Warren Lyman, Co-Chair [2024]
 Claudio Talland [2024]
 Rhonda Michaud, Co-Chair [2025]
 Shane Usher [2025]
 Julie Durrell [2025]
 Debby Geltner [2026]
 Dwight DeMay [2026]
 Adam Chojnacki [2026]

MAPC

Julie Mercier, Chris Geggis (MAGIC) [2024]
 Kate Reid (MAGIC/MAPC) [2024]

MUNICIPAL FACILITIES COMMITTEE

Jerome Lerman, Chair [2024]
 Carrie Patel [2024]
 Steve Hinton [2025]
 Travis Snell [2025]
 William Risso [2026]

RECREATION COMMISSION

Scott Jamison, Chair [2024]
 Courtney Miles Bittelari [2024]
 Philip Gibson [2024]
 Vacant [2025]
 Sarah Wengert [2026]
 Drew McMorro, resigned 11/30/23 [2025]

SCHOLARSHIP ADVISORY COMMITTEE

Frank Krimowski [2024]
 Jane Redfern [2024]
 Vacant

TRAFFIC PEDESTRIAN SAFETY COMMITTEE

Andrew Amendola, Chief of Police [2025]
 Luke Ascolillo [2025]
 Ann de Saussure Davidson [2025]
 Ryan McLane, Town Administrator [2025]
 James Hall, DPW Director [2025]
 Bryan Sorrows [2025]
 Lee Storrs [2025]

TRAILS COMMITTEE

Marc Lamere, Secretary [2024]
 Warren Spence [2024]
 Chris Chiapella [2024]
 Alan Ankers, vice-chair [2025]
 Stephen P. Tobin, Chair [2025]
 Sarah Carmichael [2026]
 Adam Chojnacki [2026]
 Kathleen Hardcastle, Associate [2026]
 Mark Longwell, Associate [2026]
 Merrit Maxim, Associate [2026]

TRANSFER STATION ACTION COMMITTEE

Christine Lear, Co-chair [2024]
 Caren Panico [2024]
 Vacant [2024]
 Thomas Bilotta, Chair [2025]
 Dan Scholten [2025]
 Vacant [2025]
 Rob Peary [2026]
 John Petrie [2026]
 Laura Snowdon [2026]

YOUTH COMMISSION

Lauree Cameron Eckler, Chair [2024]
 Amy Smack [2024]
 Stefani Keene [2025]
 Chelsea Mascari [2025]
 Heather Wright, appointed 10/24 [2026]

ZBA

Steve Hinton [2024]
 Eric Adams, Chair [2026]
 Emmanuel Crespo [2026]
 Gretchen Anderegg, Associate [2024]
 Ian Applegate, Associate, appointed 11/14 [2026]
 Vacant, Associate [2025]
 Vacant, Associate [2025]

Town Clerk and the Board of Registrars

TOWN CLERK: Elected for a term of three years: Margaret “Peggy” Wang, term expires 2024. Staff: Alanna Lynch (Assistant Town Clerk).

ROLE: The Office of the Town Clerk serves as a central information point for the Town.

- Chief elections officer
- Registrar of vital statistics
- Public records officer
- Administer oaths of office
- Licensing officer
- Maintain record of adopted bylaws
- Notary Services
- Maintain record of resignations and appointments
- Burial Agent
- Certify Annual Town Budget
- Certify Planning Board and Zoning Board of Appeals Decision

BOARD OF REGISTRARS: Approved by the Select Board for 3-year terms: William Tice replacing James Bohn (Republican, exp. 2025), Kay Hurely (Democrat, exp. 2025), Anne Gibbs (Democrat, exp. 2024) and Margaret Wang (Town Clerk, exp. 2024)

HIGHLIGHTS:

- Updated Annual Town Census.
- Published Annual Street List of Residents and confirmed voter registration.
- Complied with State Laws regarding Ethics/Open Meetings/Public Records. compliance including the posting of Agendas and Minutes.
- Fulfilled numerous Public Records Requests via email.
- Upgraded from the hand count ballot system to electronic tabulation of ballots.

ELECTIONS:

- Held Caucus on March 20, 2023, for the nomination of candidates for Town Offices
- Held Annual Town Election on May 16, 2023, 370 registered voters participated, 9.5% participation.

TOWN MEETINGS:

- Annual Town Meeting convened on May 8, 2023 at Carlisle Public School in the Corey Auditorium at 83 School Street and with remote participation at Benfield Farm Apartments at 575 South Street. There were 183 registered voters present.
- Special Town Meeting convened on October 16, 2023 at Carlisle Public School in the Corey Auditorium at 83 School Street and with remote participation Benfield Farm Apartments at 575 South Street. There were 226 registered voters present.

The Office of the Town Clerk continues to be an office that strives to serve the residents of Carlisle in a friendly and professional manner. It is our goal to improve services as we meet the needs of the community and comply with the laws of the Commonwealth.

VITAL STATISTICS

| Vital Records | 2023 | 2022 | 2021 | 2020 | 2019 |
|--|--------------|--------------|--------------|--------------|--------------|
| Births | 38 | 36 | 26 | 26 | 28 |
| Marriages | 8 | 7 | 4 | 11 | 8 |
| Deaths | 28 | 25 | 28 | 16 | 26 |
| Registered Voters | 2023 | 2022 | 2021 | 2020 | 2019 |
| Democrat | 1,125 | 1,144 | 1,139 | 1,171 | 1,107 |
| Republican | 340 | 361 | 361 | 396 | 431 |
| Libertarian | 5 | 7 | 7 | 8 | 7 |
| Green-Rainbow | 5 | 4 | 4 | 5 | 7 |
| All Other Political Designations (including United Independent) | 21 | 16 | 19 | 22 | 20 |
| Unenrolled (no party designation) | 2,564 | 2,490 | 2,437 | 2,471 | 2,370 |
| Total Registered Voters | 4,035 | 4,002 | 3,964 | 4,070 | 3,944 |

| Dog Licenses Issued | 2023 | 2022 | 2021 | 2020 | 2019 |
|----------------------------|-------------|-------------|-------------|-------------|-------------|
| Individual Tags | 926 | 1004 | 915 | 597 | 683 |
| Kennels | 5 | 4 | 5 | 5 | 7 |

| | 2023 | 2022 | 2021 | 2020 | 2019 |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Business Certificates Issued | 16 | 10 | 26 | 18 | 20 |

| | 2023 | 2022 | 2021 | 2020 | 2019 |
|---------------------------|-------------|-------------|-------------|-------------|-------------|
| Population by Year | 5,501 | 5,470 | 5,419 | 5,396 | 5,370 |

Annual Town Election

**TUESDAY, MAY 16, 2023
ANNUAL TOWN ELECTION
TOWN OF CARLISLE, MASSACHUSETTS**

Early Voting in Person and Early Voting by mail was not required for any Annual Municipal Election.

The Election was held at 66 Westford St. Town Hall, Clark Room, Precinct 1
The Warrant was properly executed, by Constable Joseph Topol.
The voting machine was set at zero and checked by the Carlisle Police Department to confirm there were no ballots in the box. Election Warden Mary-Lynn Bohn declared the polls to be open at 2:00 PM and Night Warden Kathy Henze declared closed at 7:00 PM.
The results of the election are as follows.

Board of Selectmen – Two for 3 years

| | |
|------------------|------------|
| Seith D Model | 329 |
| Katherine T Reid | 334 |
| Blanks | 58 |
| All Others | 19 |
| Total | 740 |

Library Trustee – One for 3 years

| | |
|------------------|------------|
| Karen M Gettings | 348 |
| Blanks | 20 |
| All Others | 2 |
| Total | 370 |

Board of Assessors – One for 3 years

| | |
|------------------------|------------|
| David Robert Boardman | 321 |
| WI: Paul Bertin Boussu | 17 |
| Blanks | 28 |
| All Others | 4 |
| Total | 370 |

Planning Board – Two for 3 years

| | |
|-------------------------|------------|
| Sara Cassidy Smith | 340 |
| Christopher Paul Geggis | 326 |
| Blanks | 71 |
| All Others | 3 |
| Total | 740 |

Board of Health – One for 3 years

| | |
|--------------------|------------|
| 349 | |
| Jennifer Hope Wall | 346 |
| Blanks | 23 |
| All Others | 1 |
| Total | 370 |

School Committee – Two for 3 years

| | |
|------------------|------------|
| Julie M Viola | |
| Brian P Waterson | 349 |
| Blanks | 34 |
| All Others | 8 |
| Total | 740 |

Total ballots cast – 370
Total number of registered voters – 3979

Percent –9.5% participation

Annual Town Meeting

May 8, 2023

The Annual Town Meeting on May 8, 2023 a quorum of 150 voters was reached and the Meeting was called to order at 7:14pm by Moderator Wayne Davis in the Carlisle Public School Corey Auditorium and Cafeteria at 83 School Street and 575 South Street according to the Warrant. **There were 183 voters present.**

Moderator Davis then stated that he had inspected the return of service of the Warrant and determined that it was properly served. He noted that unless there was an objection, he would like to dispense with the reading of the Warrant. There being no objections, the Warrant Articles were then called in order.

Before the meeting began the Moderator explained how the meeting would be conducted and confirmed that Nancy Shohet West of 532 South Street and John Lee of 65 Lowell Street had been sworn in as Assistant Moderators. He then introduced the Select Board Chair Barney Arnold to thank the below list of retiring Town Employees and Elected/Appointed Officials not seeking reappointment.

There being no further business to come before the meeting, the Annual Town Meeting was adjourned at 10:40 pm.

Town Employees (Retiring)

Gary Davis, Director of the Department of Public Works, 49 years of service
Kris Gines, Assistant Health Agent, 5 years of service
Vinny Chant, Electrical Inspector, 23 years of service
Joan Ingersoll, Director of the Council on Aging and Human Services, 2 years of service
George Payne, Driver for Council on Aging and Human Services, 7 years of service
John Fisher, Chief of Police, 11 years of service
Leo Crowe, Lieutenant Police Department, 34 years of service
Kenneth Fong, Interim Chief of Police, 1 year of service
Nancy Donnelly, Assistant Business Manager at the School, 25 years of service
Courtney Longaker, Art Teacher, 26 years of service
Micheala Hardiman, Preschool Teacher, 25 years of service

Elected & Appointed Officials (Not seeking reappointment)

Jean Barry, Board of Health, 3 years of service
Lee Tatistcheff, Conservation Commission, 12 years of service
Scott Triola, Finance Committee, 9 years of service
Annette Lee, Historical Commission, 10 years of service
Chip Dewing, Historical Commission, 15 years of service
Jack Huntress, School Board, 3 years of service
Amanda Comperchio, School Board, 3 years of service
Madeleine Blake, Planning Board, 6 years of service
Carrie Patel, Transfer Station Action Committee, 2 years of service

ARTICLE 1
Consent Agenda (Majority vote required)

The ayes have it and the motion carried to have Articles 2 through 7 be considered in one motion, and that the motions for Articles 2 through 7 be hereby adopted as printed in the Motions booklet.

ARTICLE 2
Town Reports** (Majority Vote – Consent Article)

The ayes have it and the motion carried to have the reports of the Town Officers, Boards, Committees, Commissioners and Trustees as published in the Town Report for the Year 2021 be accepted and placed in the permanent records of the Town, it being understood that such acceptance does not constitute a ratification of the contents of those reports.

ARTICLE 3
Salaries of Elected Officials** (Majority Vote – Consent Article)

The ayes have it and the motion carried to have the salaries of these elected officers of the Town be established as provided by Chapter 41, Section 108 of the General Laws, as amended, for fiscal year 2024, beginning July 1, 2023, as follows:

| | Voted FY22 | Voted FY23 | FY24 Proposed |
|------------------|-------------------|-------------------|----------------------|
| Moderator | \$ 50.00 | \$ 50.00 | \$ 50.00 |
| Town Clerk | \$ 75,000.00 | \$ 76,688.00 | \$ 83,476.00 |
| <i>Assessors</i> | | | |
| Chair | \$ 100.00 | \$ 100.00 | \$ 100.00 |
| Member | \$ 100.00 | \$ 100.00 | \$ 100.00 |
| Member | \$ 100.00 | \$ 100.00 | \$ 100.00 |

ARTICLE 4
Actuarial Valuation of Post-Employment Benefits**
(Majority Vote – Consent Article)

The ayes have it and the motion carried to have Three Thousand Dollars (\$3,000) be raised and appropriated from the FY 2024 tax levy and other general revenues of the Town to be spent by the Select Board for the purpose of professional services in connection with GASB 74/75 actuarial valuation of post- employment benefits obligations for the Town.

ARTICLE 5
Real Estate Tax Exemption ** (Majority Vote – Consent Article)

The ayes have it and the motion carried to have the Town vote to accept the provisions of M.G.L. Chapter 59, Section 5C 1/2 to provide an additional real estate tax exemption of one hundred (100%) percent of the exemption provided under M.G.L. Chapter 59, Section 5, Clause 41C, in the fiscal year beginning July 1, 2023.

ARTICLE 6
FY 2024 Chapter 90 Authorization ** (Majority Vote – Consent Article)

The ayes have it and the motion carried to have the Treasurer of the Town, with the approval of the Select Board, be authorized to borrow Two Hundred Fifty-Two Thousand One Hundred Dollars (\$252,100) to be expended by the Select Board for the reconstruction and improvement of public ways in the Town as provided for pursuant to the provisions of Section 34(2) (a) of Chapter 90 of the General Laws, such borrowing to be in anticipation of, and conditioned upon, reimbursement by the Commonwealth pursuant to said Chapter 90.

ARTICLE 7
PEG (Public, Educational, Government) Local Access Appropriation **
(Majority Vote – Consent Article)

The ayes have it and the motion carried to have the Town vote to appropriate the sum of \$100,000 from the PEG (Public, Educational, Governmental) Local Access Receipts reserved for appropriation special revenue account for the purpose of providing local cable access services, equipment and programming for the Town of Carlisle.

ARTICLE 8
Department Revolving Funds Authorization (Majority Vote)**

MOTION: The ayes have it and the motion carried to have the Town vote to eliminate the Building Department and Hazardous Waste Revolving Funds and transfer any remaining funds to the General Fund, and to amend Article XVII of the Town’s General Bylaws striking Section 17.1.3 Hazardous Waste Revolving Fund and Section 17.1.9 Building Department Revolving Fund, renumbering the remaining sections appropriately.

MOTION: The ayes have it and the motion carried to have the Town vote to set the limit on the total amount that may be spent from each revolving fund for fiscal year 2024 as follows:

- a. School Bus Revolving Fund: \$60,000.00
- b. Board of Health Inspections Revolving Fund: \$70,000.00

- c. ~~Hazardous/Solid Waste Revolving Fund: \$70,000.00~~
- d. Trails Committee Revolving Fund: \$10,000.00
- e. Foss Farm Revolving Fund: \$3,000.00
- f. Conservation Comm. Building Maint. Revolving Fund: \$30,000.00
- g. Historical Commission Revolving Fund: \$3,000.00
- h. Youth Commission Revolving Fund: \$10,000.00
- i. ~~Building Department Revolving Fund: \$165,000.00~~
- j. Council on Aging and Human Services Events Revolving Fund: \$30,000.00
- k. Council on Aging and Human Services Transportation Revolving Fund: \$15,000.00
- l. Deer Control Committee Revolving Fund: \$1,000.00

| |
|---|
| <p>ARTICLE 9 FY24 Salary/Wage Table (Majority Vote)</p> |
|---|

The ayes have it and the motion carried to adopt the Town of Carlisle, Massachusetts FY 2024 Classification & Compensation Plan, as shown below:

**TOWN OF CARLISLE, MASSACHUSETTS
 FY 2024 CLASSIFICATION PLAN
 Permanent Full and Part-time Employees**

| | | | |
|---|-----------------------------------|----|-------------------------------|
| 1 | | 8 | |
| | Library Page | | Executive Assistant |
| 2 | | | Planning Assistant |
| | Van Driver | | General Foreman |
| 3 | | 9 | |
| | Library Assistant II | | Assistant Treasurer Collector |
| 4 | | | Facilities Director |
| | Driver/Laborer | | COAHS Social Services Manager |
| | Library Assistant I | 10 | |
| | Maintenance Custodian | | Conservation Administrator |
| 5 | | | Town Clerk |
| | Building Assistant | | Assistant Library Director |
| | Head of Circulation | 11 | |
| | ZBA Assistant | | Building Commissioner |
| | Municipal Assistant | | DPW Director |
| | Heavy Equipment Operator | | Health Agent |
| | Transportation and Office Manager | | COAHS Director |
| 6 | | | Recreation Director |
| | Fire Assistant | | Town Planner |
| | Conservation Assistant | | Library Director |
| | Police Assistant | | Assistant Town Administrator |
| | COAHS Program Manager | 12 | |
| | Mechanic | | Town Accountant |
| 7 | | 13 | |
| | Finance Assistant | | Assessing Director |
| | Assessing Assistant | 14 | |
| | Health Assistant | | No Positions |
| | Assistant Town Clerk | 15 | |
| | Children's Librarian | | Finance Director |
| | Teen Librarian | | |

**TOWN OF CARLISLE, MASSACHUSETTS
FY 2024 COMPENSATION PLAN
Permanent Full and Part-time Employees**

| STEP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Grade 1 | 19.80 | 19.99 | 20.19 | 20.40 | 20.60 | 20.81 | 21.01 | 21.22 | 21.44 | 21.65 | 21.87 | 22.09 | 22.31 | 22.53 | 22.76 |
| Grade 2 | 21.58 | 21.79 | 22.01 | 22.23 | 22.45 | 22.68 | 22.91 | 23.14 | 23.37 | 23.60 | 23.84 | 24.07 | 24.32 | 24.56 | 24.80 |
| Grade 3 | 23.53 | 23.76 | 24.00 | 24.24 | 24.48 | 24.73 | 24.97 | 25.22 | 25.47 | 25.73 | 25.99 | 26.25 | 26.51 | 26.77 | 27.04 |
| Grade 4 | 25.66 | 25.91 | 26.17 | 26.43 | 26.70 | 26.97 | 27.24 | 27.51 | 27.78 | 28.06 | 28.34 | 28.63 | 28.91 | 29.20 | 29.49 |
| Grade 5 | 27.95 | 28.23 | 28.52 | 28.80 | 29.09 | 29.38 | 29.67 | 29.97 | 30.27 | 30.57 | 30.88 | 31.19 | 31.50 | 31.81 | 32.13 |
| Grade 6 | 30.47 | 30.77 | 31.08 | 31.39 | 31.70 | 32.02 | 32.34 | 32.67 | 32.99 | 33.32 | 33.65 | 33.99 | 34.33 | 34.67 | 35.02 |
| Grade 7 | 33.52 | 33.85 | 34.19 | 34.53 | 34.88 | 35.23 | 35.58 | 35.93 | 36.29 | 36.66 | 37.02 | 37.39 | 37.77 | 38.14 | 38.53 |
| Grade 8 | 36.86 | 37.23 | 37.60 | 37.98 | 38.36 | 38.74 | 39.13 | 39.52 | 39.92 | 40.32 | 40.72 | 41.13 | 41.54 | 41.95 | 42.37 |
| Grade 9 | 40.91 | 41.32 | 41.73 | 42.15 | 42.57 | 43.00 | 43.43 | 43.86 | 44.30 | 44.74 | 45.19 | 45.64 | 46.10 | 46.56 | 47.03 |
| Grade 10 | 45.41 | 45.87 | 46.33 | 46.79 | 47.26 | 47.73 | 48.21 | 48.69 | 49.18 | 49.67 | 50.16 | 50.67 | 51.17 | 51.68 | 52.20 |
| Grade 11 | 50.42 | 50.92 | 51.43 | 51.95 | 52.47 | 52.99 | 53.52 | 54.06 | 54.60 | 55.14 | 55.69 | 56.25 | 56.81 | 57.38 | 57.95 |
| Grade 12 | 55.96 | 56.52 | 57.08 | 57.66 | 58.23 | 58.81 | 59.40 | 60.00 | 60.60 | 61.20 | 61.81 | 62.43 | 63.06 | 63.69 | 64.32 |
| Grade 13 | 62.11 | 62.73 | 63.36 | 63.99 | 64.63 | 65.28 | 65.93 | 66.59 | 67.26 | 67.93 | 68.61 | 69.29 | 69.99 | 70.69 | 71.39 |
| Grade 14 | 68.94 | 69.63 | 70.32 | 71.03 | 71.74 | 72.45 | 73.18 | 73.91 | 74.65 | 75.40 | 76.15 | 76.91 | 77.68 | 78.46 | 79.24 |
| Grade 15 | 78.82 | 79.60 | 80.40 | 81.20 | 82.02 | 82.84 | 83.67 | 84.50 | 85.35 | 86.20 | 87.06 | 87.93 | 88.81 | 89.70 | 90.60 |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

ARTICLE 10
Prior Year Bills (4/5th Vote Required)

The ayes have it and the motion carried to have the Town vote to transfer from Free Cash the sum of \$27,019 to pay bills incurred by the Town of Carlisle in fiscal year 2022. The specific bills are as follows:

| | |
|---------------------------------------|-------------|
| Police Department Ammunition | \$1,588.00 |
| Animal Control Vet Bill | \$431.00 |
| Miyares & Harrington Legal Bills FY22 | \$25,000.00 |
| Total: | \$27,019.00 |

ARTICLE 11
FY2024 Operating Budget (Majority Vote)

The ayes have it and the motion carried to have a total of Thirty-Four Million one Hundred Four Thousand Three Hundred Forty Dollars (\$34,104,340) be appropriated for FY2024, as set forth in the column entitled “FY2024 Recommended” as printed below; and to meet this appropriation Two Hundred Thirty-Five Thousand Dollars (\$235,000) be transferred from Free Cash and that the balance be raised from the FY2024 tax levy and other general revenues of the Town.

| | FY2023 BUDGET | FY2024 RECOMMENDED |
|--|------------------|-----------------------|
| <u>GENERAL GOVERNMENT</u> | | |
| Town Hall & General Expense | \$ 566,253 | \$ 577,179 |
| Town Hall Maintenance & Facilities | \$ 398,971 | \$ 413,696 |
| Historical Commission | \$ 9,246 | \$ 15,037 |
| Zoning Board of Appeals | \$ 10,208 | \$ 14,653 |
| Town Accountant | \$ 166,133 | \$ 177,834 |
| Treasurer | \$ 295,578 | \$ 317,412 |
| Town Clerk | \$ 123,689 | \$ 142,524 |
| Assessors | \$ 212,235 | \$ 208,881 |
| Planning Board | \$ 136,492 | \$ 151,541 |
| Sustainability | \$ 3,500 | \$ 44,925 |
| sub-total | \$ 1,922,305 | \$ 2,063,682 |
| <u>PROTECTION OF PERSONS & PROPERTY</u> | | |
| Police | \$ 1,895,874 | \$ 2,049,115 |
| Fire | \$ 698,162 | \$ 740,443 |
| Communications | \$ 456,480 | \$ 479,044 |
| Conservation | \$ 169,189 | \$ 175,218 |
| Dog & Animal Control | \$ 15,557 | \$ 12,000 |

| | | |
|-------------------------------------|---------------|---------------|
| Building & Inspection Services | \$ 41,123 | \$ 187,361 |
| Street Lights | \$ 4,000 | \$ 4,000 |
| sub-total | \$ 3,280,385 | \$ 3,647,181 |
| <u>PUBLIC WORKS</u> | | |
| Department of Public Works | \$ 838,456 | \$ 871,056 |
| Snow & Ice | \$ 90,000 | \$ 90,000 |
| Transfer Station | \$ 264,918 | \$ 275,089 |
| Road Maintenance | \$ 88,416 | \$ 88,416 |
| sub-total | \$ 1,281,790 | \$ 1,324,561 |
| HEALTH & HUMAN SERVICES | | |
| Youth Commission | \$ 4,015 | \$ 3,293 |
| Board of Health | \$ 142,267 | \$ 148,057 |
| Council on Aging and Human Services | \$ 238,697 | \$ 277,139 |
| Veteran's Agent | \$ 20,000 | \$ 21,000 |
| sub-total | \$ 404,979 | \$ 449,489 |
| EDUCATION | | |
| Carlisle Public School | \$ 12,418,454 | \$ 12,794,097 |
| CCRS (w/o debt) | \$ 6,356,769 | \$ 6,942,949 |
| CCRS Debt Service | \$ 927,815 | \$ 951,035 |
| Vocational | \$ 134,702 | \$ 84,702 |
| sub-total | \$ 19,837,740 | \$ 20,772,783 |
| CULTURE & RECREATION | | |
| Library | \$ 667,983 | \$ 693,048 |
| Recreation | \$ 201,072 | \$ 212,071 |
| sub-total | \$ 869,055 | \$ 905,119 |
| INSURANCE & FRINGE | | |
| Blanket Insurance | \$ 328,900 | \$ 389,000 |
| Group Insurance & Medicare | \$ 1,460,111 | \$ 1,474,712 |
| OPEB Trust | \$ 215,000 | \$ 215,000 |
| County Retirement | \$ 1,265,339 | \$ 1,402,244 |
| Unemployment Insurance | \$ 50,000 | \$ 30,000 |
| sub-total | \$ 3,319,350 | \$ 3,510,956 |
| UNCLASSIFIED | | |
| Reserve Fund | \$ 200,000 | \$ 150,000 |
| sub-total | \$ 200,000 | \$ 150,000 |
| DEBT SERVICE | | |
| Debt Service | \$ 1,332,438 | \$ 1,280,569 |
| sub-total | \$ 1,332,438 | \$ 1,280,569 |

| | | |
|------------------------|---------------|---------------|
| | | |
| Total Operating Budget | \$ 32,448,042 | \$ 34,104,340 |

ARTICLE 12
FY24 Capital Equipment (Majority Vote)

The ayes have it and the motion carried to have the Town vote to transfer from Free Cash the sum of Three Hundred Forty-Seven Thousand Dollars (\$347,000), to be available at the close of this Town Meeting for the projects listed in the table below.

| Department | Project | Amount | Expiration |
|-------------------|---|------------------|-------------------|
| Schools | To purchase and install internal security cameras | \$42,000 | 30-Jun-25 |
| DPW | To purchase and equip a DPW dump truck | \$180,000 | 30-Jun-25 |
| Fire | To purchase replacement hose | \$15,000 | 30-Jun-25 |
| Police | To purchase and equip a police cruiser | \$60,000 | 30-Jun-25 |
| Town Hall | To purchase, upgrade, and install IT equipment | \$50,000 | 30-Jun-25 |
| | Total | \$347,000 | |

ARTICLE 13
Corey Auditorium Lighting Project (Majority Vote)

The ayes have it and the motion carried to have the Town vote to transfer from Free Cash the sum of Two Hundred Eighty Thousand Dollars (\$280,000) for installing new equipment and repairing additional equipment to replace and fix the lighting in the Corey Auditorium of the Carlisle Public Schools, being expected to be completed by June 30, 2024.

ARTICLE 14
Greenough Barn Removal (Majority Vote)

The ayes have it and the motion carried to have the Town vote to transfer from Free Cash the sum of Two Hundred Thousand Dollars (\$200,000) for the deconstruction and removal of the Greenough Barn to include related site work, being expected to be completed by June 30, 2024.

ARTICLE 15
Additional FY23 CPA Appropriation (Majority Vote)

The ayes have it and the motion carried to have the Town vote to appropriate Four Thousand Dollars (\$4,000) from the Community Preservation Act Undesignated Balances to be used for Community Preservation Committee administrative expenses.

ARTICLE 16
CPA Annual Recommendations (Majority Vote)

Motion 1 – FY '24 CPA Appropriations: The ayes have it and the motion carried to have the Town vote to act on the report of the Community Preservation Committee and to appropriate moneys from the from the fiscal year 2024 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Seventy-One Thousand Seven Hundred Dollars (\$71,700), be appropriated to the Community Housing Reserve Fund.
- b. Seventy-One Thousand Seven Hundred Dollars (\$71,700), be appropriated to the Historic Reserve Fund.
- c. Seventy-One Thousand Seven Hundred Dollars (\$71,700), be appropriated to the Open Space Reserve Fund.
- d. Ten Thousand Dollars (\$10,000), be appropriated for Administrative Expenses.
- e. Four Hundred Sixty-Five Thousand, Seven Hundred Fifty Dollars (\$465,750), be appropriated to the fiscal year 2024 Community Preservation Budget Reserve account.

Motion 2 - FY '24 CPC RECOMMENDATIONS

No motion was offered under Article 16, Motion 2 as listed in the Warrant. The Community Preservation Committee has voted not to recommend the Gleason Public Library project to Town Meeting at this time.

Motion 3 - FY '24 CPC RECOMMENDATIONS

The ayes have it and the motion carried to have the Town vote to act on the report of the Community Preservation Committee for fiscal year 2024; and, further, to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds a sum or sums of money for the following Community Preservation project or purpose, and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments necessary to acquire, convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the General Laws, to be in compliance with the requirements of

Chapter 44B, Section 12 of the General Laws of the Commonwealth, all as recommended by the Community Preservation Committee:

That Three Hundred Thousand Dollars (\$300,000) be appropriated effective immediately after Town Meeting vote from the Open Space Reserve Fund to the Carlisle Conservation Commission for the rehabilitation, preservation, and restoration of the Cranberry Bog Dam #1, which is located on land used for open space purposes and is listed on the State register of historic places, including stabilizing the upstream bank and crest, removing trees and stumps, conducting compaction tests, and utilizing such water diversion and flood response planning that will allow construction to occur while materials are dry, and that such sums be expended by the Carlisle Conservation Commission pursuant to the terms of the Town of Carlisle Community Preservation Committee Grant Agreement #2023-002, and further that any portion of such sums not expended by June 30, 2026, shall be returned to the Open Space Reserve Fund.

ARTICLE 17
Senior Means Tested Property Tax Exemption Program (Majority Vote)

The ayes have it and the motion carried to have the Town will vote to authorize the Select Board, on behalf of the Town, to petition the Legislature for passage of special legislation substantially as provided below, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the general public objectives of this petition: AN ACT AUTHORIZING THE TOWN OF CARLISLE TO ESTABLISH A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION as printed below:

SECTION 1. There shall be an exemption from the property tax for each qualifying parcel of real property classified as class 1 residential in the town of Carlisle in an amount to be set annually by the select board as provided in section 3. The exemption shall be applied only to the domicile of the taxpayer; provided, however, that for the purposes of this act, “parcel” shall mean a unit of real property as defined by the board of assessors under the deed for the property and shall include a condominium unit. The exemption provided for in this act shall be in addition to any and all other exemptions allowed by the General Laws.

SECTION 2. The board of assessors in the town of Carlisle may deny an application if they find the applicant has excessive assets that place the applicant outside of the intended recipients of the exemption under this act. Real property shall qualify for the exemption under section 1 if:

- (i) the qualifying real property is owned and occupied by a person whose prior year’s income would make the person eligible for the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws;

- (ii) the qualifying real property is owned by a single applicant not less than 70 years old at the close of the previous year or jointly by persons either of whom is not less than 70 years old at the close of the previous year and the other joint applicant is not less than 65 years old;
- (iii) the qualifying real property is owned and occupied by the applicant or joint applicants as their domicile;
- (iv) the applicant or at least 1 of the joint applicants has been domiciled and owned a home in the town for not less than 10 consecutive years before filing an application for the exemption;
- (v) the maximum assessed value of the qualifying real property is no greater than the prior year's maximum assessed value for qualification for the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws as adjusted annually by the department of revenue;
- (vi) the qualifying real property is owned and occupied by an applicant or joint applicants whose household assets are less than \$500,000 excluding the value of the qualifying real property; and
- (vii) the board of assessors has approved the application.

SECTION 3. The select board of the town of Carlisle, shall annually set the exemption amount under section 1 between 100 percent and 200 percent of the amount of the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws for which the applicant qualified in the previous year, set annually by the Board of Assessors. The total amount exempted by this act shall be allocated proportionally within the tax levy on all residential taxpayers.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors of the town of Carlisle, file an application, on a form to be adopted by the board, with supporting documentation relative to the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. No exemption shall be granted under this act until the department of revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 6. This act shall expire 3 years after implementation of the exemption under this act.

ARTICLE 18
Town Offices Saturday Hours (Majority Vote)

The ayes have it and the motion carried to have the Town vote to accept M.G.L. Chapter 41, Section 110A, and that, except as otherwise determined by the Select Board from time to time, Town Hall will be closed on Saturdays and that the Town Clerk's Office may treat Saturdays as legal holidays.

ARTICLE 19
Amend General Bylaws – Section 12.1, add Martin Street to the List of scenic roads
(Majority Vote)

The ayes have it and the motion carried to have the Town vote to amend the General Bylaws, by adding Martin Street to the list of Scenic Roads provided in Section 12.1 of the Carlisle General Bylaws.

ARTICLE 20
Personnel Bylaw Amendment (Majority Vote)

The ayes have it and the motion carried to have the Town vote to amend its General Bylaws by removing section 3.25 and references to the Personnel Board in Section 15.1.

Special Town Meeting

October 16, 2023

The Annual Town Meeting on October 16, 2023 a quorum of 150 voters was reached and the Meeting was called to order at 7:05pm by Moderator Wayne Davis in the Carlisle Public School Corey Auditorium at 83 School Street and Benfield Farm at 575 South Street according to the Warrant. He noted that if there were an emergency that would cause an evacuation of the building the meeting would be adjourned until 6:00pm tomorrow, October 17, 2023 in the Corey Auditorium. **There were 153 voters present.**

Moderator Davis recognized Select Board Chair, Kate Reid who made the motion to adjourn the meeting for 45 minutes for the purpose of a Special Town Meeting information session. The motion was seconded from the floor. By majority vote the motion passed. At 7:08 pm the meeting adjourned.

At 7:52 pm the Moderator called the meeting to order. **There were 213 voters present.**

Moderator Davis then stated that he had inspected the return of service of the Warrant and determined that it was properly served. He noted that unless there was an objection, he would like to dispense with the reading of the Warrant. There being no objections, the Warrant Articles were then called in order.

Before the meeting began the Moderator explained how the meeting would be conducted and confirmed Nancy Shohet West of 532 South Street has been sworn in as Assistant Moderator.

There being no further business to come before the meeting, the Special Town Meeting was adjourned at 10:41pm.

| |
|--|
| <p>ARTICLE 1 – LONG-TERM CAPITAL REQUIREMENTS COMMITTEE AMENDMENT (Majority Vote)</p> |
|--|

The ayes have it and the motion carried to have the Town amend its General Bylaws by removing section 3.10 and renumbering the remaining sections appropriately, 192 yes and 5 no.

| |
|---|
| <p>ARTICLE 2 – TOWN BUILDING COMMITTEE AMENDMENT (Majority Vote)</p> |
|---|

The motion failed to have the Town amend its General Bylaws by removing section 3.16 and renumbering the remaining sections appropriately, 97 yes and 104 no.

**ARTICLE 3 – ESTABLISH AN OPIOID SETTLEMENT STABILIZATION
FUND**
(Majority Vote)

The ayes have it and the motion carried to have the Town vote, pursuant to the provisions of G.L. c.40, Section 5B, to establish an Opioid Settlement Stabilization Fund, to be used, upon further appropriation, for the purposes of implementing the abatement strategies set forth in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, dated March 4, 2022; and further, to transfer from Free Cash Twenty Seven Thousand Three Hundred and Three dollars and 23 cents (\$27,303.23) into said Opioid Settlement Stabilization Fund, 210 yes and 1 no.

**ARTICLE 4 – ACCEPT FOURTH PARAGRAPH OF CHAPTER 40,
SECTION 5B** (Majority Vote)

The ayes have it and the motion carried to have the Town vote to accept the fourth paragraph of Chapter 40, Section 5B, of the Massachusetts General Laws, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Chapter 40, Section 5B of the Massachusetts General Laws, to be effective for all fiscal years beginning on July 1, 2024, 207 yes and no 4.

**ARTICLE 5 – DEDICATE RECEIPTS FROM STATEWIDE OPIOID
SETTLEMENT**
(Majority Vote)

The ayes have it and the motion carried to have the Town vote to dedicate all of the receipts from the Statewide Opioid Settlements, as defined in the State-Subdivision Agreement for Statewide Opioid Settlements, to the Opioid Settlement Stabilization Fund established in accordance with Chapter 40, Section 5B of the Massachusetts General Laws, effective for the fiscal year 2025, beginning on July 1, 2024, 209 yes and 3 no.

**ARTICLE 6 – APPROPRIATING OPIOID SETTLEMENT FUNDS FOR
IMMEDIATE USE**
(2/3 Vote Required)

The ayes have it and the motion carried to have the Town vote to transfer from the Opioid Settlement Stabilization Fund, Twenty Seven Thousand Three Hundred and Three dollars and 23 cents (\$27,303.23), for the purposes of municipal action that assists with opioid use disorder treatment, supporting people in treatment and recovery, connecting people to care, reducing the harm caused by opioid use, addressing the needs of criminal-justice-involved-persons, supporting pregnant or parenting women and their families, including babies with neonatal abstinence syndrome, and preventing the misuse of opioids/implementing prevention education, or some combination of these aims, 193 yes and 9 no.

**ARTICLE 7 – CPA ARTICLE: CENTRAL BURYING GROUND
CONSERVATION**

(Majority Vote)

The ayes have it and the motion carried to have One Hundred Ten Thousand Dollars (\$110,000) be appropriated immediately from the Historic Reserve Fund to the Carlisle Historical Commission for the rehabilitation, preservation, and restoration of the Carlisle Burying Ground, which has been identified locally as site of historic significance, to conserve and restore gravestones, repair the historic Litchfield seat, and repair the historic entrance pillars, and that such sums be expended by the Carlisle Historical Commission pursuant to the terms of the Town of Carlisle Community Preservation Committee Grant Agreement #2023-002, and further that any portion of such sums not expended by June 20, 2026, shall be returned to the Historic Reserve Fund, 192 yes and 22 no.

**ARTICLE 8 – CPA ARTICLE: GLEASON PUBLIC LIBRARY
RENOVATIONS**
(Majority Vote)

The ayes have it and the motion carried to have Four Hundred Seventy Five Thousand Dollars (\$475,000) be appropriated immediately from the Historic Reserve Fund, and Two Hundred Ninety Two Thousand Dollars (\$292,000) be appropriated immediately from the Undesignated Reserve Fund, or if Article 7 of this meeting be approved, that Three Hundred Sixty Five Thousand Dollars (\$365,000) be appropriated immediately from Historic Reserve Fund and Four Hundred Two Thousand Dollars (\$402,000) be appropriated immediately from the Undesignated Reserve Fund to the Gleason Public Library Trustees for the purpose of renovating the Gleason Public Library, a building listed on the state register of historic places, to rehabilitate the interior of both the historic 1896 building and late-20th-century addition, to provide a more functional and flexible space, including new teen spaces, new and updated meeting room spaces, lighting fixture replacements, infrastructure improvements, and ADA accessibility improvements, all while maintaining the aesthetic character of the historic building, and that sums be expended by the Carlisle Library Trustees pursuant to the terms of the Town of Carlisle Community Preservation Committee Grant Agreement #2023-003, and further that any portion of such sums not expended by June 30, 2026 shall be returned to the Historic Reserve Fund and the Community Preservation Undesignated Fund, 188 yes and 30 no.

ARTICLE 9 – APPOINTED TOWN CLERK
(Majority Vote)

The ayes have it and the motion carried to have the Town vote, pursuant to G.L. c. 41, Section 1B, to have its elected Town Clerk become an appointed Town Clerk, 120 yes and 77 no.

The question to be placed on the ballot at the Annual Town Election scheduled for May 7, 2024, would read as follows:

Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the town? Yes _____ No _____

**ARTICLE 10 – CITIZENS’ PETITION: ADOPT THE SPECIALIZED
BUILDING CODE**
(Majority Vote)

The ayes have it and the motion carried to have the Town will vote to rescind Section 4.8 of the Town of Carlisle General Bylaws, Stretch Energy Code, and replace it with the following Section 4.8 entitled “Specialized Energy Code” for the purpose of regulation the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments, or modifications thereto , with an effective date of July 1, 2024, 111 yes and 69 no.

Bylaw:

4.8 Specialized Energy Code

4.8.1 Definitions

International Energy Conservation Code (IECC) – The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency and is updated on a three-year cycle. The baseline energy conservation requirements of the MA state Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

Specialized Energy Code – Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the International Energy Conservation Code (IECC) to incorporate the energy efficiency of the Stretch energy code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero gas emissions from the buildings sector no later than 2050.

Stretch Energy Code – Codified by the combination of 225 CMR 22 and 23, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to code.

4.8.2 Purpose

The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Energy Code, is to provide a more energy efficient and low greenhouse gas emissions alternative to the Strech Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

4.8.3 Applicability

This energy code applies to residential and commercial buildings.

4.8.4 Specialized Code

The Specialized Code, as codified by the entirety of 225 CMR 22 and 23, including Appendices RC and CC, including any future editions, amendments, or modifications, is hereby incorporated by reference into the Town of Carlisle General Bylaws, Article IV.

4.8.5 Enforcement

The Stretch Energy Code is enforceable by the Building Commissioner and Deputy Inspector of Buildings.

Select Board

The Carlisle Select Board is pleased to submit this summary of the status of the Town's affairs for the year ending December 31, 2023. Overall, we are pleased to report that the state of town is strong, and we find ourselves in a healthy and stable financial position. Carlisle continues to be a place of uncommon beauty and a wonderful place to live and raise a family.

General Information about the Select Board

The Select Board is composed of five members elected for staggered three-year terms by the voters at the annual Town election. Following Annual Town Meeting, Kate Reid was re-elected to her third term and succeeded Barney Arnold as Chair and Ms. Arnold became Clerk. Travis Snell succeeded David Model as Vice-Chair, and Nathan Brown continued to serve the third year of his term.

The Select Board is responsible for overseeing the development and implementation of Town policy for all Town matters other than the management of the schools and issues that state laws delegate to other commissions. Some specific responsibilities of the Select Board are:

- Appoint and evaluate the Town Administrator and work closely with them to set annual goals and objectives.
- Approve the calendar and Warrant for Annual and Special Town Meetings, propose matters to be considered and implement the decisions of Town Meeting.
- Make appointments to most Town boards, committees, and task forces, and approve appointments made by the Town Administrator.
- Act as the authority for granting of numerous permits and licenses.
- Review the development of the Town's operating and capital budgets.
- Represent the Town in a variety of roles with federal, state, regional and other local government agencies.
- Acknowledge the many gifts, grants, and recognitions Carlisle gratefully receives.

Meetings are open to all interested Carlisle citizens and time is allotted for public comment. Copies of agendas, minutes, and supporting materials for meetings of the Board are posted on the Town website. Minuteman Media Network records and broadcasts the Board meetings on the local access cable channel and online at minuteman media. There are regular postings on the Town's website and social media.

When necessary, the Board meets in Executive Session to discuss issues of litigation, land acquisition, and labor negotiations.

Members of the Board meet with neighboring officials and the Town's representatives in the Massachusetts legislature. Representative Simon Cataldo and State Senator Mike Barrett serve as our current legislative leadership.

To further engage citizens and to help ensure transparency, boards, committees, and commissions hold public hearings, forums, and workshops throughout the year on a variety of matters.

The Select board annually affirms its values and guiding principles to align its goals and objectives for improving the operation of our Town government. These include effective governance, financial stability, sufficient and sustainable infrastructure, enhancement of natural resources and protection of our unique physical environment, the preservation of small-town community values, the provision of excellent education for our children, and advancing Carlisle's interests in the region and the Commonwealth.

The Board also interacts with the Town Administrator, other boards, committees, and task forces, Carlisle residents, and other units of government to establish strategic priorities. It is paramount to address the balance of our citizens' desires to maintain and enhance the services they have come to expect with the reasonableness of what we can expect all citizens to pay in taxes to fund these services. We see it as our responsibility to put before them budgets and proposals that reinforce the core values outlined above within a realistic financial framework. Ultimately, through the Town Meeting system, the citizens themselves make the decisions. Carlisle is fortunate to have an informed and involved citizenry who regularly make sound choices regarding town affairs.

Financial Status

Financially the town is still in solid shape. For the Fiscal year ending June 30, 2023, we received a clean audit report and a management letter outlining a very small number of non-critical issues we are working to address. General fund revenues and other financing sources for the FY 2023 budget were \$34,120,371 and general fund expenditures and other financing uses for the fiscal year were \$32,448,042. Certified free cash reserves as of July 1, 2023, were \$4,625,730 and the Stabilization Fund was \$1,254,487. Total general fund unassigned fund balances as a percentage of total general fund revenues and other financing sources were approximately 12.89%, which is quite healthy. Our bond rating is AA1 which is effectively the highest possible given the size of the town. As of June 30, 2023, the town had approximately \$1,331,438 in long term debt expense or approximately 4.1% of the FY 23 operating expenses, including the Town's debt service obligations for the Concord-Carlisle Regional School District school construction. The excess levy capacity available for FY 2024 was \$1,672,329.

The Annual Town Meeting in 2023 approved a \$34,104,340 budget for the current year, FY 2024 which will end on June 30, 2024, which supports educational investments and robust Town Hall services.

One note of concern is that with town spending exceeding revenues like state aid and local receipts, Carlisle continues to eat into its excess levy capacity. This will increase the average tax bill unless the town implements careful financial planning.

2023 Highlights

- **Some Retirements and Some New Town Hall Faces**

Like many other municipalities, Carlisle experienced greater employee turnover during the Fiscal Year 2023. DPW head Gary Davis retired on May 19. He had been an employee of Carlisle for 49 years, moving up the ranks as a laborer, foreman, and Superintendent. James Hall was promoted to the position of Superintendent of Public Works. Kimberly Kane, our Town Finance Director and Town Treasurer/Tax Collector retired August 11 after having served since November 4, 2020. Sandy Nason was promoted to the position of Town Treasurer/Tax Collector. Our long-time Executive Assistant Jennifer Gibbons left in October to take a position that required working fewer days and was closer to home; and Gretchen Gallimore moved upstairs, promoted from Assistant Town Clerk to Executive Assistant.

- **Town Meeting**

The Annual Town Meeting held in May introduced new technology to the session with the use of electronic voting devices, which were well received. Voters deliberated on 20 articles including annual financial investments in the town budget, its educational commitments, and needed capital purchases. Town Meeting approved funding for the removal of Greenough Barn, accepted MGL Chapter 41, Section 110A allowing the Town Clerk to treat Saturday as a legal holiday when determining certain filing deadlines, designated Martin Street as a Scenic Road, and removed section 3.25 of the Carlisle General Bylaws to eliminate the Personnel Board. A Senior Means Tested Property Tax Exemption was supported and awaits the State Legislature passing a bill authorizing the town to implement the program.

The Town held a Special Town Meeting on October 16 which started with a 45-minute information session during which the Select Board spoke about potential major projects to improve the Police and Fire Stations and gave an update on work to implement the Master Plan recommendations. Several housekeeping articles were voted on and approved. An article to put changing the position of Town Clerk from an elected to appointed on the ballot in May of 2024 and a citizen's petition article to adopt the new opt-in Specialized Building Code were passed. Two Community Preservation Act articles were passed, one for renovation of the Central Burial Ground and the other for an interior renovation of the Gleason Library. A warrant article to dissolve the Building Committee by eliminating it from the By-Law was defeated.

- **ARPA Spending**

Using strong recommendations from the ARPA committee, the Board approved the following expenditures in 2023:

- Route to Sustainability-Earth Day Event – April 2023
- Top-the-Bleed Training Workshops
- Federal Single Audit
- New Phone System for Town Offices and Carlisle Public Schools
- Update and Expansion of Chart of Accounts
- CPS Grant Elevator Modernization
- CPS Wastewater Treatment Plant Make Up Air Unit Modernization
- CPS Refrigerator Freezer RTU Replacement
- DPW Sand Body and Dump Truck/Plow Purchase
- GIS Implementation
- MVP Grant Match
- Nutrition Support for Seniors in Need
- COAHS Senior Home Heating assistance
- CPS Wilkins HVAC

- **Grants Awarded**

Applications for several grants were made, and funding received, to help defray costs to the town for projects, some of which the Town may have planned to do regardless of grant funding.

- \$ 7,500 Technical Assistance Grant from MAPC to start phase one of a three-part process identified in its Master Plan to study the town’s ability to share services with local organizations and municipalities. First, complete a study with MAPC that compares shared service opportunities in Carlisle to regional peers. Second, initiate a follow up study to better research and inform shared service opportunities identified in the first study. Finally, the Select Board would charter a committee or work with a consultant to develop a specific shared services plan for any identified opportunities the town would like to pursue.
- \$30,000 Community Compact Grant– The scope of the project to be funded under the EOAF Grant to the Town of Carlisle is for the costs associated with development of a succession plan. The funds will allow the town to work with a consultant to prepare a succession plan with short- and long-range priorities and goals for consideration and adoption.

- \$93,740 MVP Action Grant “Climate Resilient Carlisle”—These funds are to be used to hire a consultant to help incorporate climate resilience best practices into land use policies, bylaws, and regulations. In addition to approximately \$25,000 of in-kind staff hours, the Select Board voted to support a cash match of \$10,000 of ARPA funds for this grant.
- \$90,000 Community Planning Grant “The Carlisle Underground Project”—These funds are to be used for technical assistance for a Hydrogeological Study of Town to gain specificity around the Town’s hydrogeologic conditions. Gaining a level of specificity about this will remove uncertainty, focus the conversation around a scientific understanding of subsurface conditions, and help the Town make informed decisions and be strategic about, if, where, and how to plan for growth. Though not required for the grant, the Select Board voted to support a cash match of \$10,000 of ARPA funds for this grant.
- \$181,210 Winter Recovery Assistance Program (WRAP)— These funds were to be used for (1) rehabilitation, reconstruction, resurfacing or preservation of roadways and appurtenances; (2) repair or replacement of traffic control devices, signage, guardrails and storm grates or (3) road striping or painting. Funds were distributed to each municipality in the Commonwealth based on road mileage.
- \$784,929 ARPA – The town received the final portion of our allotment in FY23.
- \$6,100 Mass Cultural Council— This is a grant of financial assistance to create a performance opportunity for 5th-8th grade students of the CPS to work together on small ensemble music and share it with an audience.
- \$72,260 Green Communities Grant—This grant was awarded to be spent for the following projects:
 - \$2,843 Town – Building Operator Certification Training
 - \$64,702 Carlisle Public School – Weatherization
 - \$2,653 Gleason Library – Weatherization
 - \$2,062 Town Hall – Weatherization

- **New Chief of Police**

After the resignation of Chief Fisher late in 2022, the Select Board got to work looking for the town’s next police chief, organizing a screening committee. After

a robust process, the Select Board chose Andrew Amendola to be the new Police Chief. He was sworn in on May 15 in a ceremony witnessed by a large group of police chiefs from other municipalities, members of the Carlisle Police Department, Town hall staff, and others. He has restructured the leadership roles and has hired personnel to fill out the department roster. Of the changes that have been implemented since he began, and by far everybody's favorite, is the institution of a new Canine Unit and his recruitment of Canine Officer Athena, a Labrador Retriever puppy who was sworn in by the Select Board on September 26. We look forward to the new Chief's plans for future initiatives.

- **Public Safety Facilities**

With the addition of female firefighters, EMTs, and police officers, the need to update and/or expand the public safety facilities is apparent and continues to be a priority. Work continued to produce plans for improving the current fire and police facilities. Requests for Proposals were put out for the Police Station to build on previous designs that were created in 2017-18. A Designer Selection Committee was formed to kick off work on the Fire Department. It is hoped that the Police Station project will be far enough along to present for construction funding, and that the Fire Station will be ready for a request for Design Funds at the Annual Town Meeting in May of 2024.

- **New Committees Formed and Old Committees Dissolved**

The Insurance Advisory Committee which had been formed in 2019 was re-formed after a hiatus of two plus years. The Personnel Board and the Long-Term Capital Needs Committees were eliminated by Town Meeting as they required bylaw changes. Other committees discontinued, that did not involve bylaw changes, included the Deer Committee, Town Governance Task Force, and Master Plan Steering Committee. The Select Board also recommended delegating the functions of other committees to Town Hall staff members: the ADA Task Force, Audit Committee, IT Committee, Master Plan Implementation Committee, and Senior Tax Advisory Committee. A warrant article to dissolve the Building Committee by eliminating it from the bylaw was defeated at the Fall Town Meeting and that bylaw will be revisited and amendments brought to a future Town Meeting.

Appreciation

The Select Board would like to express our deep appreciation and admiration for our dedicated professional staff, Town Administrator Ryan McLane, Assistant Town Administrator Aubrey Thomas, and Executive Assistants Jennifer Gibbons and Gretchen Gallimore. Their support has been invaluable. We also would like to recognize all the other town staff who do such a wonderful job providing the services for all of us. We are fortunate to have such a wonderful group of employees and public servants.

Finally, Carlisle could not function without the involvement and expertise of so many town volunteers. The number of people who volunteer their time and effort to the town is truly extraordinary. It is their enthusiasm, energy and talent that allow us to plan and manage the programs that make our town so special.

Respectfully submitted,

Kate Reid, Chair

Travis Snell, Vice Chair

Barney Arnold, Clerk

Nathan Brown

David Model

Town Counsel

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda, drafting or review of protocols, and the negotiation of memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

There are two pending litigation matters involving the Town:

Justin Robert Daglish et al. v. Carlisle Planning Board, Superior Court 2181CV00415 L1.

This is the appeal of Justin Robert Daglish and Elizabeth Bing Daglish of the special permit issued to Terry Holsinger of 27 Old East Street. This special permit authorizes an accessory apartment within an existing garage located at 27 Old East Street. This case remains active and is currently scheduled for a pre-trial conference in spring 2024.

Michael Bush, et al. v. Linda Fantasia, et al., No. 22-01755 (1st Cir.)

Twelve individuals sued over the Board of Health's order that masks be worn indoors and the Library Director's mandate that patrons of the library wear masks. The federal District Court dismissed the complaint in September 2022, holding that the mask requirements were well within the statutory authority of the issuing officials and that the plaintiffs' constitutional rights were not violated. Eight of the plaintiffs appealed to the First Circuit Court of Appeals. In February, 2023, the First Circuit issued notice that there would be no oral argument but rather the case would be decided on the briefs. No decision has been issued. The Town is represented in this matter by John Davis, counsel assigned by the Town's insurer.

We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with specific, direct, and responsive representation. Our efforts on behalf of the Town have benefited from the participation of numerous Town officials and private citizens. We thank the Select Board, the Town Administrator, and all other Town officials and citizens for their cooperation and assistance.

Respectfully submitted,

Thomas J. Harrington

Ethan B. Dively
Harrington Heep LLP
Town Counsel

Town Accountant

The Town Accountant's office is responsible for maintaining a complete set of accounting records for the Town in accordance with UMAS (Uniform Massachusetts Accounting System) and GAAP (Generally Accepted Accounting Principles) standards.

Included on the following pages are the Combined Balance Sheet, as submitted to the Department of Revenue (DOR), general fund operating revenue and expenditure results, and financial results of all other funds as of June 30, 2023. Overall revenue collections for FY23 were 102.5% of the revenue budget and expenses were 98.5% of the expense budget. Based on the FY23 financial results, DOR certified free cash in the amount of \$4,625,730.

An audit of the town's financial records by Marcum, LLP has been completed and the results of that audit are available for public viewing on the town's website.

Respectfully submitted,

Kelly Beyer, Town Accountant

Combined Balance Sheet - All Fund Types and Account Groups

as of **June 30, 2023**

(Unaudited)

| | Governmental Fund Types | | | Fiduciary Fund Types | Account Groups | Totals (Memorandum Only) |
|---|-------------------------|---------------------|---------------------|-------------------------|----------------------|--------------------------------|
| | General | Special Revenue | Capital Projects | Trust and Agency | Long-term Debt | |
| ASSETS | | | | | | |
| Cash and cash equivalents | 9,113,412.55 | 8,035,661.47 | (42,376.57) | 4,971,058.94 | - | 22,077,756.39 |
| Receivables: | | | | | | |
| Personal property taxes | 2,389.56 | - | - | - | - | 2,389.56 |
| Real estate taxes | 276,029.16 | 5,501.35 | - | - | - | 281,530.51 |
| Allowance for abatements and exemptions | (94,640.31) | - | - | - | - | (94,640.31) |
| Tax liens | 190,530.03 | - | - | - | - | 190,530.03 |
| Deferred taxes | 2,420.11 | - | - | - | - | 2,420.11 |
| Motor vehicle excise | 67,647.02 | - | - | - | - | 67,647.02 |
| Ambulance | - | 30,660.51 | - | - | - | 30,660.51 |
| Departmental | - | 4,285.71 | - | - | - | 4,285.71 |
| Special assessments | 7,611.30 | - | - | - | - | 7,611.30 |
| Due from other governments | - | 28,447.25 | 238,813.55 | - | - | 267,260.80 |
| Other receivables | - | 425,000.00 | - | - | - | 425,000.00 |
| Foreclosures/Possessions | 88,525.88 | - | - | - | - | 88,525.88 |
| Amounts to be provided - payment of bonds | - | - | - | - | 10,355,000.00 | 10,355,000.00 |
| Total Assets | 9,653,925.30 | 8,529,556.29 | 196,436.98 | 4,971,058.94 | 10,355,000.00 | 33,705,977.51 |

Combined Balance Sheet - All Fund Types and Account Groups

as of June 30, 2023

(Unaudited) (cont.)

| | Governmental Fund Types | | | Fiduciary Fund Types | Account Groups | Totals (Memorandum Only) |
|--|-------------------------|---------------------|---------------------|-------------------------|----------------------|--------------------------------|
| | General | Special Revenue | Capital Projects | Trust and Agency | Long-term Debt | |
| LIABILITIES AND FUND EQUITY | | | | | | |
| Liabilities: | | | | | | |
| Warrants payable | 1,146,704.94 | 520,376.65 | - | 4,678.27 | - | 1,671,759.86 |
| Accrued payroll | 674,413.32 | - | - | - | - | 674,413.32 |
| Withholdings | 238,545.52 | - | - | - | - | 238,545.52 |
| Deferred revenue: | | | | | | |
| Real and personal property taxes | 183,778.41 | 5,501.35 | - | - | - | 189,279.76 |
| Tax liens | 190,530.03 | - | - | - | - | 190,530.03 |
| Deferred taxes | 2,420.11 | - | - | - | - | 2,420.11 |
| Foreclosures/Possessions | 88,525.88 | - | - | - | - | 88,525.88 |
| Motor vehicle excise | 67,647.02 | - | - | - | - | 67,647.02 |
| Special assessments | 7,611.30 | - | - | - | - | 7,611.30 |
| Other receivables | - | 425,000.00 | - | - | - | 425,000.00 |
| Ambulance | - | 30,660.51 | - | - | - | 30,660.51 |
| Tailings | 51,541.64 | - | - | - | - | 51,541.64 |
| Agency Funds | - | - | - | 1,558.22 | - | 1,558.22 |
| Bonds payable | - | - | - | - | 10,355,000.00 | 10,355,000.00 |
| Total Liabilities | 2,651,718.17 | 981,538.51 | - | 6,236.49 | 10,355,000.00 | 13,994,493.17 |
| Fund Equity: | | | | | | |
| Reserved for encumbrances | 247,505.77 | - | - | - | - | 247,505.77 |
| Reserved for continuing appropriations | 1,319,043.74 | - | - | - | - | 1,319,043.74 |
| Reserved for expenditures | 715,000.00 | 230,388.89 | - | - | - | 945,388.89 |
| Reserved for CPA open space | - | 270,709.00 | - | - | - | 270,709.00 |
| Reserved for CPA historic | - | 403,756.58 | - | - | - | 403,756.58 |
| Reserved for CPA community housing | - | 426,117.12 | - | - | - | 426,117.12 |
| Reserved for premiums | - | - | - | - | - | - |
| Undesignated fund balance | 4,720,657.62 | 6,217,046.19 | 196,436.98 | 4,964,822.45 | - | 16,098,963.24 |
| Total Fund Equity | 7,002,207.13 | 7,548,017.78 | 196,436.98 | 4,964,822.45 | - | 19,711,484.34 |
| Total Liabilities and Fund Equity | 9,653,925.30 | 8,529,556.29 | 196,436.98 | 4,971,058.94 | 10,355,000.00 | 33,705,977.51 |

| FY 2023 General Fund Budget Analysis | | | | | |
|---|-----------------------|-------------------------|---------------------|-----------------------|---------------------|
| | FY 2023 | FY 2023 | | | Closed to |
| | <u>Revised Budget</u> | <u>YTD Expenditures</u> | <u>Encumbrances</u> | <u>Carry Forwards</u> | <u>Fund Balance</u> |
| Town Counsel | 150,000.00 | 107,843.55 | 115.00 | - | 42,041.45 |
| Historical Commission | 9,246.00 | 11,788.83 | - | - | (2,542.83) |
| Board of Appeals | 10,208.00 | 10,312.04 | - | - | (104.04) |
| Finance Committee | 300.00 | 184.00 | - | - | 116.00 |
| Moderator | 50.00 | 50.00 | - | - | - |
| Select Board | 91,532.00 | 114,881.02 | 3,645.00 | - | (26,994.02) |
| Copy Machine | 23,100.00 | 18,958.20 | 2,504.00 | - | 1,637.80 |
| Town/Fincom Reports/Town Mtg. | 8,000.00 | 5,029.46 | - | - | 2,970.54 |
| Flag & Clock Care | 1,596.00 | 1,673.57 | - | - | (77.57) |
| Miscellaneous | 22,700.00 | 19,975.99 | - | - | 2,724.01 |
| Town Administrator | 277,000.00 | 228,375.14 | - | - | 48,624.86 |
| Small Capital | 7,000.00 | - | - | - | 7,000.00 |
| Town Accountant | 132,133.00 | 131,190.20 | 70.00 | - | 872.80 |
| Audit | 34,000.00 | 34,000.00 | - | - | - |
| Town Hall | 391,971.00 | 373,052.23 | 45,364.00 | - | (26,445.23) |
| Total General Expenses & Town Hall | 1,158,836.00 | 1,057,314.23 | 51,698.00 | - | 49,823.77 |
| Citizen Recognition | 275.00 | - | - | - | 275.00 |
| Assessors | 212,235.00 | 186,094.36 | - | - | 26,140.64 |
| Treasurer | 295,278.00 | 282,327.21 | - | - | 12,950.79 |
| Town Clerk | 123,689.00 | 122,853.96 | - | - | 835.04 |
| Planning Board | 136,492.00 | 107,254.05 | 27,000.00 | - | 2,237.95 |
| Energy Task Force | 3,500.00 | 440.97 | - | - | 3,059.03 |
| Total General Government | 1,930,305.00 | 1,756,284.78 | 78,698.00 | - | 95,322.22 |
| Police Department & Station | 2,025,874.00 | 1,991,639.91 | 15,193.41 | - | 19,040.68 |
| Fire Department & Ambulance | 688,162.00 | 664,345.28 | 21,845.40 | - | 1,971.32 |
| Communications | 448,480.00 | 431,415.92 | 1,800.00 | - | 15,264.08 |
| Conservation Commission | 169,189.00 | 145,921.20 | 10,271.85 | - | 12,995.95 |
| Dog Officer & Animal Control | 13,057.00 | 6,161.53 | - | - | 6,895.47 |
| Building Inspector | 41,123.00 | 35,240.51 | - | - | 5,882.49 |
| Street Lighting | 4,000.00 | 2,831.45 | - | - | 1,168.55 |
| Total Protection of Persons & Property | 3,389,885.00 | 3,277,555.80 | 49,110.66 | - | 63,218.54 |
| Board of Health | 142,267.00 | 131,298.09 | 412.50 | - | 10,556.41 |
| Total Board of Health | 142,267.00 | 131,298.09 | 412.50 | - | 10,556.41 |
| D.P.W. Admin & Other Highway | 838,456.00 | 830,264.51 | 4,360.00 | - | 3,831.49 |
| D.P.W. Construct. & Maint. | 88,416.00 | 61,490.01 | - | - | 26,925.99 |
| Snow And Ice Removal | 90,000.00 | 80,277.20 | 5,000.00 | - | 4,722.80 |
| Transfer Station | 264,918.00 | 193,643.33 | 9,200.00 | - | 62,074.67 |
| Total Public Works | 1,281,790.00 | 1,165,675.05 | 18,560.00 | - | 97,554.95 |
| Youth Commission | 4,015.00 | 2,250.00 | - | - | 1,765.00 |
| Council on Aging | 248,765.00 | 236,764.85 | - | - | 12,000.15 |
| Veteran's Agent | 25,000.00 | 24,762.10 | - | - | 237.90 |
| Total Public Assistance | 277,780.00 | 263,776.95 | - | - | 14,003.05 |

| | FY 2023 | FY 2023 | | | Closed to |
|--|----------------------|----------------------|-------------------|---------------------|-------------------|
| | Revised Budget | YTD Expenditures | Encumbrances | Carry Forwards | Fund Balance |
| District Admin | 197,073.00 | 188,240.00 | - | - | 8,833.00 |
| School Committee | 30,678.00 | 23,713.21 | 75.00 | - | 6,889.79 |
| School Administration | 355,957.00 | 423,727.00 | - | - | (67,770.00) |
| Business Office | 88,860.00 | 394.86 | - | - | 88,465.14 |
| Regular Ed. Program | 6,198,219.00 | 6,348,556.09 | 99.00 | - | (150,436.09) |
| Student Services/Special Education | 2,651,438.00 | 2,605,377.21 | 3,252.01 | - | 42,808.78 |
| Texts, Regular Education | 325,624.00 | 270,544.79 | 7,238.45 | - | 47,840.76 |
| School Library | 11,275.00 | 12,061.67 | - | - | (786.67) |
| School Psychologist | 282,546.00 | 364,110.34 | - | - | (81,564.34) |
| Health Services | 161,826.00 | 168,079.04 | 2,049.30 | - | (8,302.34) |
| Student Activities | 390,250.00 | 427,876.81 | 900.00 | - | (38,526.81) |
| Sped Transportation | 178,385.00 | 106,122.86 | - | - | 72,262.14 |
| Educational Equipment | 32,250.00 | - | - | - | 32,250.00 |
| Food Services | 4,000.00 | - | 374.10 | - | 3,625.90 |
| Custodial | 606,729.00 | 607,172.66 | 324.29 | - | (767.95) |
| Heating of Buildings | 78,925.00 | 65,097.73 | - | - | 13,827.27 |
| Utility Services | 187,750.00 | 185,370.30 | 13,599.02 | - | (11,219.32) |
| Maintenance of Grounds | 10,250.00 | 11,628.04 | - | - | (1,378.04) |
| Maintenance of Buildings | 96,350.00 | 127,137.16 | 40,072.68 | - | (70,859.84) |
| Maintenance of Equipment | 50,225.00 | 32,507.48 | 2,142.76 | - | 15,574.76 |
| Tuition to Mass. Schools | 479,844.00 | 380,610.14 | - | - | 99,233.86 |
| Total Carlisle Public Schools | 12,418,454.00 | 12,348,327.39 | 70,126.61 | - | - |
| CCRHS | 7,284,584.00 | 7,284,584.00 | - | - | - |
| Minuteman Regional | 119,702.00 | 111,698.54 | - | - | 8,003.46 |
| Total Education | 19,822,740.00 | 19,744,609.93 | 70,126.61 | - | 8,003.46 |
| Library | 674,643.00 | 666,661.69 | - | - | 7,981.31 |
| Total Library | 674,643.00 | 666,661.69 | - | - | 7,981.31 |
| Recreation | 201,072.00 | 196,446.93 | 598.00 | - | 4,027.07 |
| Total Recreation | 201,072.00 | 196,446.93 | 598.00 | - | 4,027.07 |
| Blanket & Workmens Comp. | 413,900.00 | 381,720.15 | 20,000.00 | - | 12,179.85 |
| Group Insurance | 1,380,111.00 | 1,348,179.34 | 3,000.00 | - | 28,931.66 |
| Unemployment Compensation | 42,000.00 | 9,557.43 | 7,000.00 | - | 25,442.57 |
| Total Insurance and Benefits | 1,836,011.00 | 1,739,456.92 | 30,000.00 | - | 66,554.08 |
| Short Term Interest | - | - | - | - | - |
| Memorial Day | 1,500.00 | 1,232.96 | - | - | 267.04 |
| Reserve Fund | 78,272.00 | - | - | - | 78,272.00 |
| Total Unclassified | 79,772.00 | 1,232.96 | - | - | 78,539.04 |
| Middlesex County Retirement | 1,265,339.00 | 1,265,339.00 | - | - | - |
| Total County Retirement | 1,265,339.00 | 1,265,339.00 | - | - | - |
| Retirement of Debt | 940,000.00 | 940,000.00 | - | - | - |
| Long Term Debt Interest | 391,438.00 | 391,437.52 | - | - | 0.48 |
| Tax Title Foreclosures | 30,000.00 | 4,404.17 | - | 25,595.83 | - |
| State & County Charges | 56,518.00 | 56,578.00 | - | - | (60.00) |
| Encumbrances | 217,781.00 | 205,851.18 | - | - | 11,929.82 |
| Transfers to Trust Funds (OPEB) | 215,000.00 | 215,000.00 | - | - | - |
| Total Other Appropriations & Encumbrances | 1,850,737.00 | 1,813,270.87 | - | 25,595.83 | 11,870.30 |
| Articles - Town Hall | 135,693.69 | 36,429.00 | - | 99,264.69 | - |
| Articles - Police | 210,000.00 | 122,946.20 | - | 87,053.80 | - |
| Articles - Fire | 114,702.52 | - | - | 60,000.00 | 54,702.52 |
| Articles - School | 42,000.00 | - | - | 42,000.00 | - |
| Articles - D.P.W. | 314,000.00 | 134,000.00 | - | 180,000.00 | - |
| Articles - Board of Health | 5,981.81 | 225.33 | - | 5,756.48 | - |
| Articles - Council on Aging | 13,499.09 | 13,499.09 | - | - | - |
| Articles - Library | 1,351.78 | 1,351.78 | - | - | - |
| Master Plan | 5,282.16 | 115.37 | - | 5,166.79 | - |
| Municipal Facilities | 1,008,632.35 | 194,426.20 | - | 814,206.15 | - |
| Total Articles | 1,851,143.40 | 502,992.97 | - | 1,293,447.91 | 54,702.52 |
| Total General Fund | 34,603,484.40 | 32,524,601.94 | 247,505.77 | 1,319,043.74 | 512,332.95 |

| FY2023 General Fund Revenue | | | |
|---|----------------------|----------------------|----------------------------|
| | | | Variance |
| | Budget | Actual | Favorable (Unfavorable) |
| Personal Property Taxes | 365,115.00 | 367,202.78 | 2,087.78 |
| Real Estate Taxes | 29,426,481.00 | 29,291,004.18 | (135,476.82) |
| Tax Liens Redeemed | - | 46,497.06 | 46,497.06 |
| Interest & Charges | - | 85.41 | 85.41 |
| Rollback Taxes | - | 190,230.55 | 190,230.55 |
| Abatements to Elderly | - | 502.00 | 502.00 |
| Abatements to Veterans | 2,998.00 | - | (2,998.00) |
| Veterans Benefits | 8,139.00 | 15,725.00 | 7,586.00 |
| Additional Assistance/Unrestricted | 254,114.00 | 254,114.00 | - |
| Chapter 70 | 1,353,970.00 | 1,353,970.00 | - |
| Other State Revenue | 235,143.00 | 237,161.55 | 2,018.55 |
| Transfer from Special Revenue | 53,000.00 | 273,181.82 | 220,181.82 |
| Motor Vehicle Excise | 875,000.00 | 1,047,084.50 | 172,084.50 |
| Penalties & Interest on Taxes & Excises | 60,000.00 | 88,817.05 | 28,817.05 |
| Payments in Lieu of Taxes | 15,000.00 | 21,077.25 | 6,077.25 |
| Other Charges for Services | 15,000.00 | 14,649.99 | (350.01) |
| Fees | 38,000.00 | 46,863.98 | 8,863.98 |
| Departmental Revenue - Libraries | 600.00 | 1,284.33 | 684.33 |
| Departmental Revenue - Cemeteries | 4,000.00 | 9,350.00 | 5,350.00 |
| Departmental Revenue - Recreation | - | - | - |
| Other Departmental Revenue | 10,000.00 | 21,453.97 | 11,453.97 |
| Licenses and Permits | 140,000.00 | 169,699.41 | 29,699.41 |
| Special Assessments | - | 2,997.34 | 2,997.34 |
| Fines and Forfeits | 3,500.00 | 774.50 | (2,725.50) |
| Investment Income | 5,000.00 | 115,884.60 | 110,884.60 |
| Medicaid Reimbursement | 25,000.00 | 29,044.63 | 4,044.63 |
| Miscellaneous Recurring | - | 48,281.78 | 48,281.78 |
| Miscellaneous Non-Recurring | - | 77,584.97 | 77,584.97 |
| | 32,890,060.00 | 33,724,522.65 | 834,462.65 |

| SPECIAL REVENUE FUNDS | | | | | | |
|--|--|--------------------------|----------------|---------------------|---------------------------|-----------------------|
| | Description | Beginning Balance | Revenue | Expenditures | Transfers In/(Out) | Ending Balance |
| Federal Grants | | | | | | |
| 19330 | Water Holes | 562.09 | - | - | - | 562.09 |
| 19376 | DEA Forfeiture | 13.90 | - | - | - | 13.90 |
| 24201 | ARP IDEA (252) | 4,140.00 | - | (4,140.00) | - | - |
| 24301 | ESSER I/II (113/115) | 11,374.00 | - | - | - | 11,374.00 |
| 24302 | COVID School Reopening (102) | 5,809.20 | - | - | - | 5,809.20 |
| 24327 | Teacher Quality (140) | 154.97 | 7,606.00 | (7,606.00) | - | 154.97 |
| 24329 | IDEA (240) | - | 160,925.00 | (160,925.00) | - | - |
| 24330 | Special Education (262) | - | 9,271.00 | (9,271.00) | - | - |
| 24334 | Title I | - | 17,339.00 | (17,339.00) | - | - |
| 24371 | SPED Program Improvement (274) FY09 | 1,600.00 | - | - | - | 1,600.00 |
| 24398 | Title IV (309) | (0.00) | 15,585.00 | (15,585.00) | - | (0.00) |
| 31 | FEMA | (282,442.23) | 282,662.04 | - | - | 219.81 |
| 32 | ARPA | 763,562.66 | 784,929.33 | (409,456.23) | - | 1,139,035.76 |
| | | 504,774.59 | 1,278,317.37 | (624,322.23) | - | 1,158,769.73 |
| State Grants | | | | | | |
| 19302 | Polling Hours | - | 2,031.00 | (497.47) | - | 1,533.53 |
| 19304 | COA State Grant | - | 19,308.00 | (19,092.19) | - | 215.81 |
| 19306 | Library State Aid | 41,147.95 | 10,059.48 | (3,425.25) | - | 47,782.18 |
| 19307 | Arts Council | 10,307.92 | 5,774.61 | (8,623.85) | - | 7,458.68 |
| 19331 | Civil Defense | - | - | - | - | - |
| 19341 | Peer Assistant Grant | 39.62 | - | - | - | 39.62 |
| 19346 | BOH - Mini Grants | 5,300.00 | - | (687.50) | - | 4,612.50 |
| 19350 | State Firefighting Equipment Grant | - | 15,500.00 | (15,500.00) | - | - |
| 19355 | COA - Mini Grants | 0.74 | 16,000.00 | (15,721.28) | - | 279.46 |
| 19361 | 911 Grants | - | 40,840.80 | (40,840.80) | - | - |
| 19370 | LRTA | - | 49,365.00 | (49,365.00) | - | - |
| 19377 | Green Community Grant | 1,806.41 | - | - | - | 1,806.41 |
| 19379 | Solarize MA Grant | 29.27 | - | - | - | 29.27 |
| 19385 | State IT Grant | 17,547.57 | - | - | - | 17,547.57 |
| 19392 | Med Project Grant | 2,173.11 | 1,300.00 | (1,711.98) | - | 1,761.13 |
| 19393 | Access for All Grant | 2,100.00 | - | (2,100.00) | - | (0.00) |
| 19399 | State Recycling Grant | 3,150.00 | 1,715.00 | (4,769.16) | - | 95.84 |
| 19400 | Recreation Commission - Dog Park Grant | 10,250.00 | - | (7,100.00) | - | 3,150.00 |
| 19406 | Community Compact Grant | - | 30,000.00 | - | - | 30,000.00 |
| 19407 | Mass Cultural Council - Recreation | - | 2,500.00 | (2,450.00) | - | 50.00 |
| 19408 | Mass Cultural Council - ESC | - | 2,500.00 | (2,500.00) | - | - |
| | | 93,852.59 | 196,893.89 | (174,384.48) | - | 116,362.00 |
| Receipts Reserved for Appropriation | | | | | | |
| 19315 | Conservation Commission Intents | 10,946.11 | 4,477.50 | (4,684.86) | - | 10,738.75 |
| 19316 | Cemetery Lots | 18,092.45 | 5,900.00 | (2,260.87) | - | 21,731.58 |
| 19334 | Ambulance Receipts | 222,877.74 | 100,167.37 | (53,000.00) | - | 270,045.11 |
| 19383 | PEG Access/Cable TV | 461,145.70 | 70,105.42 | (100,000.00) | - | 431,251.12 |
| 19388 | Transportation Network - Receipts Reserved | 1,417.90 | 402.80 | - | - | 1,820.70 |
| 19396 | Bond Premium Reserve | 28,977.79 | - | - | - | 28,977.79 |
| | | 743,457.69 | 181,053.09 | (159,945.73) | - | 764,565.05 |

| SPECIAL REVENUE FUNDS (cont.) | | | | | | |
|-------------------------------|-------------------------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|
| | Description | Beginning Balance | Revenue | Expenditures | Transfers In/(Out) | Ending Balance |
| Revolving Funds | | | | | | |
| 19309 | Health 53E 1/2 | 97,505.56 | 85,976.25 | (84,159.80) | - | 99,322.01 |
| 19311 | Stickers 53E 1/2 | 26,688.29 | 57,522.00 | (82,469.71) | (1,740.58) | (0.00) |
| 19312 | Recreation 53D | 161,011.46 | 374,343.11 | (330,889.02) | (80,000.00) | 124,465.55 |
| 19314 | Planning Board 53G | 53,746.77 | 47,513.13 | (49,998.87) | - | 51,261.03 |
| 19317 | Insurance Refunds | 0.00 | 66,992.36 | (64,890.12) | - | 2,102.24 |
| 19329 | Trail Maps | 12,400.81 | 1,710.00 | - | - | 14,110.81 |
| 19333 | Youth Commission 53E 1/2 | 10,287.73 | - | - | - | 10,287.73 |
| 19340 | Zoning Board of Appeals 53G | 1,662.86 | 0.04 | - | - | 1,662.90 |
| 19342 | Historical Commission 53E 1/2 | 1,100.00 | 350.00 | (114.94) | - | 1,335.06 |
| 19344 | Foss Farms/Garden Plots | 6,847.66 | 2,952.96 | (3,360.34) | - | 6,440.28 |
| 19354 | Building 53E 1/2 | 130,361.77 | 157,020.42 | (148,940.95) | (138,441.24) | - |
| 19357 | Council of Ages 53E 1/2 | 19,151.38 | 3,090.00 | - | - | 22,241.38 |
| 19360 | Conservation Commission 53G | 3,384.27 | 9,601.44 | (5,401.25) | - | 7,584.46 |
| 19381 | COA - Transportation 53E 1/2 | 7,565.40 | 1,277.00 | (60.00) | - | 8,782.40 |
| 19389 | Deer 53E 1/2 | 223.50 | - | - | - | 223.50 |
| 19390 | IOD Indemnity Fund (111F) | - | 52,999.96 | (52,999.96) | - | - |
| 28312 | CEF | 520.16 | 3,961.92 | (3,822.09) | - | 659.99 |
| 28313 | Ed Use of School Buildings | 14,981.67 | 18,603.75 | (9,605.67) | - | 23,979.75 |
| 28314 | Libri Amissi/Lost Books | 6,589.59 | (2,016.74) | (29.99) | - | 4,542.86 |
| 28316 | Athletic Account | 8,140.03 | 40,921.00 | (45,049.28) | - | 4,011.75 |
| 28318 | School Gifts | 103,061.14 | 95,591.11 | (99,948.14) | - | 98,704.11 |
| 28319 | Music | 11,264.38 | 19,619.00 | (25,607.66) | - | 5,275.72 |
| 28320 | CSA | 3,508.27 | 5,542.00 | (5,033.87) | - | 4,016.40 |
| 28321 | Play | 665.14 | - | - | - | 665.14 |
| 28325 | Preschool Gift | 271,042.72 | 214,350.00 | (114,308.14) | - | 371,084.58 |
| 28326 | Transportation Fees 53E 1/2 | 14,676.64 | 35,905.00 | (34,705.00) | - | 15,876.64 |
| 28327 | Circuit Breaker | 237,279.00 | 195,339.00 | (258,899.99) | - | 173,718.01 |
| 28328 | Foundation Reserve | 47,765.88 | - | (47,765.88) | - | - |
| 28329 | Mass Cultural Council - ART | - | 6,100.00 | (6,100.00) | - | - |
| | | 1,251,432.08 | 1,495,264.71 | (1,474,160.67) | (220,181.82) | 1,052,354.30 |
| Other Special Revenue | | | | | | |
| 17 | CPA - Affordable Housing | 304,592.54 | 1,916.22 | (10,812.00) | 85,000.00 | 380,696.76 |
| 20 | CPA | 2,911,696.48 | 747,198.43 | (350,388.24) | (85,000.00) | 3,223,506.67 |
| 18000 | School Lunch | 285,659.83 | 323,931.00 | (214,341.23) | - | 395,249.60 |
| 19320 | Library Gifts | 7,847.14 | 450.00 | (561.00) | - | 7,736.14 |
| 19321 | Conservation Gifts | 18,103.91 | 1,022.00 | - | - | 19,125.91 |
| 19322 | Police Gifts | 48,000.00 | 1,000.00 | (94.10) | - | 48,905.90 |
| 19323 | Fire Gifts | 5,117.79 | 1,250.00 | (210.94) | - | 6,156.85 |
| 19324 | COA Gifts | 34,992.15 | 2,854.87 | (1,500.00) | - | 36,347.02 |
| 19325 | Recreation Gifts | 5,630.02 | - | - | - | 5,630.02 |
| 19328 | COA Van/Transportation Gift | 11,507.87 | 4,186.50 | - | - | 15,694.37 |
| 19332 | Roadway Reconstruction (Chapter 90) | - | 448,297.84 | (448,297.84) | - | - |
| 19335 | Pathways Gifts | 12,192.68 | 7.62 | - | - | 12,200.30 |
| 19336 | Town Gifts | 15,334.58 | 63.02 | (7,015.18) | - | 8,382.42 |
| 19337 | Elderly/Disabled Aid | 23,234.35 | 14.52 | - | - | 23,248.87 |
| 19338 | Restorative Justice | 492.51 | - | - | - | 492.51 |
| 19347 | Library - Mini Grants | 17,237.08 | - | (7,060.37) | - | 10,176.71 |
| 19348 | Trails Grant | 1,053.11 | - | - | - | 1,053.11 |
| 19358 | Center Park Gifts | 6,112.07 | 250.31 | (6,362.38) | - | 0.00 |
| 19363 | Wilson/Adreassen Gifts | 2.64 | - | - | - | 2.64 |
| 19365 | School Building Commission Gifts | 42.07 | - | - | - | 42.07 |
| 19366 | Title V Grant | 886.93 | - | (350.00) | - | 536.93 |
| 19367 | Honor Roll Gifts | 390.00 | - | - | - | 390.00 |
| 19369 | Public Health Grants | 1,811.95 | 1,800.00 | (3,118.14) | - | 493.81 |
| 19372 | Carlisle Community Chorus Gifts | 4,871.69 | 2,293.00 | (7,164.69) | - | 0.00 |
| 19373 | Friends of COA Grant | 96.35 | 26,000.00 | (18,092.09) | - | 8,004.26 |
| 19380 | Trails Gifts | 13,302.85 | 1,222.00 | (467.68) | - | 14,057.17 |
| 19382 | COA - Fuel Assistance Gifts | 6,523.82 | 998.00 | - | - | 7,521.82 |
| 19384 | Veterans Commission Gift Fund | 128.62 | - | - | - | 128.62 |
| 19405 | Transfer Station Gift Fund | - | 1,000.00 | (1,000.00) | - | - |
| 19409 | WRAP - Winter Recovery | - | 181,209.52 | (181,209.52) | - | - |
| 24400 | EDCO Closing Grant | - | 1,404,206.44 | (1,174,020.22) | - | 230,186.22 |
| | | 3,736,861.03 | 3,151,171.29 | (2,432,065.62) | - | 4,455,966.70 |
| | Total Special Revenue Funds | 6,330,377.98 | 6,302,700.35 | (4,864,878.73) | (220,181.82) | 7,548,017.78 |

| CAPITAL PROJECT FUNDS | | | | | |
|------------------------------|------------------------------------|--------------------------|----------------------|---------------------|-----------------------|
| | Description | Beginning Balance | Bond Proceeds | Expenditures | Ending Balance |
| 60200 | School Project | 101,579.68 | - | - | 101,579.68 |
| 60300 | Small School Project | 5,471.39 | - | - | 5,471.39 |
| 60400 | O'Rourke Land | 635.76 | - | - | 635.76 |
| 60410 | Ladder Truck | 2,264.00 | - | - | 2,264.00 |
| 60420 | Tanker Truck TM0415 | 509.44 | - | - | 509.44 |
| 60500 | Banta Davis Fields | 1,520.77 | - | - | 1,520.77 |
| 60900 | Pathways | 49,632.26 | - | - | 49,632.26 |
| 61300 | Roll-Off Truck TM0509 | 107.82 | - | - | 107.82 |
| 61600 | Communications Project | 21,586.35 | - | - | 21,586.35 |
| 61700 | One Ton Truck TM0419 | 2,249.76 | - | - | 2,249.76 |
| 61810 | Remove Underground Tank Generator | 10,879.75 | - | - | 10,879.75 |
| | Total Capital Project Funds | 196,436.98 | - | - | 196,436.98 |

| TRUST FUNDS | | | | | | | | |
|-------------|------------------------------------|-------------------|------------|--------------|--------------------|----------------|-----------------------|--------------------|
| | Description | Beginning Balance | Revenue | Expenditures | Transfers In/(Out) | Ending Balance | Nonexpendable Portion | Expendable Portion |
| 82401 | Blood School | 4,350.92 | 104.80 | - | - | 4,455.72 | 500.00 | 3,955.72 |
| 82403 | Gleason Clock | 1,786.15 | 43.01 | - | - | 1,829.16 | 600.00 | 1,229.16 |
| 82404 | Richardson Library | 1,279.60 | 30.80 | - | - | 1,310.40 | 1,000.00 | 310.40 |
| 82406 | Litchfield Cemetery | 3,247.74 | 78.24 | - | - | 3,325.98 | 500.00 | 2,825.98 |
| 82407 | Green Cemetery | 6,441.64 | 155.18 | - | - | 6,596.82 | 1,000.00 | 5,596.82 |
| 82408 | Green Public Grounds | 2,578.62 | 62.12 | - | - | 2,640.74 | 1,000.00 | 1,640.74 |
| 82409 | Green Sidewalk/Tree | 8,030.43 | 193.42 | - | - | 8,223.85 | 1,000.00 | 7,223.85 |
| 82410 | Green Library | 1,279.78 | 30.81 | - | - | 1,310.59 | 1,000.00 | 310.59 |
| 82414 | Melone Library | 265,326.17 | 6,390.55 | - | - | 271,716.72 | 81,249.41 | 190,467.31 |
| 82416 | Perpetual Care | 67,106.15 | 2,739.95 | - | - | 69,846.10 | - | 69,846.10 |
| 82418 | Conservation | 64,561.56 | 1,985.73 | - | - | 66,547.29 | - | 66,547.29 |
| 82420 | Hollis Trust Fund | 120,526.59 | 2,904.99 | - | - | 123,431.58 | - | 123,431.58 |
| 85822 | Gleason Poor | 11,914.82 | 286.97 | - | - | 12,201.79 | 8,192.27 | 4,009.52 |
| 85825 | Heald Poor | 512.42 | 12.35 | - | - | 524.77 | 200.00 | 324.77 |
| 85831 | Robbins Loan | 59,931.36 | 1,443.52 | - | - | 61,374.88 | 5,000.00 | 56,374.88 |
| 85832 | Caroline Hill | 160,706.48 | 3,829.72 | (2,250.00) | - | 162,286.20 | 62,578.70 | 99,707.50 |
| 85833 | Titus Scholarship | 15,886.68 | 382.64 | - | - | 16,269.32 | 3,000.00 | 13,269.32 |
| 85839 | Lapham Scholarship | 41,857.60 | 1,008.15 | - | - | 42,865.75 | 20,000.00 | 22,865.75 |
| 85841 | Vivian Chaput Memorial Scholarship | 3,132.67 | 75.45 | - | - | 3,208.12 | - | 3,208.12 |
| 29837 | Stabilization | 1,204,103.58 | 50,383.79 | - | - | 1,254,487.37 | - | 1,254,487.37 |
| 86000 | OPEB Trust | 2,365,076.35 | 209,660.26 | - | 215,000.00 | 2,789,736.61 | - | 2,789,736.61 |
| | | 4,409,637.31 | 281,802.45 | (2,250.00) | 215,000.00 | 4,904,189.76 | 186,820.38 | 4,717,369.38 |

| AGENCY FUNDS | | | | | | |
|---------------------|--------------------------|--------------------------|------------------|-------------------|---------------------------|-----------------------|
| | Description | Beginning Balance | Additions | Deductions | Transfers In/(Out) | Ending Balance |
| 89122 | Sales Tax | - | - | - | - | - |
| 89160 | Sporting Licenses | - | - | - | - | - |
| 89174 | Developer "Cash" Bond | - | - | - | - | - |
| 89201 | Meals Tax | - | - | - | - | - |
| 89202 | Student Activity Account | 5,230.98 | 3,935.33 | (373.98) | - | 8,792.33 |
| 89203 | Tuition Cost Sharing | - | - | - | - | - |
| 89210 | Police Special Detail | 21,381.36 | 230,877.82 | (235,689.14) | - | 16,570.04 |
| 89211 | Firearms Licenses | 1,350.00 | 2,725.00 | (3,750.00) | - | 325.00 |
| 89212 | Deputy Collector Fees | - | - | - | - | - |
| 89519 | Septic Reserve Account | 26,207.33 | 8,737.99 | - | - | 34,945.32 |
| | | 54,169.67 | 246,276.14 | (239,813.12) | - | 60,632.69 |

Tax Collector

Schedule of Outstanding Receivables as of June 30, 2023

Real Estate & Taxes

| | | |
|--------------------------------|-----------|-------------------|
| Levy of 2023 | \$ | 241,309.38 |
| Levy of 2022 | \$ | 34,719.78 |
| Levy of 2021 | \$ | - |
| Levy of 2020 | \$ | - |
| Prior Years | \$ | - |
| Total Real Estate Taxes | \$ | 276,029.16 |

Personal Property Taxes

| | | |
|--------------------------------------|-----------|-----------------|
| Levy of 2023 | \$ | 212.99 |
| Levy of 2022 | \$ | 462.37 |
| Levy of 2021 | \$ | 150.73 |
| Levy of 2020 | \$ | 578.34 |
| Prior Years | \$ | 985.13 |
| Total Personal Property Taxes | \$ | 2,389.56 |

Deferred Property Taxes **\$ 2,420.110**

Taxes in Litigation **\$ -**

Motor Vehicle Excise Taxes

| | | |
|----------------------------------|-----------|------------------|
| Levy of 2023 | \$ | 29,922.22 |
| Levy of 2022 | \$ | 13,239.06 |
| Levy of 2021 | \$ | 4,138.96 |
| Levy of 2020 | \$ | 3,806.36 |
| Prior Years | \$ | 16,540.42 |
| Total Motor Vehicle Taxes | \$ | 67,647.02 |

Tax Liens / Tax Title **\$ 190,530.03**

Tax Foreclosures / Tax Possessions **\$ 88,525.88**

Respectfully submitted,
Sandra Nason, CMMC, CMMT
Treasurer/Collector

Town Treasurer

The following is a summary of the financial records and balances of the Town Treasurer for the Fiscal Year ending June 30, 2023.

CASH BALANCE

| | | |
|-----------------------------------|-----------|----------------------|
| Cash Balance July 1, 2022 | \$ | 18,563,398.57 |
| Cash Balance June 30, 2023 | \$ | 22,075,795.89 |

ACCOUNT BALANCES

| | | |
|--------------------------------------|-----------|-------------|
| Non-Interest Bearing Accounts | \$ | 0.00 |
|--------------------------------------|-----------|-------------|

Interest Bearing Accounts:

| | | |
|--|-----------|----------------------|
| Eastern Bank | \$ | 1,105,912.98 |
| Enterprise Bank | \$ | 3,547,951.34 |
| Unibank | \$ | 8,189,052.23 |
| Leader Bank | \$ | 2,719,431.92 |
| Total Interest Bearing Accounts | \$ | 15,562,348.47 |

Trust Funds

| | | |
|----------------------------------|-----------|---------------------|
| Eastern Bank | \$ | |
| Mass. Municipal Depository Trust | \$ | 1,671,942.48 |
| Bartholomew & Company | \$ | 4,841,504.94 |
| Total Trust Funds | \$ | 6,513,447.42 |

| | | |
|-----------------------------------|-----------|----------------------|
| TOTAL CASH AND INVESTMENTS | \$ | 22,075,795.89 |
|-----------------------------------|-----------|----------------------|

Respectfully submitted,

Sandra Nason, CMMC, CMMT
Treasurer/Collector

Board of Assessors

The Board of Assessors operates under the authority of Massachusetts General Laws and the Department of Revenue. In Carlisle, the Board of Assessors consists of three members each serving a 3-year term. The Assessors Department's primary duty is to value all real estate and personal property in the town that is subject to taxation at their full and fair cash value annually using sales from a previous calendar year as of January 1st preceding start of the fiscal year. The elected Board of Assessors provide oversight and guidance to the full-time staff.

Under Proposition 2 ½, Massachusetts' cities and towns are limited to increase the Tax Levy by 2.5% annually. Tax revenues cannot exceed 2 ½ percent of the prior year's allowable levy, with exceptions for revenue derived from new construction (New Growth) without the approval by vote at Town Meeting. Assessed valuations are subject to an "ad valorem" basis for valuation purposes, which means that all property should be taxed "according to value". Assessed valuations, per Massachusetts General Law, are based on each property's "full and fair cash value" as of January 1st preceding the first day of the new fiscal year.

The department spends most of its time and resources in preparation for the release of new annual assessed valuations. Proposed valuations are then forwarded to the Department of Revenue – Division of Local Services where they are further analyzed to ensure that the new proposed valuations meet the statistical measures for both level of assessment and parity within various property classes. The Principal Assessor, under the Board of Assessors guidance, derives these new annual assessed values for all property by analyzing the valid, arms-length transactions that occurred the prior calendar year. Market Value is established by willing buyers and sellers and establish the worth of these properties through their transactions in the real estate marketplace. These sales are then analyzed to determine the necessary market-based adjustments then applied to all the other properties in the town. The total assessed valuation of all taxable property, along with the Town Meeting approved budget, results in a single tax rate per \$1,000 in valuation. Whether assessed valuations increase or decrease, tax rates are adjusted annually to ensure that funding approved by Town Meeting is achieved through the levy of local real estate taxation.

The 2023 fiscal year was a challenging year for the department. With assessed valuations having increased by an average of 20% with some styles of homes even exceeding this extraordinary percentage increase, 90 applications for abatement were filed. The Board of Assessors, between January and May, held 21 board meetings and granted abatements to 60 of the 90 applications filed. Department staff, along with an alternating member of the Board of Assessors, participated in a new Deck House Advisory Committee established by Town Administrator, Ryan McClane. In its commitment to public transparency, the Board of Assessors enacted a new policy to publicly disclose assessed valuations annually for 2 weeks prior to submitting valuations for approval to the Department of

Revenue. Other accomplishments include the inspection of 386 properties, granted 18 statutory exemptions and processed 175 excise tax abatements. The department also hired a new Assistant Assessor, Frank Schembari, on March 1st, 2023.

Kenneth Mostello, Chairman
David Boardman
Karen Yeyinmen
Brian MacDonald, Principal Assessor

BUILDING, LAND USE, & ZONING

Building Commissioner

During the period January 1, 2023, through December 31, 2023, **260** building permits were issued as follows, and **\$182,402.91** collected in fees, which were turned over to the Town Treasurer. The Building Inspector addressed 2 zoning issues and complaints.

Number of Permits

| | |
|-----|--------------|
| 8 | New Dwelling |
| 5 | Addition |
| 159 | Alteration |
| 4 | Garage |
| 3 | Porch/Deck |
| 0 | Barns |
| 4 | Woodstove |
| 1 | Pool |
| 56 | Roof |
| 21 | Solar |

INSPECTOR OF WIRES

During the period January 1, 2023, through December 31, 2023, **336** electrical permits were issued and **\$32,512.50** collected in fees and turned over to the Town Treasurer.

PLUMBING INSPECTOR

During the period January 1, 2023, through December 31, 2023, **149** plumbing permits were issued and **\$10,607.50** collected in fees, which were turned over to the Town Treasurer.

GAS INSPECTOR

During the period January 1, 2023, through December 31, 2023, **99** gas permits were issued and **\$4,265.00** collected in fees, which were turned over to the Town Treasurer.

Carlisle Affordable Housing Trust

What is the Carlisle Affordable Housing Trust?

The Carlisle Affordable Housing Trust (CAHT) was established by the Town of Carlisle through a Declaration of Trust in 2006 for the purpose of providing for the preservation and creation of affordable housing in the Town of Carlisle. In 2019, the Trust absorbed the responsibilities of the Carlisle Housing Authority. In 2021, Town Meeting approved a bylaw that reorganized the membership of the Trust and reaffirmed its financial and legal powers.

The Trust is administered by seven Trustees, at least one of whom is a member of the Select Board. The remaining six members are Carlisle residents appointed by the Select Board. The Declaration of Trust authorizes the Trustees “to acquire by gift, purchase or otherwise, in accordance with procedures set forth in the Declaration, real estate and personal property, both tangible and intangible, of every sort and description . . .” in furtherance of the Trust’s purpose.

Mission

The Trust (CAHT) voted on its mission statement at its June 2021 meeting: “It is our goal to purchase or otherwise develop one affordable property per year or whatever the budget will allow in order to provide one family at a time the opportunity to live in Carlisle where they otherwise would be unable to afford it.”

Events and Accomplishments

- Housing Production Plan

The major accomplishment of the CAHT in 2023 was the formal adoption by the town’s Planning and Select Boards of an updated Carlisle Housing Production Plan. In Massachusetts, a Housing Production Plan (HPP) is a community’s proactive strategy for planning and developing affordable housing. It identifies the housing needs of a community and the strategies it will use to make progress in the development of affordable housing.

The HPP project was partially funded by a grant from MAPC with the balance paid from Community Preservation Act funds. A cross-functional Housing Production Plan committee was formed including representatives of the School Committee, DEI Committee, Planning Board, Select Board, Council on Aging, a developer, and residents at large. The final version of the HPP was released to the Planning and Select Boards for review on November 30, 2022 and was adopted by those boards in the spring of 2023.

The CAHT started work on Goal 1 from the HPP: Create community awareness of housing need. It has created materials for public presentations to various

groups to advance awareness of how housing challenges affect the Carlisle community.

- Participated in Route to Sustainability Day Event

Members of the CAHT manned a table at the Route to Sustainability Day to showcase how various alternative housing typology alternatives can contribute to sustainability.

Grants Applied for and Awarded

- Benfield Farms Infrastructure Support:

The Community Preservation Committee (CPC) grant of \$125,000 to help defray costs being incurred by Neighborhood of Affordable Housing, Inc. (NOAH) to repair the septic system at Benfield Farm has been partially expended, as repairs have been completed, and the system continues to await final approval pending successful testing.

- Rental Assistance:

The CAHT applied for and was awarded a grant of \$25,000 for rental assistance to needy households in Carlisle. This program was embarked on in partnership with the Counsel on Aging and Human Services which applied for and received a similar amount from ARPA funds for the first year of the program, with the understanding that CAHT would take over providing funds for the second year. It is anticipated that this program will be ongoing in years to come.

- Hydrogeological Study Grant:

The CAHT applied for and was awarded a \$90,000 Community Planning Grant “The Carlisle Underground Project”—These funds are to be used for technical assistance for a Hydrogeological Study of Town to gain specificity around the Town’s hydrogeologic conditions. Gaining a level of specificity about this will remove uncertainty, focus the conversation around a scientific understanding of subsurface conditions, and help the Town make informed decisions and be strategic about, if, where, and how to plan for growth.

In addition, though not required for the grant, the CAHT applied for and was awarded a cash match of \$10,000 of ARPA funds for this grant.

Collaboration with Habitat for Humanity of Greater Lowell

The Trust continues to keep in touch with Habitat for Humanity of Greater Lowell, looking for an opportunity to find a property that can be developed as affordable housing

that fits the neighborhood. Habitat works closely with a family advocate, churches, and schools to support new residents in a town and has not had one foreclosure in the 50 homes they have built. Habitat does the land inspection, the work leading up to building, and conducts the required Fair Housing lottery. They also have experience with septic systems which is helpful for us in Carlisle. This is would also provide a great opportunity for residents to get involved in community service in town.

Carlisle Affordable Housing Trust

Christine Johnson
Mark Levitan, Treasurer
Kate Reid, Co-Chair
Beverly Shorey, Co-Chair
Brian Waterson

Conservation Commission

The Carlisle Conservation Commission was established in 1965 as a seven-member town board of volunteers appointed by the Select Board for three-year, renewable terms. In addition to administering the Wetlands Protection Act and Carlisle Wetlands Bylaw, the Commission provides the town with experience in engineering, farming, environmental law and education, wildlife biology, wetland science and habitat protection. This was the fourth year of Covid -19 Pandemic precautions and the Commission continued to hold its hearings virtually via Zoom remote participation. Agendas, meeting dates, deadlines and filing information, including full wetlands applications and plans, were posted on the Town of Carlisle website: www.carlislema.gov for full public review. The Commission continues to review particularly challenging projects for work in or near protected resource areas. The Commission met 19 times during 2023 addressing not only wetlands permitting, but also management of approximately 1175 acres of Town-owned Conservation lands.

Wetlands Permitting: As can be seen in the chart below, 2023 continued to be a busy permitting year with work reviewing proposed projects located within the 100-foot Buffer Zone of Bordering Vegetated Wetland and also those with direct alteration of protected wetland resource areas. Alterations include tree and shrub removal as well as construction projects with grading and filling close to or within wetlands themselves. Particularly sensitive projects and those before multiple boards often require hearings to take place over several months.

| ACTIVITY | 2021 | 2022 | 2023 |
|--|------|------|------|
| Applications | | | |
| Notice of Intent/Order of Conditions | 32 | 24 | 17 |
| Amendments to Order of Conditions | 4 | 1 | 3 |
| Ecological Restoration NOI | | | 3 |
| Request for Determination (RDA/DOA) | 5 | 4 | 9 |
| Resource Area Delineation (ANRAD) | 1 | 1 | 0 |
| Order of Resource Area Delineation | 3 | 2 | 0 |
| Certificates of Compliance | 14 | 2 | 7 |
| Extensions to Orders of Conditions/ORAD | 2 | 3 | 6 |
| Enforcement Orders | 7 | 6 | 5 |
| Emergency Certificates/Administrative Approvals | 14 | 2 | 7 |
| Conservation Restriction Violation | 0 | 0 | 1 |
| Project Denials/Appeals | 0 | 0 | 2 |
| Conservation Land Use Permits | 14 | 14 | 12 |
| Camping Permits | 2 | 2 | 1 |
| Administrative Approvals/Tree Removal Applications | | 9 | 15 |

Because water travels beyond property lines, wetland law, bylaw and the regulations were promulgated to provide a process to ensure protection of these sensitive public resources from damage during and after projects and to protect other properties from damage by the proposed work. The regulatory process allows abutters and other residents a chance to review what is proposed to assess any potential negative impacts both during and after the project. Failure to apply to the Commission for a permit can lead to enforcement action, a potentially time-consuming activity for both the property owner and the Commission. Many of the wetlands applications in 2023 were continued from one meeting to the next several times resulting in some very long meetings for the volunteers.

The Commission receives fees from applicants under both the WPA and the Carlisle Non-Zoning Wetlands Bylaw to help offset the expenses to the town for implementing wetlands filings. In the year 2023 the Commission returned \$14,350.00 in local fees submitted by applicants under Carlisle's local bylaw to the Town's General Fund, a very modest decrease from 2022. Filing fees for those same projects submitted to the Commission under the Commonwealth's Wetlands Protection Act (WPA) are separately managed by the Commission under the direction of the Select Board and can only be used for wetlands related activities. This year \$3,342.50 was received, a decrease from 2022. Town sponsored projects have no WPA or bylaw fees.

Conservation Land Management Challenges

The value and appreciation of Carlisle's many public open spaces and trails became apparent during the early years of the Covid-19 pandemic, and it is important that sensitive areas be monitored for overuse. Several conservation properties have specific management challenges including recovery from construction, control of invasive plants, impact of beaver activity, and recent damage from increasing trail bike use especially under wet conditions.

Carlisle Cranberry Bog:

- During this past year, a multi-year effort to control invasive *Phragmites australis*, first permitted in 2021, was continued by a licensed applicator.
- During 2022, it was determined that the repair of Cranberry Bog Dam #1 would be necessary in order to comply with requirements from the Massachusetts Office of Dam Safety (ODS). A 2015 inspection of this dam undertaken by order of that agency noted deficiencies that categorized the dam to be in poor condition. The next inspection will occur in 2025. A Notice of Intent was filed in late 2022 under the WPA and the wetlands protection bylaw with a plan for the repair, it was submitted to the ODS and approved by that agency in spring 2023. The WPA hearing was closed in October 2023 after being on the Conservation Commission's agenda more than 14 times. The issuance of the Order of Conditions was delayed until February 2024 following concern by some residents of the design. During the 2023 Spring Town Meeting, \$300,000 in CPA funds for the repair were approved. Another filing, a Restoration Limited Project Notice of

Intent was also submitted to the Conservation Commission for approval. The purpose was to remove the growing trees and invasive plants on the Bog, adding native plantings, mowing trails sides, managing the cranberry flumes, and restoration of the Fiske Street Dike. Because cranberry farming has ceased, these activities are no longer exempt from the Massachusetts Wetlands Protection Act and need to be permitted. Without a farmer, funds will be needed to pay for these activities. Maintenance of the cranberry flumes during 2023 was especially challenging because of the extraordinarily wet summer and fall. The Cranberry Bog Working Group continues to meet to develop an overall management plan for the Cranberry Bog Conservation Land now that cranberry harvesting has ceased. The Cranberry Bog continues to be a very popular conservation land for visitors who enjoy the open vistas, abundant wildlife, and seasonal breezes.

Greenough Conservation Land:

- Construction for the repair of the Greenough Dam was completed at the end of 2021 followed by a growing season that coincided with the 2022 drought. This slowed plant recovery along the dam slopes and in the replication area and raised concern about the low depth of water in Greenough Pond during that year.
- 2023 provided more challenges with aggressive beaver activity blocking the new spillway and leading to very high water levels. A special pond leveling device was installed in early October 2023 just in time as months of repeated heavy rains continued through the end of the year. The pond levels are being studied at the dam and upstream on Maple Street to determine if installing a flash board in the spillway during summer months will help keep the summer pond levels stable. This would not occur until the Commission has a good understanding of the site.
- Greenough also has two, 2-acre agricultural fields under license agreement. These fields, like others held by the Commission, are close to the Concord River and within its floodplain. 2023 was a very wet year and water levels in the river were high during harvest time making the fields too wet to harvest the corn.
- The derelict Greenough Barn was permitted for removal in 2023. The once stately structure was now considered a safety hazard. Its removal was approved by the Select Board and supported by the Conservation Commission.

Russell Conservation Land:

The 22-acre Russell Conservation Land abuts and partly envelopes Spencer Brook and features a mature forest, open fields, riverine and pond habitats called home to fish, turtles, beavers, geese, and ducks. This property was acquired as an open space parcel associated with the now-completed Garrison Place Senior Residential Open Space development. Although the field areas are available for agriculture such as hay or grazing, a farmer has not yet been licensed and access is difficult. The trail on the land leads past a lively heron rookery just off site on private land. There is currently no on-site parking area for trail visitors, so access is from steps off Russell Street. A dense knotweed population that was recently subject to chemical control will need to be monitored for regrowth to contain this aggressive invasive plant. A portion of the Russell Conservation Land, including a small field, is located across Spencer Brook and abuts

Russell Street and the yard of a private home. Appropriate management of this field needs to be determined and implemented.

Benfield Conservation Land:

- During 2023, Benfield Conservation Land, located off South Street, continued its recovery from 2021 construction to replace the previously built and failed septic system installed to support the 26 unit Benfield Farms senior housing. The drought during the summer 2022 growing season stalled plant recovery in the work area. During 2023, the native seed mix that was planted finally grew and provided a beautiful vista of flowering native plants.
- Seven Blue bird houses had been installed at the request of the Board of Health to identify sensitive areas associated with the newly installed septic system. A check at the end of the season showed that most appeared to have been in use. Once the flowering plants subsided, the field was mowed by long-time field mower Jack O'Connor.
- The formerly very wet cart path leading to the conservation land had been augmented during construction for vehicle access. Some of the stone remains to assist with foot travel and testing needs.
- The Commission's long-planned work to complete restoration of the field's edges was again postponed.
- In 2021 three bat houses were installed by an Eagle Scout, complimenting three more bat houses installed on the nearby Spencer Brook Reservation owned by the Carlisle Conservation Foundation.

Foss Farm Conservation Land:

- The Conservation Commission continued to approve multiple activities for the public. Over 100 community garden plots were again disked in the spring by farmer Mark Duffy, who has held the license agreement for farming the approximately 20 acres of the Foss Farm Conservation Land for many years. Volunteer Garden Manager, Jack O'Connor, continued to maintain the hand pump water supply wells (non-potable), assign plots to new and long-time gardeners and, with some other volunteer help, stake out plots in the spring. Jonathan DeKock, Assistant Garden Manager, helps with these many garden management tasks. The Community Gardens are a volunteer driven activity with administrative support provided by the Commission staff.
- Area youth and adults use the property's riding rings for horse jumping and dressage training. The horse community often helps with maintenance by mowing the non-agricultural field area near the rings.
- The 20-acre fields were a challenge to harvest this year because of the high water levels in the nearby Concord River and some areas were too wet to be harvested. Changed harvesting procedures also caused some damage to a nearby area planted with New England Blazing Star which were not planted behind a protected fence. Their recovery will need to be monitored.
- In November the Carlisle Cub Scouts held their annual all-day rocket launch event and local Boy Scouts held outdoor evening meetings there.

- Foss Farm provides an important and popular trail connection to
 - the 321-acre Carlisle section of Great Meadows National Wildlife Refuge (the former O'Rourke property off Maple Street),
 - the newly acquired 38-acres of Woodward Conservation Lands, and
 - the 255-acre Greenough Conservation Land beyond.
- The long-standing activity of sled dog training did not take place on Foss farm again this year, an activity which had taken place on this property since the early 1940's and may now have ended.

Woodward Conservation Land.

- This newly acquired 32+ acre property abutting Woodward Village Residential Open Space Community and Carlisle's section of Great Meadows National Wildlife Refuge (formerly O'Rourke) all came together in 2021 and joined with the 6 previously acquired acres of Woodward Conservation land field area to create this 38-acre conservation property.
- Construction activities on the Village is well underway in 2023 including linking trails to the previously existing trails within the refuge from Foss Farm and Greenough Conservation lands which are a valuable asset, especially for residents on Maple Street and within Woodward Village. This newest addition is primarily forested lands, wetlands with a large vernal pool.

Towle Conservation Land:

- The Conservation Commission continued its initiative to address invasive exotic plants and noxious poison ivy on the Towle Conservation Land. The Commission has an Order of Conditions for use of herbicide within the wetland jurisdictional areas of Towle. Licensed applicator treating these plants has brought a significant improvement in the field over the years.
- To assist with native pollinators, the mowing management was revised by sectioning the 20-acre field into three areas, each to be mowed at the end of the growing season within a three-year rotation. The purpose is to encourage flowering plants to be more available for pollinators. The field will need to be well monitored for both invasive plants and poison ivy treatment. New, previously undetected invasive plants have been discovered as a result.
- In 2021 a beaver population became established in the interior forested area of the Towle Conservation Land, dramatically changing the hydrology of the interior of the land. Many trees were girdled and several beaver dams within the Towle property and on private land downstream created an extensive ponded area requiring a trail to be relocated. The drought during the summer of 2022 dried up these ponds but they returned with the rainy summer and fall of 2023.
- In November the local Boy Scout troop held its annual Thanksgiving in the Woods camping trip in the Towle woods near the field, during which they roasted a turkey over a campfire. They also helped Commission by removing a large number of tree limbs which dropped into the field from a severe September storm; these needed removal before field mowing.

Agriculture: In March the Commission conducted its annual interview with farmers who hold three-year agricultural license agreements on several conservation properties. These properties are Foss Farm, Fox Hill, both on Bedford Road, Robbins and Hutchins Fields on Curve Street, Bisbee on Concord Street, Fisk Meadow on Lowell Street, Cranberry Bog corn field off Curve Street, and two fields each on Greenough and the Woodward Conservation Lands, both located off Maple Street. The Commission is grateful for our long-standing farmers, Mark Duffy and Dick Shohet and new farmer Andrew Rodgers (who grazes sheep and goats on the Woodward fields) for their efforts to maintain the Conservation lands' agricultural value. All help advances the Town's long-standing and high priority goal to maintain its rural character by supporting, encouraging, and promoting agriculture.

Scientific study: The Commission continued its support for scientific study on several of their properties.

- In 2023 a project begun in 2020 by Zoo New England to establish the state-listed rare plant, New England Blazing Star, continued on Foss Farm with monitoring established plants located within a protected area. Planting additional plants nearby but outside the protected area has been done since.
- The North American Bat Study continued with temporary towers containing high-frequency microphones installed on Foss Farm, the Cranberry Bog and at Towle, again set up briefly for bat data collection. The Project is part of a multinational effort to document bat activity and species and is anticipated to continue into the years ahead.
- Another continuing study, the Suburban Wilds Deer Project, begun by the University of Wisconsin and supported locally by Boston University, monitors by camera deer activity on several conservation lands. The Commission and the Town look forward to having the opportunity to review the data from this project in the future.
- Monitoring activities by U.S. Fish and Wildlife staff covering the habitat in the refuge abutting Foss Farm on which a Blanding's Turtle found and reported in 2022.

Other Initiatives: Increasingly tree removal in the Commission's jurisdictional areas around private homes has become time consuming for both the Commission, its staff, and to the residents who have trees they feel pose a danger to their property. To assist property owners who need help with a small number of trees, the Commission developed a Tree Removal Policy that allows up to five trees to be removed within the 100-foot Buffer Zone and other jurisdictional areas under some conditions including Commission review and approval at a public meeting. This is outside the formal WPA filing process unless circumstances are such that the Commission determines the normal wetland filing procedures must be followed. Details of this policy were posted on the commission's website and residents soon began taking advantage of the process.

The Conservation Commission has nearly completed its project to revamp and modernize the Special Orders of Conditions issued for wetlands permitting projects and were implemented during 2023. With the completion of the Open Space and Recreation Plan March 2021, the office is tracking new information for inclusion in the next Plan. The current Plan allows the Commission to apply for state grant opportunities until March 2028. It recommends beginning a new update in 2026.

A push is under way for Carlisle Town Hall departments to make as many documents as possible available in a digital format. This continued through 2023 with the purpose of creating space in Town Hall utilizing filing cabinets used for storing paper documents. Procedures are also becoming more digitized for the purpose of efficiency and for ease of public access. Assistant to the Administrator, Mary Hopkins, has been managing digitizing archival documents and posting WPA filings on the Commission's website. Beginning in 2020, the website included all wetland filings with updated plan changes for the public to review for project hearings making it more convenient for the public to review projects of interest. The page also holds information on Wetlands Protection Act filing procedures, information about their Conservation Lands, news, meeting minutes and agendas, Foss Farm Gardening information, invasive plant information and a list of plants native to Middlesex County for wetlands jurisdictional area use. There are also helpful links to other environmental information and the 2021 Open Space and Recreation Plan.

The conservation staff, Conservation Administrator Sylvia Willard, and Mary Hopkins, Assistant to the Administrator, continued to provide support to the members of the Commission, its associated committees and to the public. The office staff also acts as a communication link between the Commission, project engineers, other town boards and committees, State and Federal agencies and with several land trusts that hold land or interests in land in Carlisle. Town Boards and Committees include the Carlisle Trails Committee, the Conservation Restriction Advisory Committee, its subcommittees, the Land Stewardship Committee, and the Cranberry Bog Working Group. Relevant land trusts include The Trustees of Reservations, Sudbury Valley Trustees, New England Forestry Foundation, and the Carlisle Conservation Foundation. State agencies include the Massachusetts Department of Environmental Protection, Massachusetts Division of Fisheries and Wildlife and its Natural Heritage and Endangered Species Program, and the Department of Conservation and Recreation's Great Brook Farm State Park. Federal agencies include U.S. Fish and Wildlife Service, National Park Service, and the U.S. Army Corps of Engineers.

Annual Conservationist of the Year: The selected honoree for 2023 was Kelly Guarino, a former Conservation Commission member and Chair and the current president of the local land trust, the Carlisle Conservation Foundation (CCF). Kelly has dedicated years to the protection of Carlisle's resource areas, its protected open spaces, and worked to protect new lands as well.

Commission members in 2023:

Dan Wells, Chair

Navneet Hundal, Vice Chair,

Alex Parra

Brian Murphy

Nick Ognibene

Helen Young

George Shepard

Historical Commission

The main role of the Carlisle Historical Commission is to act as the Historic District Commission for the Carlisle Historic District, which primarily includes the town center, and to act as the Historical Commission for the town. The membership of the Historical Commission is prescribed by Article 9 of the Carlisle General Bylaws and consists of 5 members and up to 3 alternate members to be appointed by the Select Board. The membership must include at least one architect and a nominee from the Carlisle Planning Board.

The Historic District and Historical Commission were created to preserve and protect the distinctive characteristics and architecture of buildings and places that are significant in the history of Carlisle; to maintain and improve the settings for such buildings and places; and to encourage designs compatible with the character of the Historic District.

In its role, the Carlisle Historical Commission receives, hears, and rules on applications for alterations to the exterior of structures within the Historic District, and alterations to hardscaping on a property.

During 2023, the Carlisle Historical Commission reviewed 6 applications, issued 6 Certificates of Appropriateness and 0 Certificates of Non-Applicability and continued hearings for 0 applications into the year 2024. See table below for applications reviewed by the Commission.

| Property | Owner/Applicant | Project | Certificate |
|------------------|---|--|--------------------|
| 27 School Street | The First Religious Society of Carlisle | Installation of new telecom equipment in steeple and in new fenced-in enclosure | Appropriate |
| 42 Lowell Road | Center Park/Town of Carlisle | Installation of sign on tree with bracket | Appropriate |
| 83 School Street | Town of Carlisle/ Brian Waterson | Outdoor Classroom railing | Appropriate |
| 5 Lowell Street | Anna Stoebel/Michael Bertini | Replace 5 dormer sashes & 4 storm windows, repaint exterior to match existing color. | Appropriate |
| 15 Lowell Street | Ruth Cruise | Installation of two signs | Appropriate |
| 27 School Street | The First Religious Society of Carlisle | Installation of black aluminum fence at play yard | Appropriate |

The Commission held 8 informal discussions on most of the applications before the formal hearing – a process that the Commission continues to encourage as it is an opportunity to provide important guidance to the applicant and has regularly resulted in streamlining the hearing process for the applicant.

Other Activities

- The Historical Commission supported the warrant article for the Gleason Public Library.
- The Historical Commission submitted an application for CPA funds to restore the Central Burying Ground. This article was approved at the Special October Town Meeting.
- Full member Krissy O'Shea represents the Historical Commission on the Community Preservation Committee.
- Jennine Blum stepped down as administrative assistant in October. A search for a replacement administrative assistant is on-going.

Committee Membership

There were various changes to the Committee in 2023.

- The terms of Co-Chairs Annette Lee and Chip Dewing expired. They continue to serve as alternate members to the Commission.
- Krissy O'Shea and Ben Herter were chosen as the new Co-chairs of the Commission.
- Ed Rolfe became a full member Historical Commission
- Colby Mauke became a full member of the Historical Commission.
- Sara Cassidy Smith is the new Planning Board liaison to the Historical Commission.
- Jack O'Connor continues to serve as an alternate member.

The Historical Commission extends its sincere thanks to the members who have left the Commission and appreciation to all those who have worked diligently to preserve the historic character of Carlisle, and particularly to the residents of the Historic District for their appreciation of the historical importance of Town Center.

Co-Chairs: Krissy O'Shea and Ben Herter

Members: Ed Rolfe, Colby Mauke and Sara Cassidy Smith

Alternate Members: Annette Lee, Chip Dewing and Jack O'Connor

Planning Board

The Carlisle Planning Board is responsible under state law to protect the health, safety and welfare of Carlisle residents. The Board reviews and approves the division of land under the Subdivision Control Law (MGL Ch. 41) and the Board's Subdivision Rules and Regulations. It also serves as the Special Permit Granting Authority as authorized by the state Zoning Act (MGL Ch. 40A) and the Carlisle Zoning Bylaws for various types of land use and development petitions, including those for common driveways, conservation clusters, residential open space community developments (including those with age-restricted housing), personal wireless service facilities, solar photovoltaic facilities, medical marijuana establishments, and accessory apartments. The Zoning Act also requires the Board to guide the process of Zoning Bylaw amendments through Town Meeting. The Planning Board is also charged with Site Plan Review of non-residential development and re-development, coordinating that review with input from all other relevant Town boards and officials. In addition, under MGL Ch. 40, the Planning Board must give its consent before any alterations are made to trees and stone walls along the Town's Scenic Roads. The Planning Board also serves in an advisory capacity to the Board of Selectmen for the acceptance of Town ways, and to the Zoning Board of Appeals for Comprehensive Permits for affordable housing development under MGL Ch. 40B. Finally, the Town's General Bylaws state that, when necessary, the Planning Board shall prepare plans and make recommendations to the Town for the optimum management of future change and growth.

The Planning Board is a seven-member elected board with up to two appointed Associate Members, supported by a Town Planner and a Planning Assistant. The Board met 14 times in 2023, mainly by hybrid means – remote and in Town Hall. In addition to its regular meetings, the Board met twice in executive session and twice jointly with the Select Board on the Housing Production Plan and once for appointment of Associate Planning Board Members. Town Planner Julie Mercier had begun her role in Carlisle in December 2022, and in 2023 continued her work on multiple facets of proactive municipal planning, including initial steps for Master Plan implementation, GIS strategy development and database design, ongoing work related to the State's Municipal Vulnerability Preparedness program, integrating sustainability into the planning process, and an investigation of approaches to affordable housing. Gretchen Caywood continues as Planning Assistant, with over 18 years of experience working for the Board.

There was a change in PB membership in 2023, with Madeleine Blake's membership term ending. The Board welcomed new member Christopher Geggis. Associate Member terms also ended for Rob Misek and Jason Walsh, however each offered to continue in this role for another three-year term and were so appointed through a joint meeting of the Planning Board and Select Board. Information on the Planning Board can be found [here](#).

Residential Development submissions

Four “Approval Not Required” plans were submitted to the Board for endorsement. Two of these ANR plans combined two commonly owned lots into one. One of the ANR plans revised lot lines for lots already formed by an ANR endorsed in 2022. One ANR plan created one new buildable lot.

A special permit application for a proposed 6-lot conservation cluster for two parcels on West Street was filed mid-year, and represented a modest revision of a preliminary plan that was presented to the Board in 2022. The application proposes a common driveway to serve the 6 lots. The total tract area for this proposed project is 17.25 acres, with 30% designated as open space, as required by the Zoning Bylaw for Conservation Clusters. The proposal also includes a new trail along the southern property boundary. The hearing continued as of year-end, with the applicant considering some revisions to the design.

Two new accessory apartment special permit applications were received in 2023, along with a permit renewal request due to property transfer, and a request for extension of time to exercise an existing special permit. The applications, the renewal and the extension were granted by the Board. One new application was for an attached accessory apartment, and one for a detached accessory apartment. Under the accessory apartment zoning bylaw, the Planning Board can issue up to 75 special permits for all accessory apartments, and up to 25 special permits for accessory apartments in detached structures. Since 1989, when the bylaw was implemented, there have been 34 accessory apartment special permits granted, with nearly half of these having been granted in the last five years. To date, 9 special permits have been granted for detached accessory apartments, which is a provision that was added to the bylaw in 2017.

The Board also addressed two scenic road consent requests for potential alterations within the right-of-way. State funding had been awarded for repairs to the River Meadow Brook Bridge on Curve Street and to the Pages Brook Bridge on Maple Street. A public hearing process was held for these Town projects within which it was stated that further examination had determined that changes within the Town’s Right of Way would not be necessary. The Board acknowledged its support of these proposed bridge rehabilitation projects because they are a betterment to the Town and will greatly enhance safety in these areas. The Board also held a public hearing for a scenic road consent request regarding a property on South Street, and provided its consent to the proposed alterations within the right-of-way at that property.

A special permit application for a proposed two lot common driveway was filed in August, with the hearing opening at the September meeting. After consultation with the Conservation Commission, the applicant proposed to create a common driveway, instead of two separate private driveways, to serve two lots that were created by the ANR process for a property on East Riding Drive. The common driveway reduces the environmental impact – less impervious surface, and less tree removal - while ensuring adequate access to the lots. As of year-end, the application was on target for January 2024 approval by the Board.

The Board also received a proposal to improve a section of roadway to create adequate frontage for two existing lots on Estey Road. This required an ‘Adequacy of the Way’ hearing and submission of a simplified subdivision application. Although not a standard subdivision, as no new lots were being created, the subdivision process is the State and Town’s legal process to create frontage for a lot. The Board approved this application with conditions, thereby enabling construction on the two existing lots for which frontage is created. This process also provided an opportunity to create a new pedestrian access easement to Greenough land.

Other development submissions

In late 2022, the Board received an application for Site Plan Review from DISH Wireless for installation of a personal wireless service facility within the lantern segment of the church steeple at the First Religious Society on School Street. The public hearing for this application continued in 2023, with detailed input from the Historical Commission regarding design and camouflage of exterior equipment items. A revised plan was submitted by the applicant in July, with approval by the Planning Board in August.

In January, the Board received an application for Site Plan Review for a Dog Park to be constructed on the Banta Davis land adjacent to the existing softball field and volleyball court, multi-purpose field and the children’s play structure. The project includes separate, fenced exercise areas for small and large dogs, a walking path around each exercise area, benches, water for the dogs, and other amenities. The public hearing for this project opened in January and included detailed analysis of all aspects of the site, with a site visit by the Board and interested residents. The Board issued its Site Plan Approval with Conditions in March.

Construction oversight

The Planning Board continued to oversee the buildout of roadways and other infrastructure at previously approved developments, along with certain newly approved projects. The construction of the four common driveways at the Stillmeadow Farm property was ongoing; special permits were granted by the Board in the mid and late summer of 2021. Two of the four common driveways are off West Street, and two are off Acton Street. A large portion (129 acres, 82%) of the farm is protected as open space with the layouts of the common driveways allowing for homes that will be screened from view and set back from the road. The development plan also utilized existing stone walls and cart paths as guidance for the layout of the plan to the greatest extent possible. The late property owners, John and Elizabeth Valentine, had proposed and planned this thoughtful design in order to preserve the scenic and historic landscapes for the Town. All common driveways are paved to binder course with drainage infrastructure installed, and construction of single-family homes has begun for the approved two-lot common driveway off Acton Street. The Board is utilizing Nitsch Engineering for construction administration and peer review engineering services for this project.

In 2023, construction oversight continued for Woodward Village, a Residential Open Space Community (ROSC) on Bedford Road that will provide 18 clustered single-family

and duplex units and 32.4 acres of Town-owned open space. This year, unit construction continued, with final paving of the development and commencement of work on the Community Building and other amenities for the shared common green. The Building Commissioner has issued 7 Certificates of Occupancy for completed units as of December 2023. The Board is utilizing Nitsch Engineering for construction administration and peer review engineering services for this project.

Construction oversight was also performed for the roadway improvement project on Estey Road resulting from the Adequacy of the Way approval to create frontage for two existing lots. The Board is utilizing LandTech, Inc. (Westford, MA) for construction administration and peer review.

Town Meeting Actions

Residents of Martin Street submitted a citizen's petition for designation of their street as a Scenic Road. Supporting evidence was provided to the Board by the Carlisle Historical Society including photographs depicting the scenic features of the roadway, historic maps supporting its existence since the late 1700s, and information on a historic home along the roadway listed on the State's Historic Resources Survey. The Board recommended to the Select Board that Martin Street be designated as a scenic road; a Warrant Article was included on the Town Meeting Warrant, and the residents of the Town voted to approve this designation at the May 2023 Town Meeting.

While the Board did not submit any proposed Zoning Bylaw amendments this year, staff started work to revise the Accessory Apartment Zoning Bylaw and initial investigations toward development of an MBTA Communities Zoning Bylaw to address compliance with the M.G.L. Ch. 40A Section 3A legislation and guidelines.

Town Planning Initiatives

Master Plan

In late 2022, the Select Board determined that the Master Plan Implementation Committee would be delegated to the Town Administrator and Town Planner, with guidance from Jack Troast, long-time resident and active member of the former Master Plan Steering Committee. In July, the Board and staff discussed the near-term goals and recommendations of the Plan for which it has the lead role, and set some priorities for the near term many of which are described below. Information can be found [here](#).

Housing Production Plan

The Board continued its review and revision of the draft Housing Production Plan prepared by the Housing Production Plan Committee and the Carlisle Affordable Housing Trust, with assistance from Metropolitan Area Planning Council staff. In July, both the Planning Board and Select Board voted to adopt the final HPP. The Plan was submitted to the Executive Office of Housing and Livable Communities (formerly DHCD) and was approved, with an effective plan date of August 2, 2023. Information can be found [here](#).

GIS Project

An extensive amount of progress has been made this year on the development of a GIS strategic plan and a GIS database for the Town, beginning with the Town Planner's review of existing data, assessment of computer hardware and GIS software needs. In April, two RFQs were sent out for GIS web hosting and parcel updates, and for geodatabase design and local layers. After thorough review of responses by a Selection Committee, the Town executed contracts with the following consultants: Adam Kurowski for geodatabase design, local layers development, and preparation of a strategic plan for GIS; CAI Technologies for a web hosted AxisGIS site and parcel updates. By year end, CAI Technologies had begun hosting the AxisGIS site for Carlisle and made it available for staff to beta test. The site is currently being reviewed by staff. Also, by year end, consultant Adam Kurowski had made good progress on developing the Town's cistern and culvert layers, and had prepared a draft three-year strategic plan for the Town's GIS going forward. This work was funded with surplus FY23 salary funds from the Planning Board budget, and with ARPA funds fully supported by the ARPA Committee and the Select Board. Information can be found [here](#).

Municipal Vulnerability Preparedness (MVP)

Early in the year, Town Planner Mercier submitted an Expression of Interest for "Climate Resilient Carlisle" for technical assistance to incorporate climate resilience best practices into the Town's local land use policies, regulations, and bylaws. In May, Mercier submitted an MVP Action Grant application for the project, with letters of support from several Town departments and committees, and \$10,000 of ARPA funds as a local cash match supported by both the ARPA Committee and the Select Board. The Town was awarded the MVP Action Grant "Climate Resilient Carlisle" in the amount of \$93,740 to hire a consultant for technical assistance. Town Planner Mercier and the MVP Core Committee selected Horsley Witten Group for this work, and the grant was officially set to kick-off in early 2024. Information can be found [here](#).

Community Planning Grant

In June, Town Planner Mercier submitted a Community Planning Grant application, with support from the Affordable Housing Trust and essential assistance from staff and members of the Board of Health, for funds to hire a consultant to conduct a subsurface hydrogeological study to help the Town determine if there are areas of Town that could support additional density and growth – which will underpin certain recommendations in the Master Plan and Housing Production Plan including but not limited to mixed-use zoning districting studies, a Town Center study, and future work toward MBTA Communities compliance. The results of the study will help form the basis of future zoning amendments and provide for a science-based approach to potential development. In September, the Town was awarded a grant in the amount of \$90,000 for the study, and subsequently the ARPA Committee and Select Board voted to support a \$10,000 ARPA match.

MBTA Communities Zoning

M.G.L. Chapter 40A Section 3A, commonly known as “MBTA Communities” legislation aims to address the housing crisis in Massachusetts by requiring communities served by or adjacent to MBTA communities to zone for additional housing (a percentage based on the 2020 housing unit count), that provides for multi-family as-of-right, at a minimum gross density of 15 units/acre (subject to limitations imposed by the Wetlands Protection Act and Title 5). For the purposes of this legislation and the subsequent guidelines, Carlisle is classified as an “adjacent small town” – which means the Town needs to zone for 5% of its 2020 housing stock, or 95 additional units, by December 2025. If the Town does not comply with the legislation, there are 16 grant programs for which the Town will either be ineligible or viewed less favorably, in addition to potential legal action by the Attorney General’s Office or other housing advocacy organizations in Massachusetts. The State has made a variety of grant funding and technical assistance available to help communities with this effort. Carlisle staff are taking advantage of the resources and have begun investigating potential locations and zoning bylaws that might be appropriate for the Town. Mercier gives monthly updates to the Planning Board and has outlined a comprehensive Outreach Strategy for this effort in 2024 and 2025. Information can be found [here](#).

Accessory Apartment Bylaw

In fall 2023, staff began exploring potential revisions to the Accessory Apartment Bylaw focused primarily on clarifying the language, defining terms, making it more user-friendly for applicants, and making it easier for the Planning Board to interpret and staff to enforce. In addition, clarification of the process – since both the Planning Board and Board of Health have jurisdiction over certain aspects of accessory apartment applications – is critical to this effort. Staff should have some ideas ready for the Board to review by early 2024. Information can be found [here](#).

Additional Planning Priorities

In addition to the above, Town Planner Mercier has also been working on or involved in some of the other priorities identified by the Master Plan, Select Board, Town Meeting, and/or Planning Board, including but not limited to: establishing criteria for evaluating land for community purposes, a long-term strategy for efficient use of town facilities – buildings, open space, and parking - by town departments, a staffing strategy for sustainability, procurement for the public safety facility projects, procurement for the Greenough Barn deconstruction project, and potential future reuse of the Cranberry Bog House.

Staff Support

Town Planner Julie Mercier completed her first year in this new role, advancing the Town significantly in terms a variety of its proactive planning goals, and securing grant funding from several sources for important Town projects. The Board is also served by Planning Assistant, Gretchen Caywood, who has assisted the Board since 2005 in administering applications, addressing the day-to-day business of the Board, and researching topics of interest to the Board and the Town Planner. At year end, the Town hired Sarah Wasserman in the position of Land Use and Sustainability Coordinator, with

part of her function being sustainability work, for which she reports to Town Planner Mercier.

The Planning Board benefits from high quality professional assistance, having engineering consultants with a broad range of expertise available to assist in the technical review of the plans brought before the Board, work that is paid out of restricted special 53G accounts funded entirely by the applicants. The Board utilizes the services of Nitsch Engineering, Inc., of Boston, and LandTech Consultants, Inc., of Westford. The Board also relies on the expertise of Town Counsel, Harrington Heep, LLP, to help interpret zoning and subdivision law and to represent the Board in litigation.

The Year Ahead

In addition to administering incoming applications for land planning and furthering the proactive planning activities noted above, the Board and staff will be revising and developing new zoning bylaw amendments, including revision of the Accessory Apartment Zoning Bylaw and development of a zoning bylaw to address MBTA Communities requirements.

In all matters, the Planning Board will continue to work closely with the Town’s other land development, public health, housing, and environmental protection departments and committees. The Planning office has converted to processing applications electronically as much as possible and work continues toward conversion of all planning documents to an electronic format in a managed database that will be accessible to the public. With these types of measures, the Board’s goal is to continue to achieve time savings and cost savings, allowing for additional proactive planning initiatives to be pursued by its staff as well as by the Board. As always, in the process of reviewing applications, the Board will continue to incorporate measures to preserve Carlisle’s open space and rural feel, seek sustainability, and will be working to provide a diversity of housing choices through a managed process, including potential new zoning bylaw development and amendments.

Planning Board Members:

- Court Herschelman, Chair
- Sara Smith, Vice Chair
- Joe Gushue, Treasurer
- Adelaide Grady, Clerk
- Peter Yelle
- Eric Adams
- Christopher Geggis

Associate Members:

- Jason Walsh
- Rob Misek

Zoning Board of Appeals

In 2023 the Zoning Board of Appeals (ZBA) met seven (7) times for four (4) new applications. This included five (5) special permit applications and two (2) variance application as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40A (The Zoning Act) and the Town’s Zoning Bylaws.

The ZBA consists of three (3) Full Members who are appointed by the Board of Selectmen. Additionally, the Board of Selectmen may appoint up to four (4) Associate Members to serve on the ZBA. Associate Members may attend all ZBA hearings and can serve as a Full Member when a regular Member or Members cannot sit for a particular hearing. All ZBA hearings are open to the public and are typically held the first Monday of the month at Town Hall when there is a petition to be heard. All hearings are advertised in the Concord Journal, Lowell Sun or Carlisle Mosquito for two consecutive weeks prior to the hearing. Additionally, the ZBA hearing is posted on the Town Clerk’s Bulletin Board no less than fourteen days in advance of the scheduled hearing. *The Rules and Regulations of the Town of Carlisle Zoning Board of Appeals* and the *Town of Carlisle Zoning Bylaws* are available from the Office of the Town Clerk for a nominal fee. These documents are also available on the official Town of Carlisle website, www.carlislema.gov, under the “Community Resources” menu, “A-Z Directory”.

The ZBA is charged with granting variances and certain special permits as identified in the *Town of Carlisle Zoning Bylaws*. Additionally, the ZBA is charged with the issuance of comprehensive permits as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40B. The ZBA is not charged with the enforcement of the Town’s Zoning Bylaws. Rather, the Building Commissioner has the initial responsibility for interpreting and enforcing the zoning bylaws. This responsibility includes the duty to enforce the conditions of a variance or special permit issued by the ZBA. If a towns person has reason to believe that the Zoning Bylaws or conditions directed under a special permit or variance are not being complied with, the appropriate process is to make a written request to the Building Commissioner to enforce the Zoning Bylaw or conditions in question. The Building Commissioner’s decision is subject to review by the ZBA.

In 2023, the Board granted three (3) special permits and one (1) variance. The Board continued one (1) special permit into 2024. Table 1 provides a summary of the petitions heard by the ZBA. Table 2 summarizes the outcomes of each petition heard by the ZBA during 2023. Table 3 provides a list of all active special permits and includes the expiration date for each.

The Board would also like to offer our sincerest thanks and appreciation to the other Town departments, staff, and Boards that have provided their guidance and leadership upon various occasions. In January of 2023, Associate Member W Jay Lee submitted his

resignation from the Board after serving for two years. In December of 2023 Ian Applegate was sworn in as an Associate Member.

Looking forward, the Board, in its adjudicative role in support of land-use planning for Carlisle, will remain mindful of its responsibilities to be fair and equitable in the application and administration of local and State zoning ordinances.

Members:

- Eric Adams, Chair
- Manuel Crespo, Clerk
- Steven W. Hinton
- Gretchen Anderegg, Associate
- Ian Applegate, Associate

Table 1: 2023 Petitions heard by Zoning Board of Appeals

| | Granted | Denied | Withdrawn | Extended/Review | Active |
|-------------------------------------|----------|--------|-----------|-----------------|--------|
| Petitions for Variance | 2 | | | | |
| Applications For Special Permits | 4 | | 1 | | |
| Comprehensive Permits | | | | | |
| Comprehensive Permits Modifications | | | | | |
| Appeals of Administrative Decision | | | | | |
| Earth Moving | | | | | |
| Amended Permit | | | | | |
| Total | 6 | | 1 | | |

Table 2 – 2023 Zoning Board of Appeals Hearings

| Applicant | Date of Hearing | Date of Decision | ZBA Action | Expires |
|---------------------------|------------------------|-------------------------|--|----------------|
| Dean and William Luther | 12/8/22 1/3/23 | 1/17/23 | Grant Special Permit under Section 3.3.2.1 for the continued operation of an automotive repair and auto body business at 673 Bedford Road. | 1/3/2033 |
| Christopher King | 12/8/22 1/3/23 | 1/17/23 | Grant a Variance pursuant to Section 7.5 to build a garage 31 feet from the lot line where 40 feet is required under section 4.3.2 at 27 Maple Street. | |
| Timothy Downing | 2/6/23 | 2/20/23 | Grant Variance pursuant to Section 7.5 to build a pool 23 feet from the lot line where 40 feet is required under section 4.3.2. at 44 Canterbury Court. | |
| Mathew and Melaine O’Hare | 2/6/23 4/3/23 | 4/18/23 | Grant Special Permit pursuant to Section 6.3 to build an addition on a non-conforming structure being 34.1 feet from the street line where 40 feet is required under section 4.2.1 and 17.4 feet from the sideline where 40 feet is required under section 4.3.2. The lot is non-conforming being .9874 acres where 2 acres is required under section 4.1.1.2 at 487 Bedford Road. | |
| Mathew and Melaine O’Hare | 4/3/23 5/1/23 | 5/15/23 | Grant Special Permit under Section 3.2.4, the Distinctive Structure Preservation Bylaw to convert the existing barn into habitable space at 487 Bedford Road. | |
| Julie MacQueen | 11/6/23 12/4/23 | 12/18/23 | Grant Special Permit under Section 3.2.2.9 to teach yoga classes at 43 Bedford Road. | 12/4/2024 |

Table 3 – 2023 Zoning Board of Appeals Active Permits

| Name | Location and Type of Permit | Expiration Date |
|---|--|-----------------|
| Blake Duffy | Landscape Business 247 North Street Special Permit | 2/4/27 |
| Scott Jenney | Landscape Business 303 Brook Street Special Permit | 4/1/24 |
| Eric Lawson | Landscape Business 239 Lowell Street Special Permit | 5/6/27 |
| Linda Rubenstein Carlisle Canines | Commercial Kennel 134 Ember Lane Special Permit | 10/16/24 |
| Julie MacQueen | Yoga Classes 43 Bedford Road Special Permit | 12/4/24 |
| Robert Kvietauskas | Professional Office 50 School Street Special Permit | 11/7/26 |
| Red Magnolia Realty Trust William and Dean Luther Carlisle Auto Body | Automotive Body Repair Shop 673 Bedford Street Special Permit | 1/3/33 |
| Emma Boettcher | Operation of All outdoor Nurse school 60 Ledgeways Special Permit | 5/3/25 |
| H. La Rue Renfroe Assurance Technology | Professional Offices 68-84 South Street Special Permit | 1/22/24 |
| Joel Port | Garden design and Garden Construction Business 57 Wolf Rock Road Special Permit | 12/6/23 |
| Kevin Walker | Landscape Business 305 Rutland Street Special Permit | 11/21/26 |

RESIDENT SERVICES

Board of Health



Local boards of health have a wide range of statutory duties and responsibilities as authorized under M.G.L.c. 111, s. 26- 33 (Powers and Duties) and M.G.L.c. 111, s. 127A (State Sanitary Codes). These include disease surveillance and prevention, ensuring sanitary conditions in housing, recreational facilities and food establishments, protection of the environment including clean drinking water and sewage treatment. The rationale for these duties is that critical health problems are best handled by community officials familiar with local conditions. The Carlisle Board of Health is pleased to present this 2023 Annual Report to the community.

HEALTHY CARLISLE

2023 saw the advent of Carlisle’s very first Public Health Nurse. Tricia McGean, R.N. joined the Health Department resulting in a wealth of programs, activities and nursing services for the town. These included four Vaccination Clinics, a Mental Health First Aid Class for town employees, six Stop the Bleed trainings (Scouts, teachers, town staff, trails committee, police and fire, and library staff), 15 home visits for senior safety evaluation and health checks, and blood pressure clinics. McGean also assisted with Old Home Day Activities, the Senior Wellness Fair “Living Well Over 60” and the “Hidden in Plain Sight” substance abuse prevention program.

The Mission of the Board of Health is to promote and protect the health of the community and the safety of the environment.

As Carlisle’s PHN, McGean continues to track communicable disease in town including COVID-19 variants which remain very active. A COVID variant called HV.1 remains the predominant strain in the United States as of November 2023, according to the CDC. Other COVID variants have emerged as well. The Board of Health continues to recommend that those who are eligible for an updated Covid vaccine get the shot, as vaccines have been effective in inhibiting the most severe consequences of Covid.

In June, McGean along with Ann Loree, R.S., Great Meadows Public Health Collaborative (GMPHC) Sanitarian, responded to a food borne illness complaint at Art’s Specialties. The case was investigated and closed with proposed recommendations for the food service operation and additional staff training.

Health Agent Linda Fantasia was called to follow up on two housing complaints. Owners were advised and appropriate remedies were initiated. Fantasia also oversaw the permitting of the Community Farm School at Clark Farm, an outdoor preschool program licensed by

the Early Education and Care. Since the school provides bottled water and portable restrooms, the BOH was not required to approve well or septic system permits.

Regional Public Health Initiatives

The BOH continues to participate in the GMPHC with the towns of Bedford, Carlisle, Concord, Lincoln, Weston, Sudbury, and Wayland for the purpose of building local capacity through supplemental public health services. The seven towns are also active in a Case Investigation/Contact Tracing Grant for communicable disease prevention and follow up.

In April all seven communities participated in a Baseline Capacity Assessment. Collectively, the municipalities in the GMPHC are meeting 82% of the Standards across the seven core response categories [i.e., Administration, Community Sanitation, Environmental Protection, Disease Control & Prevention, Housing, Food Protection, and Tobacco Control]. Food Protection received the highest score with Housing and Tobacco Control being areas for improvement. MA DPH will be providing training opportunities for GMPHC in the coming years.

ENVIRONMENTAL PROTECTION AND LAND USE PERMITTING

The natural environment can have serious impacts such as air pollution, water pollution, and the spread of disease that both directly and indirectly affect human health. The BOH is also vigilant of protecting finite resources for the present and the future. The BOH strives to use best practices, continuous improvement and science-based decisions to ensure the safety of the environment when considering land use permits.

Land Use Initiatives - BOH members and staff actively participated in several land use projects including three grant-funded Planning Board initiatives: Municipal Vulnerability and Climate Change, GIS project, Hydrogeological Assessment and an MBTA Communities Grant. In addition to these efforts, the BOH is undertaking its own Regulatory Review of local septic and well regulations last revised in 2019.

2023 Well Testing and Carlisle Geological Characteristics - Groundwater is an important part of Carlisle's infrastructure. Carlisle does not have a municipal public water supply and thus residents, businesses, and public facilities, including the Carlisle Public School, depend on individual wells for their water supply. Because of the interconnectedness of the underground water supply, overuse or pollution of water in one location may adversely impact drinking water in another location. Some older wells are shallow and draw water from aquifers in the soils above the bedrock (ledge) while most wells are drilled into bedrock and access water from fractures in the rock. The rock underlying Carlisle varies in mineral composition. The minerals in the rock interact with the groundwater and influence the quality of the water within the aquifers. Much of the rock in town has trace amounts of minerals that contain elements that may negatively affect the water quality.

2023 Well Testing - 27 households participated - Findings of Note:

- Drinking water quality in Carlisle is generally good.
- Six of 19 wells tested had detectable levels of PFAS. All wells tested met current DEP guidelines for PFAS in public water supplies. The U.S. EPA is proposing more stringent guidelines for certain PFAS compounds; four of the tested wells would exceed the new guidelines.
- Radon, Arsenic, and Gross Alpha were found in some wells. This is expected because of the geology of the town. If radon is detected in well water, testing for radon in air is recommended.
- Iron and manganese were found in approximately half of the wells tested. While not deemed a health concern, 27% of wells had iron and 36% of wells had manganese at levels that may cause cosmetic effects (such as skin or tooth discoloration) or aesthetic effects (such as taste, odor or color).

Commercial Waste Haulers – Effective July 1, 2023, the BOH began permitting commercial waste haulers hired to collect waste for a residence or business in the Town. Going forward any commercial waste hauler is required to apply for an annual permit and pay a fee. In 2023 there were five (5) such haulers identified. One company was permitted. Hauler Regulations are posted on the BOH website. All commercial waste haulers must adhere to Massachusetts 310 CMR 19.00 Solid Waste Management guidelines.

Hazardous Waste Collection – 120 households participated in the annual event organized by the BOH and conducted by Clean Harbors on Saturday, October 14. Once again, the collection did not allow for used motor oil recycling which is available through other sources. Residents were also able to dispose of sharps.

Ferns Country Store (aka Art’s Specialties) – DEP approved a water filtration system to address water quality for the Public Water Supply. This is a temporary solution pending obtaining a New Source Approval to redrill the existing well which is cracked. The filtration system qualifies as an approved water source for the market and deli. No timeframe has been set for redrilling the well.

Benfield Farms – In January Carlos Quintal, P.E. of CAQ Engineering reported that the FAST pre-treatment system was getting close to meeting nitrogen discharge limits and should be turned over to a licensed operator. CAQ had been hired to bring the FAST into steady state after it had been taken off-line during the replacement of the failed leach field. In June, Neighborhood of Affordable Housing (NOAH), the owner of the system, hired New England Engineering (NEE) as the System Operator. After addressing some needed repairs, NEE continues to monitor the FAST System. Based on late fall sampling results, the BOH is optimistic that the FAST will be in compliance in early 2024. The Board also worked with the Building Inspector on a few housing complaints including a leaking roof, water quality, and access issues. The BOH continues to monitor these issues.

Multi-Family Dwellings and Accessory Apartments (AA) – During the permitting of a proposed detached AA on Bedford Road, the BOH realized that environmental impacts

needed to be addressed as well as Title 5 regulations. AAs must also comply with the State Housing/Sanitary Code. Following an initial hearing before the BOH in May, the BOH approved a Title 5 construction permit but voted not to recommend the issuance of a special permit by the Planning Board until all environmental and public health implications could be resolved. In September the Planning Board approved a revised plan showing an attached AA but only addressing Title 5 conditions rather than the BOH’s broader environmental impacts. Both boards have agreed to work on their AA expectations so that applications are more in keeping with the intent of the Bylaw and associated environmental impacts. The BOH will be addressing multi-family dwellings as it continues with its Septic System Regulatory Review.

Route to Sustainability Day –BOH Member Tony Mariano illustrated the need for the protection of groundwater resources, not just from contaminants like PFAS but also septic design and groundwater flow. Mariano provided information to encourage people to manage their water use.

Board Members – Jennifer Wall, R.N, a healthcare executive who played a key role on the Covid Task Force, joined the Board when Jean Barry M. D. decided not to run again. The Board is particularly grateful to Dr. Barry for her continued support and service during the Pandemic and as chairperson of the Lyme Disease Subcommittee.

Health Dept. Staffing – In May Assistant Health Agent Kris Gines resigned. The Board was very grateful for the skills and dedication that Kris brought to the job, particularly during the COVID Pandemic. The BOH was very pleased to hire Erin Green, an MPH candidate, to work in the Health Department over the summer. The BOH also utilized the services of former Assistant Judy Hodges to handle annual barn, installer and hauler permits. At their November 15 meeting the Board welcomed Jeannine Blum as the new Assistant Health Agent. Jennine met all the qualifications and was familiar with Town Hall operations by virtue of her previous position as administrative assistant to three (3) Town committees.

| Board Members | Term Expires |
|-----------------------------|---------------------|
| Patrick Collins, Chairman | 2024 |
| Tony Mariano, Vice-Chairman | 2025 |
| David Erickson, | 2024 |
| Cathy Galligan, Treasurer | 2025 |
| Jennifer Wall | 2026 |

Health Department Staff

- Linda Fantasia, Health Agent
- Jennine Blum, Assistant Health Agents
- Tricia McGean, Public Health Nurse
- Ralph Metivier, Pump and Well Inspector
- Gene Delano, Animal Inspector
- Matt Svatek, Animal Inspector
- Deb Toher, Field Driver/Animal Inspector

Consultant Services

Rob Frado, Technical Consulting Group
Great Meadows Public Health Collaborative

FY 23 Year End Summary of Board of Health Accounts and Grants

Board of Health Operating Account #01519 –FY 23 Appropriated \$142,267

The beginning balance was \$142,267. The ending balance was \$10,969.91 returned to the General Fund. Additional General Fund Income: License fees and copies
\$2,413.00

BOH Special Articles: #01517. Ending Balance was \$6,394.46

- #52418 Disease Prevention: The beginning balance was \$93.33 and ending \$0.00.
- #52421 Water Resource Protect: The beginning balance was \$5,888.48 with an ending balance of \$5756.48 carried forward.

Board of Health 53E ½ Revolving Account #19309

The beginning balance was 97,506.00. Income was \$85,976.25. Expenses for contractual services were \$56,791.74 and wages were \$27,368.06. The ending balance was \$99,322.01. This reflects engineering, consulting and inspectional services paid for through fees.

Community Septic Loan Program (Carlisle no longer participates in the CSLP)

Title 5 Administrative Grant Account #19366

Beginning and ending balance was \$886.93. Funding provided by the state to offset staff costs for administering the Septic Loan Program.

Public Health Grants Account #19369 – (PHEP) Region 4AB:

| | |
|---|-----------|
| Verizon cell and data plans for 12 months | \$1720.16 |
| Medical Cart | 143.33 |
| Reversion to Region 4AB | \$ 223.17 |

Concord Carlisle Community Chest Grant #19346 - \$10,000 Award in 2020.

FY 23 beginning balance \$4500; Expenses were \$857.93. Ending balance \$3642.07
Mental Health First Aid Training
Stop the Bleed Workshop
Hidden in Plain Sight substance abuse prevention

Great Meadows Public Health Collaborative – Shared Services Grant

\$300,000 Staffing includes a FT Shared Services Coordinator, FT Sanitarian, PT Public Health Nurse, PT Clerk.

Contact Tracing/Case Investigation Grant – PT Grant Coordinator, FT Epidemiologist,
FT and PT PHN's \$450,767

2023 Septic Permit Approvals

29 Septic Plan Permits were issued requiring 44 engineering reviews.

10 New Construction, 12 Failed Systems, 6 Vol Upgrade, 1 Septic Tank, 15 D-Box
replacements were also inspected.

Title 5 Inspection: 41 Title 5 Inspections = 70% pass, 11% fail, 19% conditional

| New Wells | Decommissioned | Repairs | Geothermal | Total Fees: |
|--|-----------------------|----------------|-------------------|--------------------|
| 8 | 2 | 1 | 5 | \$4600 |
| Building Permit Applications Reviewed | | | | 51 |

Board of Health Statistics 2023

| | |
|-----------------------------------|-----------------|
| Food Establishment Permits | 28 |
| Churches | 3 |
| School | 1 |
| Residential Kitchens | 2 |
| Farmers Market | 2 |
| Retail Food Service | 2 |
| Ice Cream Stands | 2 |
| One Day Permits | 19 |
| Barn Inspections | 75 |
| Rabies Management | 2 |
| Hazardous Waste Collection | 114 cars |
| Licensed Installers | 21 |
| Licensed Septage Haulers | 13 |
| Licensed Pump Installers | 1 |
| Licensed Rubbish Collectors | 1 |
| Vaccination Clinics | |
| General Public - January | 84 |
| Seniors - October | 122 |
| Wellness Fair - November | 100 |
| General Public - December | 137 |
| Homebound Visits | 16 |

| DISEASE | STATUS | NUM_CASES |
|--|---------------|------------------|
| Borrelia miyamotoi infection | SUSPECT | 1 |
| Giardiasis | PROBABLE | 1 |
| Group B streptococcus | CONFIRMED | 1 |
| Human Granulocytic Anaplasmosis | CONFIRMED | 2 |
| Human Granulocytic Anaplasmosis | SUSPECT | 1 |
| Influenza | CONFIRMED | 8 |
| Influenza | SUSPECT | 7 |
| Lyme Disease | PROBABLE | 19 |
| Lyme Disease | SUSPECT | 19 |
| Mpox | CONFIRMED | 2 |
| Novel Coronavirus (SARS, MERS, etc) | CONFIRMED | 77 |
| Novel Coronavirus (SARS, MERS, etc) | PROBABLE | 9 |
| Novel Coronavirus (SARS, MERS, etc) | SUSPECT | 7 |
| Pertussis (and other Bordetella species) | CONFIRMED | 1 |
| Tuberculosis | CONFIRMED | 4 |
| Varicella | SUSPECT | 1 |

Council on Aging and Human Services

Mission

The mission of the Carlisle Council on Aging and Human Services (COAHS) is to promote active aging by providing services, connection, and enrichment to residents ages 60 and older, and to offer social services and support to residents of any age.

Services

The COAHS provides outreach, social services, advocacy, information and referral, transportation, and programming to promote and support the emotional, intellectual, and physical health and wellness of seniors. The COAHS also provides social services, benefits assistance, nutrition support, home heating assistance, and emergency assistance to residents under 60 and families.

Funding and Oversight

The COAHS is supported through the Carlisle town budget, as well as the Friends of the Carlisle Council on Aging (FOCCOA), the Lowell Regional Transit Authority (LRTA), the Executive Office of Elder Affairs (EOEA), and the Concord-Carlisle Community Chest (CCCC). We are very grateful for the support of our community partners. The COAHS is overseen by a volunteer Board of Directors. Additionally, the COAHS applies for grants as applicable.

Newsletters and Other Information Sites

The COAHS has several sources for spreading the word about the programs and services offered. Every other month, the 12-page newsletter of the COAHS, *Carlisle Connection*, is published and mailed to all Carlisle households. One new feature is the “Spotlight,” which introduces a volunteer, employee or resident through an informal interview. Although the newsletter is mostly filled with activities of interest for older adults, we try to include a few items of interest for all. The online newsletter, Bits and Bytes, is published every Friday and contains updates of activities for the coming week as well as information about area events and useful information. You can access either of these newsletters on our website, carlislecoahs.org. The website lists activities and has information about services offered by the COAHS. We also have a Facebook page where we post pictures of recent events.

Programs and Activities

Attendance at the monthly COAHS congregate lunches, held alternately at the three Carlisle churches, rebounded in 2023 after the disruption of COVID. Post-lunch entertainment has included Chinese student performing acrobatics for Chinese New Year, Celtic music, and a one act play, *I am Zelda*, about Zelda Fitzgerald. At our October lunch we had spooky centerpieces crafted by Cub Scout Pack 135. We also continued with our monthly breakfasts, alternating each month between a women’s breakfast and a men’s breakfast. These breakfasts take place at the Town Hall and offer a great opportunity to socialize. They are the only event that is separated by gender. Our new Program Manager (and previous Transportation Manager), Myriam Fleurimond, has a

flair for pulling together appetizing and interesting social meals as well as finding thought-provoking presenters.

Social groups include the Mah Jongg group, which continues to have a strong following, and a new Cribbage group and a Bridge group. Other groups meeting monthly include the Gleason knitters and the French Conversation group.

In the health and wellness domain, presentations were offered on preparing for emergencies, proactive brain health, and pelvic health. Weekly fitness classes included cardio, fitness, Zumba, Balance and Agility, Pilates, and a new Chair Yoga class. The Friends of Center Park offered an on-going training in gardening from time to time.

A new topic for presentations in 2023 was using technology. Classes on iPhone basics and editing photos were both popular so that a series of continuing classes has been planned. In addition, a small group got together with volunteer Larissa Shyjen to review iPhone concepts at a slower pace.

Intergenerational events included magic with illusionist Lyn Dillies, craft making at Town Hall, and presentations with live animals. Cultural events included a presentation on art forgery, an informational tour of Saudi Arabia, and propaganda during WWII. COAHS outing destinations included Boston Symphony Hall, Groton Music Center, the Spellman Museum of Stamps and Postal History, and the Griffin Museum of Photography.

Transportation

Kathleen Bond, our new Transportation Manager started in October of 2023. She worked closely with Myriam Fleurimond to ensure a smooth transition and has been building relationships with our drivers and passengers. She is instrumental in ensuring the smooth and safe operation of our vehicles. We are fortunate to have a dedicated, friendly, professional, and compassionate team of drivers who go out of their way to accommodate the needs and preferences of our riders. The team works hard to provide local rides as well as medical rides to Boston.

Health Clinics

Bi-monthly podiatry clinics in Bedford were subsidized by the Friends of the Carlisle COA, and blood pressure clinics were offered at Senior Moments and at some of the men's and women's breakfasts, and lunch events. The COAHS worked with the Board of Health to offer a flu clinic on October 6 at Town Hall. Vaccines were administered to 112 seniors by Cataldo Ambulance Service, using funds from a special grant for vaccines that COAHS received from the National Council on Aging. Tricia McGean, our Public Health Nurse, provided vaccines to homebound residents.

In November, COAHS has its first annual Wellness Fair, which included 20 vendors – town departments and area agencies and businesses. There were 120 attendees. Information was presented on many facets of healthy aging and the fair included a vaccine clinic which provided 58 COVID vaccines and 31 Flu vaccines. The event was

superbly organized by Social Services Manager Melissa Roman and will be expanded on in the coming year.

Social Services

The new Social Services Manager, Melissa Roman, worked to establish relationships with community residents and has had a positive impact on our team with the many residents she sees on an ongoing basis. Melissa provides social work services to residents with complex needs and conducts ongoing outreach to identify additional residents who may benefit from support.

The COAHS helped residents of all ages with applications for food and fuel assistance, provided summer camp scholarships, assisted with medical costs, and provided emergency financial assistance. Through the generosity of the Concord-Carlisle Community Chest and St. Irene's Church we were able to provide Market Basket, Target, and Walmart gift cards during the holiday season to 84 households in financial need, including seniors, residents under 60, and families. We also continued to provide prepared meals, produce, and groceries in partnership with Open Table.

ARPA Grants

We continued to be able to significantly expand the depth and breadth of assistance provided to residents in need through grants from the Carlisle American Rescue Plan Act (ARPA) Committee. The COAHS had the following ARPA grants in 2023:

Nutrition Support for Seniors in Need An additional \$12,000 was received for providing senior meals in 2023. We partnered with Heart to Home Meals to provide high quality, senior-friendly meals, selected by participants and home-delivered on a weekly basis. In 2023 the program provided 2,250 meals to 21 households. We are transitioning to using annual grants to pay for this program so it can continue once the ARPA funds are depleted, as it has a significant impact on participating households.

Online Mental Health Counseling Program– This program connected adults to online mental health services using the BetterHelp platform. Participants who meet financial eligibility requirements receive services for up to one year at no cost.

BetterHelp terminated the agreement at the end of the year, and COAHS shifted to using other providers.

Rental Assistance for Seniors in Need This program provides up to \$400 per month in rental assistance to seniors spending more than 30% of their income on rent. Almost half of the residents at Benfield Farms are participating in this program. This program was funded with ARPA funds as well as receiving support and funding from the Carlisle Affordable Housing Trust.

Senior Home Heating Assistance This program received \$50,000 to provide supplemental heating assistance to 16 households in financial need to address the unusually high cost of fuel post-pandemic. Payments of up to \$3,000 were provided directly to heating vendors.

Volunteers

The COAHS is grateful to the many volunteers who provided 1,597 hours of service this year. We were pleased to hold a Volunteer Recognition lunch event in June at the Congregational Church. Special thanks to Clyde Kessel, our dedicated SHINE volunteer. Clyde held a Medicare Open Enrollment presentation and provided individual counseling to many residents about Medicare. We are also grateful to Bob Supnik, who provides computer and technology assistance requested by seniors. Thank you as well to Maxine Crowther, COAHS Associate Board Member and Principal Production Volunteer, who produces the weekly Bits and Bytes newsletters which provide updates on COAHS and community activities and to Jane Lawson who provides monthly updates to our Contractor List.

COAHS Statistics

In 2023, seniors represented 31.5% of Carlisle’s population with 1733 residents ages 60 and over. Many seniors participated in multiple services and/or attended programs on a weekly basis. COAHS served 920 unduplicated residents across all programs and services in 2023.

COAHS Event Participation

| | |
|----------------------------|--------------|
| Community/Health Education | 222 |
| Congregate Meals | 360 |
| Cultural Events | 118 |
| Fitness/Exercise | 1083 |
| Health Screening/Clinics | 220 |
| Recreation/Socialization | 923 |
| Other Programs | 292 |
| Total | 3,218 |

COAHS Service Statistics

| | |
|-----------------------|--------------|
| Transportation | 2,357 |
| Delivered Meals | 3,839 |
| Medical Equipment | 137 |
| Social Work Services/ | 414 |
| Outreach | |
| Total | 6,747 |

COAHS Staff

All office staff members are new in their positions in 2023.

- Director: Carol Grueneich
- Program Manager: Myriam Fleurimond
- Social Services Manager: Melissa Roman
- Transportation and Office Manager: Kathleen Bond
- Drivers: Carl Cline, Lois Hartley, Dick Russell, Dana Smith, Emily Stewart, Steven Haddad, and Sharon Brown

COAHS Board of Directors

COAHS board members provide support, guidance, and insight through monthly meetings and regular communication. Thank you to the following members who served during calendar year 2023:

Ann James, Chair
Toni McBride, Vice Chair
Elisabeth Bojarski, Treasurer
Verna Gilbert, Secretary

Jerry Lerman
Abha Singhal
Mary Cheever
John Ballantine
Amy Livens

Sally Hayen (Associate)
Maxine Crowther (Associate)
Charlie Cox (Associate)
Dan Barlow (Associate)
Ann Quenin (Associate)

Gleason Public Library

Gleason Public Library Mission Statement

The Gleason Public Library facilitates life-long learning and growth for all community members through free access to materials and services; collaborative partnerships; and opportunities to engage and learn from one another.

General Services

The Gleason maintained a wide range of established services, including access to about 46,000 locally-held books, audiobooks, music CDs, DVDs, magazines, and newspapers, 66,000 downloadable ebooks, e-audiobooks, and downloadable videos, and three million items via membership in the Merrimack Valley Library Consortium (MVLC). The Library also provided access to computers, printing, online research databases, and the Internet.

Circulation of physical items decreased slightly but was offset by an increase in digital circulation, leading to overall similar usage to 2022. Of note, e-audiobook usage continued to grow significantly, leading to an almost 10% increase in audiobook usage despite a decrease in physical CD circulation. The most-circulated books of the year for adults included *Lessons in Chemistry*, *Mad Honey*, *Demon Copperhead*, *Hello Beautiful*, and *Tom Lake*, while for children, the Elephant & Piggie books by Mo Willems reigned supreme, followed by popular series like Wings of Fire, Diary of a Wimpy Kid, and Big Nate.

The number of registered patrons increased by over 7%, with 318 new cards issued.

In 2023, the Gleason made the following additions and updates to their collections, services, and resources:

Collections:

- “Library of Things” additions included: croquet set, multimeter, limbo game, crochet hooks, knitting needles, lap harp, microscope, pickleball set, binoculars, portable air compressor to inflate tires, film and slide scanner, magnetic sweeper, karaoke machine, several board games, a Yoto Mini player, and a Cricut Joy cutting machine.
- New museum passes: Davis Farmland, Merrimack Repertory Theatre, JFK Library
- Children’s books on “Tough Topics” were moved into a special section to make them easier to find when a need arises.

Service Updates:

- The Children’s Room offered a rotating variety of toys and craft activities for visitors to enjoy on their own schedule.
- The Library Trustees voted in October to eliminate fees for printing and photocopies, in order to provide more equitable and user-friendly service.

- Collaborations with other town departments and organizations were a theme this year, including the Council on Aging and Human Services, Recreation Department, Environmental Sustainability Committee, and more.

Technology Updates:

- Online ecard signup was launched through MVLC in the summer, offering more convenient and accessible access to the Library’s online resources.
- An electronic display behind the Reference Desk showcased a slideshow highlighting library events, collections, and services.
- New color printer for the public was purchased.

Renovation Project and Capital Campaign

The Gleason Public Library Endowment embarked on a capital campaign to raise the projected \$2.3M cost for the interior renovation project designed in 2022. By year-end, about 75% of the projected cost had been committed. Two major grants were awarded towards the project:

- A prestigious Mass. Cultural Facilities Fund Grant of \$200,000 was announced in May. This is the maximum award amount for this grant program, which is a joint effort of the Mass. Cultural Council and MassDevelopment, funded in the Governor’s budget.
- Town Meeting approved a Community Preservation Act grant of \$767,000 of historic and undesignated funds towards the project, conditional on a 2-to-1 match from other sources.

Special fundraising events included Library Mini-Golf, a campaign kick-off concert on the lawn, and Books and Brews in October.

Specific elements of the planned renovation include:

- A more open floor plan on the first floor, with a centralized service desk to improve customer service, visibility, and safety.
- A dedicated area for teens and tweens, for whom the Gleason is a top after-school destination.
- Updated and additional spaces for programs, meetings and gatherings, including a quiet booth for phone and video calls.
- Improved acoustics to enhance quiet enjoyment of the space.

Building & Grounds

In 2023, regular maintenance and improvements included:

- Replacement of the flat and shingled roofs on the newer wing of the building,
- Installation of a water treatment system to remove PFAS (Per- and Polyfluorinated Substances),
- New rooftop ventilation unit activated (installation began in 2022),
- Installation and configuration of a Building Management System to better monitor and manage HVAC resources.

Love of the Written Word

From story times for young children to book clubs for all ages, the Gleason fosters a love of reading. In 2023, these activities were offered in a variety of venues: in-person at the Library, outdoors on the Library Lawn, Center Park, and other sites in town, and virtually.

Story Times: New in 2023 were weekly Baby Lapsit and Toddler Story Time sessions, in addition to the regular Preschool Story Time. Story times were led primarily by Jennifer Buliszak. Special story times included Baby Kneads Sign Language¹; Magical Maples and Curious Carrots at Clark Farm¹; special visits from author Carrie Finison¹, Chief of Police Andrew Amendola, and K-9 Officer Athena; and a monthly nature story time in partnership with Nature Connection of Concord³.

Book Clubs¹: A variety of book discussion groups met regularly, including the Mysterians Book Club (led by library assistant Bárbara Carrera) and the Community Book Club (led by volunteer Mary Zoll) for adults, and book clubs for children in grades 1 through 8 led by Jenn Buliszak and Tahleen Shamlan.

Poetry: The “Reading Poetry Anew” group met monthly to read and discuss poetry, led by Mary Zoll.

The Friends of Gleason Public Library revived the Carlisle Poetry Contest, including a Poetry Festival^{1,6} featuring a panel of published poets Michael Ansara, Carla Schwartz, and Anna V. Q. Ross, and contest winners Miranda Luo, Emma Yan, Tianyi Evans Gu, and Marcella Pixley in May. 67 poems were entered in the competition.

Children’s Events & Services

In addition to regular story times, crafts, book discussions, and family movies, the Children’s Department offered a variety of special events in 2023. All events were coordinated by Jennifer Buliszak with assistance from Tahleen Shamlan, unless otherwise noted.

Summer Reading: This year’s theme was “Use Your Voice”. Total attendance at live events for all ages was 817, and 278 kids, teens, and adults participated in book bingos and reading raffles, with prizes provided by the Friends of Gleason Public Library. Special summer reading events included an Ice Pop kick-off party¹, concerts by the Toe Jam Puppet Band¹ and Julie Stepanek¹, Farm on the Go¹, Henna on the Lawn¹, The Yo-Yo Guy¹, Professor Bugman’s Arthropod Petting Zoo³, Mr. Vinny the Bubble Guy¹, Stuffed Animal Sleepovers¹, and several crafts on the lawn¹.

40th Annual Pumpkin Spectacle¹: The annual pumpkin contest for students in grades K-4 was held on the Library Lawn, with a magic show by Scott Martel attended by about 150 people at the Corey Auditorium. This was the 40th anniversary of this beloved annual tradition.

Holiday Events¹: For the winter holiday season, events and activities included a singalong concert with Music at the Blissful and gingerbread houses with Mandy Roberge.

Science and Nature: Children and families explored the natural world at several fantastic events in 2023, including two Stargazing Parties^{1,7}, Chain Reactions: Make a Rube Goldberg Machine with Jay Mankita⁶, an Eclipse Presentation³, a Solar Observation Party^{1,7}, a Nature Connection Explorations series³, a Goat Hike¹, and the Turtle Rescue League³.

Special Events: Other special events for children and families included Make Your Own Rubber Duck Soap¹, Angora Wool Spinning with Winterberry Farm¹, Intergenerational Bingo^{1,3}, and a Summer Music Series presented in partnership with the Carlisle Recreation Department thanks to a festivals grant from the Massachusetts Cultural Council; this series included concerts by the Sulinha Trio, Plum Island Pans, and LibraryBeats with Otha Day, and all were attended by a total of 215 people of all ages.

Self-paced activities: Take-and-Make kits and StoryWalks® offered families more ways to enjoy the Library's offerings in 2023.

Teen Events & Services

The Gleason offered a variety of regularly scheduled and special events for Carlisle teens and tweens. Teen and tween events were coordinated by Tahleen Shamlian.

TAB¹: The Teen Advisory Board met via Zoom most months to gather input from local high school students about what they want to see in the Library. The group has helped by volunteering at events and providing valuable advice on collections and programs most appealing to a teen audience.

Special Events¹: 2023 saw the return of the popular early release movie series starting in September, offered for grades 5 through 8 on early release days. Special events included Make a Dragon Eye¹ and Felted Rainbow Patches⁶ with Pop-Up Art School, a Copper Bookmark Metalsmithing Class¹, a virtual program on the college application process, a Paint a Plaster Skull event near Halloween led by Mandy Roberge, and several Middle School Make & Take crafts.

Take-Home Kits¹: Monthly kits for grades 5 through 12 were popular, including monthly Take-and-Make Crafts and Teen Weekend Reading Kits, the latter of which included books for teens to keep.

Adult Programs & Events

The Gleason offered a wide variety of educational and entertainment events for adults throughout the year. Adult events were coordinated by library staff with assistance from the Council on Aging and Human Services, other local organizations, and a variety of volunteers.

A number of virtual programs, some listed below and others not, were offered in partnership with other area libraries, allowing the Gleason to offer a greater number and variety of programs with a relatively small investment of time and funds.

Art Programs

Art at the Gleason brought four wonderful art exhibits to the Gleason space in 2023. The year began with an extension of the fall 2022 show by members of the Carlisle Conservation Foundation; followed by Wooden Puzzles by Stewart Coffin and Quilts by Bonnie Dinsmore from March 25th through June 3rd; Carlisle Public School student art exhibit from June through early September; and Mindscapes: Paintings by Katherine Downey Miller and Felt Sculptures by Anna Kristina Goransson from September 23rd through year-end.

Hands-on art activities for adults were expanded in 2023, coordinated by Assistant Director Jennifer Pike, with events including Garden Rock Mosaics; Suncatchers Workshop; Fused Glass Workshop; A Henna Journey Through Morocco; and Take-and-Makes such as Line Drawing and Watercolors, and Marbled Clay Ring Dishes.

Other art events included virtual ArtMatters lectures^{1,2} with Jane Blair, an artist reception and talk by Stewart Coffin in the spring, and an evening reception in the fall.

Cultural, Topical, and Educational Programs included a Film Screening of Jeffrey Robinson's Who We Are: A Chronicle of Racism in America; Island Lore: Shipwrecks, Mayhem, Lighthouses and Photography off the New England Coast¹; Between Us Sisters: A Living History Dialogue with Louisa and May Alcott¹; How to Talk With Your Kids About Race and Racism; Controlling the Image: US Propaganda during the Second World War^{1,2}; Shaking Loose the Clues: Using Timelines to Organize Your Research; and Dead Presidents: Crisis, Conspiracy, and Constitutional Succession^{1,2}.

Nature, Health & Science Programs included Thinking Globally, Acting in Your Own Backyard^{3,4}; Wild Edible Plant ID Walk with Russ Cohen³; Meet the Friendly Flies^{3,5}; The Winter Blues: Defeating Seasonal Affective Disorder; and an Induction Cooking Demonstration^{1,8}.

Personnel

Reference Assistant Frances Morgan moved on in 2023, and Bárbara Carrera was promoted from Library Assistant II to Library Assistant I to replace her. Gretchen Gallimore resigned her position as Assistant to the Director.

Joining the team were Circulation Assistant Alexa Skrivanek, Library Pages Chen-An Lin and Claire Beckley, and Assistant to the Director Seema Peterson.

Staff professional development this year included a number of in-person and virtual trainings, such as Mother Goose on the Loose, Stop the Bleed, Solar Eclipse Activities in Libraries, Law Library Resources, and many more.

Support & Collaboration

The Gleason could not offer the range and quality of services we do without ongoing support from the community as a whole. The Library staff is greatly indebted to the following:

Friends of the Library: FOGPL continue to support the Library by providing funds for special events and services. Donations from over 250 members supported a variety of museum passes, many special events, and technology enhancements. The Friends fundraised through their annual membership drive, pop-up book swaps, and an Old Home Day Book /Swap. Their annual meeting in November featured two local authors with newly released books, Joe Wallace (*The Day Before Yesterday*) and Nick Shaw (*My Teacher, My Son*).

Volunteers & Senior Tax Program: In addition to the Friends, dozens of volunteers and tax workers donated their time and energy in 2023. Volunteerism and the involvement of Senior Tax Workers keep the Library rolling by helping with shelving, cleaning, displays, programs, landscaping, marketing, and completion of special projects. Additionally, the Library Trustees and other committees and groups, including the Art at the Gleason Curators, donate countless hours of their time to keep the Gleason operating. Altogether, about 900 hours of work were contributed by 45 volunteers, board members, Friends, and Tax Workers.

Library Statistics*

| | |
|--|---------------|
| Hours open per week | |
| September-June: | 55 |
| July-August: | 51 |
| Items owned (physical): | 45,675 |
| Items owned (downloadable): | 65,753 |
| Items provided by other libraries: | 15,980 |
| Items provided to other libraries: | 23,979 |
| Registered Carlisle patrons: | 3,456 |
| Total direct physical circulation: | 84,874 |
| Digital circulation: | 10,382 |
| Number of visitors: | 60,139 |
| Number of reference transactions: | 2,931 |
| Meeting room uses by public: | 173 |
| Public computer sessions / Wi-Fi sessions: | 1820 / 26,248 |
| Number of programs / attendees: | 218 / 4,381 |

Library Staff

Director: Martha Feeney-Patten
Assistant Director/Head of Technology: Jennifer Pike
Children’s Librarian: Jennifer Buliszak
Staff Librarian: Tahleen Shamlian
Reference Assistants: Joseph Sorrenti, Bárbara Carrera
Head of Circulation: Jane Iwanowicz
Library Assistants: Rebecca Bromark, Claire Gordy, Helen Lyons, Ellen Royalty
(substitute), Deena Scaperotta (substitute), Sinead Sinnott, Alexa Skrivanek, Kathleen
Taffel
Assistant to the Director: Seema Peterson
Custodians: Dan Brainard, Dan Flannery

Board of Trustees

Karen Gettings, Chair Term expires 2026
Christine Stevens, Treasurer Term expires 2024
Kaitlin Waterson, Secretary Term expires 2025

Submitted by Martha Feeney-Patten, Library Director.

*Other than operating hours, data in this section is based on FY2023 (July 2022-June 2023) as reported to the Massachusetts Board of Library Commissioners.

Endnotes denote sponsorship/co-sponsorship by the following organizations:

- ¹Friends of the Gleason Public Library
- ²Friends of the Carlisle Council on Aging
- ³Susan Zielinski Natural Science Fund
- ⁴Carlisle Garden Club
- ⁵Carlisle Conservation Foundation
- ⁶Carlisle Cultural Council
- ⁷Carlisle Recreation Department
- ⁸Carlisle Environmental Sustainability Committee

Department of Public Works



In April of 2023 I was appointed Director of the D.P.W. and took over full duties after Gary's retirement in June. Also, in June I hired two new employees who have been a great addition to our team. As the month of June drew to a close, we completed a large paving project on East St. as well as Rutland St., Patch Meadow, and Pine Brook Rd.

As summer rolled on, we were



busy with our usual town beautification projects. Assisting various departments such as recreation with summer programs and the like. We also had numerous internments in the Green cemetery.

September 8th, we saw a large straight line wind and rainstorm topple numerous large trees all over town resulting in weeks of clean-up. After the clean-up, we focused our efforts on some much-needed drainage repair due to some collapsed pipes and blocked drains. These projects took us into the month of October. Another damaging storm saw even more trees and road closures that also took weeks to clean up.



Lastly, we began our winter preparations by inspecting our fleet of trucks and repairing what was needed to begin the winter season which saw some minor winter conditions as the year ended.

James Hall
Superintendent, Department of Public Works

Fire Department



The department continues to respond to safety and medical emergencies with an on-call membership. This dynamic staffing has worked well for the town as we are unique in our area in not having fire hydrants and having the staff to respond to an increasing number of medical emergencies.

This year the department had an increased call volume and a significant structure fire.

We have seen an increase in calls to assist physically disabled residents without the need for hospitalization. With the wet summer, we did not see as many brush fires as we sometimes have, but in the fall and into winter we had a number of severe weather events causing power outages and flooding.

Our officers continue to provide a great service to the town. Deputy Chief Svatek continues to keep our communications systems programmed and working and handles many of the technical topics for the department including working on the specifications for our replacement of our first due engine built in 2000. Captain Koning is responsible for the maintenance of our vehicles. In recent years Firefighter Gibson has also been an incredible asset for vehicle and equipment maintenance. This was the first year for Lieutenant Newman to be our EMS coordinator and he has done an excellent job. He provides both oversight and training for our EMS program as well as being a representative for a regional EMS board. Our newest officer is Lt Bernardin who has done an excellent job leading fire calls and training members this year.



We were pleased to have Johnathan Chan and Lars Hanson complete the Firefighter I and Firefighter II certification at the Fire Academy in Stow. In addition, Lars Hanson completed his EMT certification.

A major initiative this year has been to continue moving to industry standard reporting software. We are now reporting to the state and federal agencies all of our calls according to their requirements. This helps us to evaluate our service as well as allows us to successfully apply for federal and state grant funding. Lt Newman has been working to implement a greatly improved medical reporting system starting in the beginning of 2024.



With the funding we obtained last year we are continuing to replace non-compliant fire hose in our department. Hose manufactured before 1988 and hose that has defects needs to be removed from service. Supply chain issues continue to affect our ability to obtain and put the new hose into service.

This year we added a UTV to our department primarily for off road EMS response. We are still in the process of outfitting it, but it has already been used several times. It is a great addition to help prevent Firefighter and EMT injuries getting to and carrying patients from off road locations.

We are pleased that the town is pursuing a plan to upgrade the Fire Station. This will be essential to providing a safe working environment as well as for recruitment and retention of new members. It is anticipated that we will need to continue recruiting from outside of Carlisle to remain fully staffed, and it will be difficult to have acceptable response time without the space for personnel to work, study or stay in the station. Carlisle has changed and the space needs of the department have changed.



We were sorry to see a number of members leave the department because they moved, changed jobs or entered graduate school. These include Bonnie Greco, Alden Haring, Curt Peredina, Daniel DeRoche, Kevin Brown, Lauren Herschelman, Jason James, Sarah Wrathall and Amanda Shorey.

The department has been actively recruiting and training new members including Johnathan Chan, Leif Hanson, Anna Kolchinsky,

Seth Perry, Warren Smith, Catherine Stevenson and Beth Wojtas. In addition, long time member Tom Bishop returned to the department.

The department continues to provide a high level of services thanks to the dedication of our membership. In recent years, we have recruited more young members than in the past. These members add a lot to the department, but the turnover is higher as they either enter graduate school or they move to other communities to find affordable housing. If you have an interest in providing a service to town residents with our department, please reach out to the Fire Chief or a department member.



FIRE DEPARTMENT MEMBERSHIP

Officers:

Fire Chief Bryan Sorrows, EMT
Deputy Chief Matthew Svatek, EMT
Captain Robert Koning
Lt David Newman, EMS Coordinator
Lieutenant John Bernardin
FPO Anthony Geanisis

Engine operators:

Tom Bishop
Lloyd Burke, EMT
Ken Cole, EMT
Mark Gibson
Matthew Herweck
David Moseley
John Richardson, EMT
Richard Sibley
Kent Smack, EMT
Ryan Strazzere

Firefighters:

Tucker Bailey, EMT
Randall Briggs
Johnathan Chan, EMT
Henry Coady
Jeff Dike, EMT
Andrew Downs, EMT
Bonnie Evans, EMT
Charles Farrow
Justin Fishlin
Ian Ford, EMT

Steven Frey
Leif Hanson, EMT
Deborah Kablotsky, EMT
Andrew Keene
Jeff Perkins, EMT
Seth Perry
Grace Schneider, EMT
Brendon Scurlock, EMT
Warren Smith
Katherine Sorrows, EMT
Douglas Stevenson Jr, EMT
Kai Tang, EMT
Lee Tang, EMT
Beth Wojtas

EMTs:

David Canavan
Kim Donovan (Admin assistant)
Alden Harring
Anna Kolchinsky
Arthur Levine
Anne Mulgrew
Burt Rubenstein
Frank Sargent
Catherine Stevenson
David Ziehler

Training:

Robert Dennison

FIRE and EMS STATISTICS

| Fire Call Type | Count |
|-----------------------------------|-------|
| EMS | 269 |
| Detector Malfunction, False Alarm | 60 |
| Unintentional Detector Operation | 51 |
| Electrical Problem | 34 |
| Public Service/Assistance | 34 |
| Medical Assist | 19 |
| Water Problem | 18 |
| Smoke Investigation | 14 |
| Flammable Liquid or Gas | 11 |
| CO or Chemical Hazard | 6 |
| Service Call | 5 |
| Natural Vegetation Fire | 5 |
| Cancelled | 5 |
| Good Intent | 4 |
| Standby: EMS or Fire | 4 |
| Structure Fire | 4 |
| Extrication | 3 |
| Hazmat | 1 |
| Mobile Property Fire | 1 |
| Rescue | 1 |
| Excessive Heat/Scorch No Fire | 1 |
| Search for Missing Person | 1 |
| Water Rescue | 1 |
| Other | 4 |
| Total | 573 |
| Mutual Aid Given | 20 |

| | |
|---------------------|-----|
| EMS Calls | 325 |
| EMS Transport | 204 |
| ALS Dispatched | 127 |
| ALS Treat/Transport | 73 |

| | |
|---------------------------------|-----|
| Emerson | 105 |
| Lahey | 87 |
| Lowell General, BI, Newton, MGH | 6 |

Police Department

This report details and recognizes the progress, achievements, and professional accomplishments of the Carlisle Police Department for the year 2023. It also outlines the statistics for response calls for our Department.

The mission of the Carlisle Police Department is to provide professional police service in partnership with the community through mutual respect and cooperation. The Department takes a proactive approach to deterring and solving crime.

In 2023, the Department utilized progressive policing models, Community Policing concepts, Mental Health Intervention, and Problem-Solving strategies to respond to incidents and partner with the Carlisle Community and outside partnerships. In 2023, numerous hires and promotions fluctuated our staffing throughout the year. However, we have Twelve (12) Full-time Sworn Officers and Six (6) Part-Time Sworn Officers who were employed to deliver an exceptional level of policing services to the residents, visitors, and business community in Carlisle. Our Department also utilizes Three (3) retired police officers who serve as Traffic Safety members who assist with town Traffic needs.

Overall, there were increases in alarm calls and property related offenses. The Town continued to see an increase in fraud and ID scams, and the department continued to work with community members to inform them to be on alert. The number of arrests, citations, and restraining orders all increased from 2022-2023. At the end of 2023, Carlisle Police logged 15,753 calls for service compared to 14,176 in 2022.

Officers collaborated with numerous community partners, including the citizens of Carlisle, along with various other town departments. The Communities for Restorative Justice (C4RJ), Domestic Violence Services Network (DVSN), and the Northeast Massachusetts Law Enforcement Council (NEMLEC) are other partners of the Department.

Police department members continued to receive various trainings throughout the year, including Annual Use of Force and Firearms Training. Officers also attended annual In-Service training as mandated by the Massachusetts Municipal Police Training Committee (MPTC). Members received specialty training in various areas including but not limited to: Taser Instructor, Firearms, NEMLEC Rapid Response Team, NEMLEC Critical Incident Stress Management, and Juvenile training. Additionally, four members have been trained in Crisis Intervention Training. This training focuses specifically on Mental Health, de-escalation, and individuals in crisis. The Department has established a goal to train 100% of the Full-Time Officers in 2024.

The Department established a Police K9 Unit consisting of one Community Resource Dog. This dog will have a multi-purpose function as a comfort care dog and a search and rescue dog. We received the dog in August of 2023 and named her Athena via a town-

wide naming contest. Athena is currently attending her Comfort Care Training and has yet to graduate. Under POST, all Part-Time Officers must complete the Bridge Academy. We have two Part-Time Officers in the academy who are due to finish in 2024.

The Carlisle Police Department recognizes that some citizens struggle with mental health challenges in their lives. In response, the Department continues collaborating with a clinical team and the Council on Aging and Human Services to ensure that information is shared in a multi-disciplinary team approach. This collaboration provides individualized assistance to those members of the community.

Respectfully Submitted,
Chief Andrew Amendola

STATISTICS

| CALLS | 2022 | 2023 |
|-------------------------------------|-------------|-------------|
| Accidents | 92 | 69 |
| Alarms | 261 | 274 |
| Animal Complaints | 144 | 121 |
| Assault & Battery | 2 | 4 |
| Sexual Assaults | 0 | 1 |
| Breaking & Entering – Residence | 0 | 3 |
| Breaking & Entering – Vehicle | 0 | 1 |
| Court Activity: | | |
| Arrest/Summons | 20 | 34 |
| Citations | 56 | 172 |
| Warnings | 516 | 922 |
| Restraining Orders | 6 | 13 |
| Disturbance Calls | 24 | 14 |
| Domestic Disputes | 7 | 14 |
| Property Checks – House | 1937 | 2016 |
| Property Checks – Town & Business | 9108 | 9746 |
| Larceny – General | 1 | 19 |
| Larceny – Motor Vehicle | 0 | 0 |
| Larceny – ID Theft | 2 | 18 |
| Liquor Violations | 2 | 5 |
| Drug Violations | 2 | 0 |
| Log Entries | 14176 | 15753 |
| Missing Persons | 6 | 5 |
| Motor Vehicle Stops | 618 | 1039 |
| Mental Health Responses | 5 | 3 |
| Suspicious Activity | 227 | 216 |
| Obscene/Harassing Phone Calls/Scams | 15 | 5 |
| Traffic Complaints | 56 | 96 |
| Car Seat Installations | 6 | 0 |

POLICE DEPARTMENT ROSTER 2023

FULL TIME OFFICERS

| | |
|-------------------------------------|-----------------|
| Kennth Fong (resigned May 2023) | Chief of Police |
| Andrew Amendola (started May 2023) | Chief of Police |
| Andrew Booth | Deputy Chief |
| Leo Crowe (retired June 2023) | Lieutenant |
| Stephen Mack | Sergeant |
| Kerry Baxter | Sergeant |
| Christopher Arguoyan | Sergeant |
| Michael Fauteux | Detective |
| Paul Smith | Patrol Officer |
| Andrew Corwin | Patrol Officer |
| Taylor Collins | Patrol Officer |
| Eric Koukos (started January 2023) | Patrol Officer |
| Denise Kiley (started June 2023) | Patrol Officer |
| Dean Barbera (started October 2023) | Patrol Officer |

PART-TIME OFFICERS

Royce Taylor IV
Mark Schofield
William Burgess
Christian Seminatore
Gregory Balzotti
Richard Tornquist

ADMINISTRATIVE ASSISTANT

Susan Carrier

TRAFFIC SAFETY

Steven Otto
Thomas Whelan
Richard Hodgson

Recreation Commission

The Recreation Commission (RecCom) oversees recreation fields & facilities and develops and administers a diverse selection of fee-based arts & crafts, life skills, personal development, and health and fitness programs to Carlisle residents of all age groups. The Recreation Commission works closely with the Carlisle Public School and local sports programs to schedule sports practices and games on the playing fields.

The Recreation Commission consists of: Scott Jamison (Chair), Courtney Bittelari, Phil Gibson, and Sarah Wengert. We bid farewell to longtime Recreation Commission member, Drew McMorrow, in December of 2023. Scott Jamison continued as Chairperson. Courtney Bittelari was voted in as the RecCom liaison to the Community Preservation Committee in 2023.

The Recreation Commission employs a Director, Holly Mansfield, responsible for program development, oversight, coordination of resources, scheduling programs and meetings, attending regional recreation meetings, and many varied administrative tasks. We could not ask for a more competent or professional employee, as Ms. Mansfield manages all aspects of her job with the utmost care.

The Recreation Commission works in close liaison with the Planning Board, Finance Committee (FinCom), Dog Control Committee, Trails Committee, Council on Aging (COA), Community Preservation Committee (CPC), Master Plan Steering Committee (MPSC), Conservation Commission (ConsCom), Open Space & Recreation Plan Committee (OS&RPC), Community Center Advisory Group (CCAG), and the School Committee (SC).

Year in Review

The Recreation Commission held monthly meetings in 2023 and made progress on a variety of initiatives.

Top priorities in 2023:

1. Overseeing field and facility maintenance bids and contracts, including the potential use of robotic mowers
2. Repairs to key recreational structures, such as the rebounding wall at Spalding field, the Banta-Davis/Spalding field boardwalk, the playground at Banta-Davis, and the bridge at Diment Park playground
3. Program development and oversight, including after school and Summer Fun
4. Progress through the Dog Park Subcommittee for the development of a sustainable dog park.
5. Participation in the Master Plan Advisory Committee to advocate for recreation needs to be factored into the Carlisle Master Plan
6. Coordination with the Carlisle Public School for continued use of the Brick Building and Spalding and Banta-Davis fields for sports and programming

7. Improvement and repairs to the Brick Building

The Recreation Commission continues to work toward three important goals:

1. Professionalizing the maintenance of our existing facilities, which have in the past relied on volunteers for much of their maintenance,
2. Upgrading and improving our existing facilities, as funds allow, so that the community can get the best possible use of them, and
3. Planning for additional facilities for Recreation programs.

Existing Fields and Facilities

Currently the Recreation Commission schedules and maintains one 50/70 diamond, one softball and two multi-purpose fields. The two baseball fields and softball field at Spalding are currently unused and are being looked at for other uses. In addition, the RecCom maintains the Brick Building, an asphalt running track, two tennis courts, two tot lot playgrounds, a beach volleyball court, and a fitness cluster. RecCom also supplies materials for the Banta-Davis/Spalding field boardwalk; repairs are typically made by volunteers through the Trails Committee.

In 2023, RecCom decided to donate their unused van, which was being used for the now defunct summer swim program, to the Carlisle Public School. RecCom also approved the placement of a shed for equipment storage for the Boy Scouts at a location near the water treatment facility at Banta-Davis.

Fields and Facilities Maintenance

The Recreation Commission oversees the current contract with an outside vendor for field fertilization, pest management, lawn mowing, and general upkeep of the grounds at Spalding and Banta-Davis fields. The grass fields are in excellent condition and the Recreation Commission continues to receive high praise from Carlisle Public School Athletics personnel as well as local Concord-Carlisle sports programs. The Recreation Commission is considering approval for the use of robotic mowers for use in the fields.

Fields and Facilities Enhancements

Enhancements to fields and facilities continue to be needed. The Recreation Commission continues to discuss the best course of action for a rotation of fields to manage overuse. In addition, the Commission is committed to increasing user and spectator ADA accessibility and compliance at all recreational fields and facilities.

In coordination with the Recreation Commission, Concord-Carlisle Youth Baseball and Softball (CCYBS) continued to make upgrades to the fields at Banta-Davis, installing back-stop padding, windscreen, benches and a batting cage.

The Recreation Commission is currently considering a Splash Pad and Pickleball Courts as new facilities in the coming 1-3 years, based on community and program demand.

Specific Updates on Fields and Facilities

BANTA-DAVIS: The Recreation Commission has responsibility for maintaining and scheduling the fields and beach volleyball court on the Banta-Davis land. The Rory Bentley Fitness Cluster, also located at Banta-Davis, was refreshed. Gators Volleyball Club offered beach volleyball programs to residents during the spring and summer months in 2023.

On-going discussion among board members is the build-out of the Banta Davis facility. The current fields are a product of the 1998 development activity, of which only the first of four phases were implemented. In 2006, further proposals were considered at Town Meeting but not realized. Additional usage of Banta-Davis, including pickleball courts and a dog park, are being explored.

DOG PARK: The Recreation Commission progressed the work on developing a fenced, off-leash dog park at the Banta-Davis Recreation Area. It will be open to all ages and ADA accessible. An off-leash dog park is a public park where people and their dogs can play together, socialize, and build community around healthy pet ownership. The Recreation Commission received a grant from the Stanton Foundation to help fund the park. The Stanton Foundation will provide 90% of hard construction costs and the town will provide the remaining 10%. The Recreation Commission was granted CPA funds to cover the 10% portion of the total dog park cost, with a confirming vote at Carlisle Town Meeting.

DIMENT PARK: The tot lot is for young children up to 5 years old. It is one of the only venues in town for young children and their caregivers to meet and socialize. The Recreation Commission repaired several items within the park, including the playground structure bridge. RecCom also organized an event to spread new wood chips throughout the park. Additional work is being done to see if Diment should get a complete overhaul in the coming years. Sarah Wengert, RecCom committee member, is investigating the use of a subcommittee to explore options.

BANTA PLAYGROUND: The climbing wall at the playground and Banta-Davis was repaired in 2023 and is in working order.

RORY BENTLEY PARK: Improvements were determined to be needed at the Rory Bentley Fitness Center at Banta-Davis. Improvements made in 2023 included repairs to the retaining wall, bringing in clean fill to level the ground, and mulch to cover exposed posts.

TENNIS COURTS: The Tennis Courts were used extensively in 2023 after a resurface in 2022. Due to high demand for the courts for both tennis and pickleball, The Recreation Commission continues to make it a priority to explore dedicated pickleball courts in town.

SCHOOL PLAYGROUND PROJECT: The Recreation Commission decided to donate the dismantled Kindergarten Playground, which was removed to make way for the new Carlisle Castle Playground, for scrap metal.

Brick Building

Superintendent of Schools, Mr. Jim O’Shea, issued a renewal agreement for the Recreation Department’s use of the Brick Building in 2022. The use of this facility enhances and assures the success of after-school recreation programs for children. Having access to the Brick Building allows community groups, such as Boy Scouts and Girl Scouts, to secure meeting space for monthly meetings and events. Aside from Town Hall meeting rooms, which are already in use for programs, very few viable options exist for Recreation program space. The Recreation Commission has authorized upgrades to the facility in the form of updated bathroom fixtures, a new floor, new roof, chimney repair, fresh paint, and a new office for the Recreation Department. New windows were installed in 2023.

Programs

Recreation Programs were successfully scheduled both indoors and outdoors at the Brick Building, Gym, Exercise Room, Community Room, Auditorium, Spalding Field and the Banta Davis playing fields. The Recreation Department was able to offer a variety of recreational opportunities to meet the needs of all segments of our community.

The new MyRec program registration system installed in August 2022 has been a success. The system is user friendly and allows for quick and easy reconciliation of all programs that run through the revolving account. The new registration software has allowed greater ease with program registration as well as a clear list of all program offerings. The Recreation Commission has also created an Events column for all town organizations to advertise the great programs and events offered to the Carlisle community.

The Summer Fun Program for youth (age 4+) was offered for six weeks during the summer using both outdoor and indoor recreation facilities. Tents were set up on Spalding field and children rotated through stations. On days with extreme heat or rain, the Summer Fun program was moved indoors in the gym and exercise room in the Carlisle Public School. Summer Fun remained cautious of COVID-19 transmissions working closely with the Board of Health for increased vigilance around health and safety during the program. Fifteen young people were employed during the summer as counselors under the direction of one Summer Director and two Assistant Summer Directors. The program was a success with a total of seventy-one families participating in the program. Families were very appreciative of the opportunity for their children to enjoy outdoor fun, exercise and social engagement.

Recreation also collaborated with the Carlisle Public School to pilot the Summer Inclusion Program. The Summer Inclusion program provided an opportunity for students with recognized needs to attend the Summer Fun program with the assistance of a school appointed Paraprofessional. Looking ahead, the Recreation Commission will continue to work with the Carlisle Public School to expand this opportunity for children.

Partnerships with a number of children's program vendors have yielded new program offerings in the areas of engineering, electronics, RE/CO robots, world language, science, coding, art, leadership, social skills, dining etiquette, Minecraft, photography, and fitness.

STEM programs continue to be highly valued after-school options for students and families. Engineering using LEGO, circuits, chemistry, and science offered opportunities to develop problem-solving skills in a fun, exploratory environment.

The Recreation Director worked closely with surrounding towns to collaborate on various on-line and in-person adult and children's programming, ensuring programs would run when they otherwise might be canceled due to low numbers.

Nashoba Valley ski and snowboard program, creative dance, karate, archery, tennis, pickleball, and soccer were some of the popular outdoor fitness and movement options for students. Gators Volleyball Club offered a beach volleyball program during the summer months, which was well attended. Skyhawks Sports Academy offered some new outdoor sports programs for children, including basketball, flag football, and street hockey.

On-line and in-person Home Alone courses for tweens and teens, babysitting certification courses, social etiquette courses, CPR courses, Zumba classes, watercolor, musical theater, Pokémon Lego, cooking, pottery, and yoga classes were some of the most successful offerings in 2023.

With creativity and tenacity, Carlisle Recreation has offered a wide range of programs for residents at all age levels. Programs for adults included a variety of health and wellness, nutrition, child development, science, arts, sports, and education classes. Popular adult offerings in 2023 included pickleball, archery, infant massage, Zumba, CPR, badminton, and basketball.

Recreation collaborated with the Gleason Public Library and Council on Aging to offer various intergenerational programs to include Stargazing parties, music events through awarded grants and several activities shared with Summer Fun.

Making Life-Long Learning Fun

The Recreation Commission's goal is to provide quality programs and facilities for all residents of Carlisle and to reinvest in our community. Excess fees generated from our programs, gifts, grants, and projects are given back to the community. We are fortunate to have many teenagers and adults performing community service as chaperones, coaches, and referees. Often their service means a program can run despite low enrollment or at a lower cost. We honor the commitment of our volunteers and ensure their success by planning for future recreation needs, collaborating with peer communities, and maintaining and preserving our resources to the best of our ability.

Respectfully Submitted,
Scott Jamison (Chair), Courtney Bittelari, Phil Gibson, and Sarah Wengert

Carlisle Public Schools

In 2023 Carlisle Public Schools and the Carlisle School Committee continued focusing on collaborations with town departments and community organizations, while navigating the new challenges and needs that arose throughout the year. New initiatives and collaborative work helped move our district and school community forward in a positive direction.

As 2023 came to a close, the School Department and the Carlisle Town Hall were finalizing the unification of school and town facility departments. The pilot program transitioning the oversight of town buildings under the School Facility Director launched in January proved to be successful. Plans to solidify the consolidation of the two departments over the next two years are being put in place.

Collaboration between the School Committee and town leadership helped to bring the schools' capital needs into better perspective. Progress in other projects in the facilities area included the installation of internal security cameras which was completed in December as well as the continuation of work on the Wilkins Building HVAC project and the installation of a new lighting system in the auditorium, to replace the outdated and failing system.

The school's IT Department also began work with town departments in 2023. IT staff supported the simultaneous implementation of new phone systems in the school buildings and town offices in the summer of 2023. Though not as structured as the unification of Facilities Departments, moving forward the school IT Department will provide town departments with technical support from time to time.

The Diversity, Equity, and Inclusion Carlisle Advisory Council (DEICAC) continued to provide educational opportunities, community activities, discussions, in school programming and professional development in 2023. Highlights from the year include the DEICAC working with school administration and the middle school Pride Club to assist with the planning of the Pride Celebration held June of 2023. In recognition of the Indigenous Peoples' Day holiday and Native American Heritage Month, Carlisle Public School partnered with the DEICAC in October to present The Feather Project. The art installation was made up of over 2,500 feathers representing the lost children and generations of the US Indian Boarding School program which operated from 1819-1969. The goal of the project was to bring awareness of indigenous culture and history as well as to understand forced cultural assimilation. The ongoing work of the DEICAC aids in promoting the district goal of ensuring that all students and families share the sense of inclusion and belonging within our school and our school community.

Additional collaborative events held in 2023 included the Monte Carlisle Night in April. The Parent Teacher Organization (PTO) and the Carlisle Education Foundation (CEF) worked together to sponsor this exciting fundraising event which raised funds to help support PTO grants, enrichment programs, and school activities. In October the William's

Be Yourself Challenge (WBYC) and CEF came together for the dedication of the school's Performing Arts Center to William Wolfgang Shaw. The Student Council worked with the Town to invite Veterans to a luncheon in their honor prior to Veterans Day in November. The event was a resounding success, and the hope is to continue it for years to come.

Throughout 2023 the Carlisle School community used the Carlisle Public Schools Mission & Vision, as well as our Portrait of a Graduate to guide our work and all that we do for our students.

VISION & MISSION

Carlisle Public Schools cultivate balanced learners who can stand confidently with one foot in the field and the other in the future.

We create a nurturing and individualized experience for our students and highly value personal relationships. We prioritize social-emotional and physical health. We include a project-based approach to help students develop their knowledge, skills, and interests. We provide multiple ways for students to demonstrate understanding and mastery, de-emphasizing state standardized assessments. Students engage in the classroom and in the community, with educators, local experts, and Carlisle's natural resources to understand how their studies can be applied to civic life to help solve local and global problems. We break down barriers between traditional subjects and create opportunities for students to develop their understanding of the world and extend their perspective and thinking beyond our town borders.

A CPS GRADUATE IS:

- A resilient and adaptable **lifelong learner** who is empowered to pursue their interests.
- A self-aware and **reflective individual** who takes responsibility for their actions, outcomes and learning.
- A caring, kind and engaged **global citizen** who works to forward identified goals.*
- An **advocate for social justice** who acts with skill and courage against prejudice and towards equity.
- A creative and competent **problem solver**, appreciative of diverse thinking.
- An **independent thinker**, willing to question the status quo and weigh the evidence.
- An **effective communicator & collaborator** who can work with diverse teams, listen and articulate thoughts and ideas persuasively.

*Current goals are aligned with UN Sustainable Development goals.

District

Student academic outcomes continue to be an area of success. Carlisle continues to be a leader in public education in the Commonwealth, as demonstrated by student performance data and the outstanding work our students produce on a daily basis in the classroom.

During 2023 there was focus on literacy practices and in particular the current shifts in these practices.

Throughout 2023 the Emotional and Behavioral Health team continued its important work and used a program from Panorama Education as a social emotional screener for students. Panorama collects data from students and parents. It has the ability to track student data from survey to survey and then compare it year over year. It allows staff to drill down into data and address specific student needs. Some adjustments were made for the 2023-2024 school year based on what was learned over the 2022-2023 school year. It is an ongoing goal of the district to better meet the social and emotional development of our students as we know this goes hand in hand with their academic success.

In 2023 the Mentor/Induction Program for teachers new to Carlisle was updated as two new coordinators were charged with oversight of the program. The goal of the updated Mentor Program is for new teachers to understand that the role of a teaching professional is not limited to teaching, family interactions, and fulfilling administrative requirements, but includes a commitment to growing professionally through reflection on teaching practices and setting goals for improvement. All faculty and staff participated in professional development throughout 2023 in the areas of literacy instruction, antiracist and anti-bias education, math instruction, and social and emotional learning.

Carlisle Public Schools continues to strive to provide an outstanding educational experience for all students and families, while continuing to adapt to the ever-changing needs of our students and our community.

Carlisle Elementary School Highlights of 2023

Elementary School Principal Dennet Sidell oversees students and teachers in Grades K-4 and provided this update.

We had a wonderful 2023! We continued with our student paper, the *Moskiddo*. There were multiple editions from our newspaper reporters as well as freelance reporters. Subjects covered events at our school and town as well as subjects from around the world. A comic section was added in the spring and an editorial section in the fall. Children participated twice a week to conduct research, interview people, and write their articles. The editing process is a wonderful learning curve for our children as well as writing for a real audience.

On January 25, 2023, our students participated in a Multicultural Fair. This was a wonderful event where parents, grandparents, and community members created presentations about their countries of origin. Volunteers wore authentic native clothing and prepared activities for the children to participate in, such as identifying on a map where each country is located compared to Carlisle. During the afternoon whole families came together to experience the fair and potluck luncheon. It was an exceptional experience for all who attended.

Work in the areas of Diversity, Equity, Inclusion and Belonging continued in 2023. We conducted professional development with our entire faculty and staff and enjoyed a wonderful assembly to celebrate Black History Month with the dance troop Blackout. Staff focused on growing our class libraries so every child will see “windows and mirrors” of themselves in the classroom books and in the books that teachers use as read a-louds. In June of 2023 there was a Pride Parade run by our middle school with elementary students joining for activities at Banta Davis field following the parade.

Our playground is being enjoyed daily by our students and many others during the weekend. The outdoor classroom was built in the spring of 2023 after much planning and now can be used by our classroom teachers during the week and by the community on weekends and evenings. There are several tables around one side of the outdoor classroom, which makes for a wonderful spot for group work during school and a nice gathering spot after school hours. The Castle Playground Committee continued work on designs to redo the plaza and looked at many different types of surfaces. After much work and research, the committee decided that the use of grass, turf, or cork would not be feasible on the plaza. The committee is exploring surface options that will be slightly safer than what we have presently.

Academically we continued to pilot and expand assessments in our elementary grade levels. DIBELS (Dynamic Indicators of Basic Early Literacy) is now used for all children in grades K, 1, and 2. We expanded STAR (Standardized Test for the Assessment of Reading) reading to grades 2, 3, and 4 as well as STAR Math in grades 3 and 4. Grade 3 is piloting CARS (Comprehensive Assessment of Reading Strategies), which is an assessment on 12 standards-based reading skills. Grade 4 is piloting an assessment called CUBED, which looks at each part of a child’s reading progression. Work continues to have multiple data points on each child as they move from grade to grade, both from the classroom and from district assessments. The changes outlined above are giving teachers beneficial information for their daily teaching.

We are also in the implementation stages of a new math program, Into Math. It takes multiple years to bring a new program online in all elementary grades, but our teachers are doing a wonderful job putting the program into practice and we have begun to see some grade skill development especially in our younger students. There are a plethora of resources and teachers are expanding into new areas of the program to help all of our students expand and strengthen their math knowledge.

Carlisle Middle School Highlights of 2023

Middle School Principal Matthew Mehler oversees students and teachers in Grades 5-8 and provided this update.

The faculty and staff of educators at Carlisle Middle School work cooperatively and diligently to engage, support, and challenge our early adolescent students academically, socially, emotionally, and behaviorally, in grades 5 through 8. Carlisle Middle School uses a collaborative team approach of dedicated educators who, together, provide direct

instruction in the academic content areas of English language arts, science, social studies, and mathematics. Our middle school students have multiple opportunities to engage in arts and wellness classes during and after the middle school day. Our middle school students take classes in physical education, art, health, and have the opportunity to join musical ensembles such as chorus and/or band. Our early adolescent students have the choice of learning one of three world languages offered at Carlisle Middle School; Spanish, French, or Mandarin. The instructed curriculum in academic classes is aligned to the Massachusetts Curriculum Frameworks as well as to national standards.

All middle school students participate in an advisory class, which is a weekly time in the middle school schedule for our adolescent students to focus upon team-building activities, cooperative learning strategies, and develop social-emotional learning. During advisory, middle school students meet in small groups as they engage in lessons pertaining to belonging, inclusivity, and understanding. Each middle school student is assigned a school psychologist/guidance counselor who is available to discuss any concerns (personal, academic, planning for high school, etc.). School psychologists are available for personal support and consultation for students and families. School psychologists meet with students individually and in small groups. The school psychologist team runs a number of counseling groups for specific special education programs. Students may participate in social skills development, friendship groups, and emotional regulation.

Finally, in the 2023 calendar year, students at Carlisle Middle School participated in experiential and community-based learning opportunities. This included the Spaghetti Supper, Washington D.C. Trip for 8th graders, the grade 7 play Footloose Jr., grade 6 Nature's Classroom trip, and the Carlisle Cross-Country Invitational at Great Brook Farm State Park. Also, students in grade 8 engaged in civic projects.

Carlisle Special Education Highlights of 2023

Director of Student Support Services Lori Bruce, who oversees the Carlisle Special Education, Preschool Program, and Health departments, provided this update.

The dedicated professionals of Carlisle's Special Education, Preschool, and Health Departments continue to impress with their ability to praise the strengths of all students and provide the necessary support for those in need. With a team of talented specialists, teachers, and nurses, we continued to address the health, emotional, and learning needs of any student in need of extra support or care. Our programs are all designed individually, in consultation with families and professionals, ensuring a tailored approach to each student's requirements.

Carlisle's Integrated Preschool Program, thriving under the leadership of a new Preschool Coordinator, continues to serve both students with and without identified special needs. Utilizing play-based learning, we incorporate early literacy and math skills while fostering curiosity and self-expression. Excitingly, the Carlisle School Committee recently approved the expansion of our program from four half days to five full days for the 2024-2025 school

year, allowing more time to build students' confidence, school readiness skills, and love of learning.

Our school nurses remain accessible and supportive to every student seeking assistance in their office, whether it's for a simple band-aid or a more significant concern. With the increasing number of students diagnosed with Type 1 diabetes, our school nurses have exhibited remarkable expertise. They have conducted comprehensive training sessions for the staff, covering various aspects affecting blood glucose levels. Additionally, they offer guidance on identifying early signs of both low and high blood sugar levels, providing essential information about diabetes.

The Special Education Department remains committed to prioritizing the evaluation of students who encounter challenges in progressing within the classroom setting. Our evaluations encompass a broad spectrum, ranging from identifying articulation errors to conducting comprehensive assessments that delve into cognitive profiles, academic achievements, speaking and listening skills, motor skills, and self-regulation.

Irrespective of the type of evaluation, parents can expect to receive detailed and individualized reports that offer valuable insights into their child's learning profile. When a student is diagnosed with a disability/neurodiverse profile, our collaborative approach involves working closely with families to consider the whole child. We identify their strengths and explore any individually designed instruction and accommodations that may be necessary to provide greater access and success when engaging with the classroom curriculum.

Currently serving over 100 students qualifying for special education services, Carlisle Public Schools excels in providing education in the least restrictive environment. Adapting to new guidelines set by the state of Massachusetts for writing Individualized Educational Programs (IEP), the Special Education faculty underwent training and is gradually implementing changes. These changes encourage greater student input, data-driven decisions, and collaboration with general education teachers. While working with our IEP programming provider, Frontline, to update forms, the implemented changes have been beneficial and well-received.

Over the past year, our school psychologists have incorporated a program by Panorama to assess social and emotional needs. This proactive measure ensures that students flagged as anxious or insecure receive counseling for validation and support. This comprehensive approach underscores our commitment to addressing the diverse needs of each student and fostering a supportive environment for their academic and emotional well-being.

Collaborating with our exceptionally talented group of educators brings immense joy and pride as we reflect on the accomplishments of the past year. It is truly a pleasure and privilege to work alongside professionals who are dedicated to upholding high achievement standards and where our collective efforts are directed toward the continuous betterment of our students.

Retirements

In June of 2023 we celebrated three school employees who retired following long careers in the district. Michela Hardimon was the face of the preschool program for 25 years. She began in Carlisle in 1998 at the inception of the integrated preschool and was instrumental in growing it into the vibrant program it is today. Over the years she touched the lives of countless young students in Carlisle. Nancy Donnelly began working in the district in 2007. Throughout the years she provided administrative support to both the Business Office and the Facilities Department. Nancy's institutional knowledge of the district will be missed along with her sense of humor. Middle School Art Teacher Courtney Longaker taught in Carlisle for 26 years and inspired the love of art in many students. Her door was always open to provide support and encouragement to students working on an art project. Although Courtney will no longer be in the building, her memory will live on as students, staff, parents, and visitors walk by her murals in the Corey Lobby every day. We wish Michela, Nancy, and Courtney the best in retirement. They will be missed.

Final Thoughts

We continue to be thankful for the support the school district receives from parents and families through participation in organizations such as the Parent Teacher Organization (PTO), the Carlisle Education Foundation (CEF), the Diversity Equity and Inclusion Carlisle Advisory Council (DEICAC). We are fortunate to have organizations and volunteers who provide hands-on support as well as grants to supplement the educational experiences of the students in Carlisle. Students benefit tremendously from the cultural enrichment programs, special events, and direct classroom enhancements these organizations champion. Their work also improves students' experiences by funding technology, supporting professional development for teachers, and assisting all in the work of living up to our District's Vision/Mission.

Carlisle residents generously share their time and talents which contribute to making Carlisle Public Schools an outstanding educational institution. Students in Carlisle continue to achieve and thrive as a result of the tremendous community support for which we are all grateful.

Sara Wilson, School Committee Chair

James F. O'Shea, Superintendent

School Committee Members:

Carrie Patel

Julie Viola

Brian Waterson

Sharon Whitt

**Carlisle Public Schools
Enrollment by Grade
December 31, 2023**

| Grade | Boys | Girls | Non-Binary | Total |
|-----------------------------------|-------------|--------------|-------------------|--------------|
| Pre-Kindergarten | 8 | 7 | | 15 |
| Kindergarten | 33 | 36 | | 69 |
| Grade 1 | 32 | 29 | | 61 |
| Grade 2 | 42 | 37 | | 79 |
| Grade 3 | 29 | 30 | | 59 |
| Grade 4 | 18 | 39 | | 57 |
| Grade 5 | 39 | 31 | | 70 |
| Grade 6 | 30 | 32 | | 62 |
| Grade 7 | 40 | 32 | | 72 |
| Grade 8 | 31 | 27 | | 58 |
| Out of District/ Services Only | 4 | 2 | 1 | 7 |
| Total | 306 | 302 | 1 | 609 |

**Carlisle Public Schools
Administration and Faculty List
September 2023**

| <u>NAME</u> | <u>EDUCATION</u> | <u>POSITION</u> | <u>BEGAN SERVICE</u> |
|------------------|---|--------------------------------------|----------------------|
| Beth Arinsburg | State University of New York at Binghamton, B.A. Emerson College, M.S. | Speech & Language | 2021 |
| Jacqueline Baer | Salem State University, B.A. | Health/PE Teacher | 2023 |
| Maya Bery | Wesleyan University, B.A. Simmons College, M.L.S. | Library/Media Specialist | 2013 |
| David Bove | William Patterson University, B.A. University of Birmingham, M.A. | ELL | 2022 |
| Amy Brodeur | Virginia Polytechnic Institute & State University University of North Carolina, M.S. | Occupational Therapist | 2021 |
| Lori Bruce | Boston University, B.A. Lesley University, M.Ed. | Director of Student Support Services | 2019 |
| Rebecca Buchanan | Keene State College, B.A. University of Massachusetts, Boston, M.A. | Science | 2020 |
| Callie Burns | University of New Hampshire, B.S. University of New Hampshire, M.Ed. | Kindergarten | 2020 |
| Lynne Carmel | Castleton State College, B.S. Cambridge College, M.Ed. | Physical Education | 1999 |
| Amy Caron | Boston College, B.A. Fitchburg State College, M.Ed. | Grade 2 | 2003 |
| Katie Casazza | Salem State University, B.S. Merrimack College, M.Ed. | Grade 1 | 2017 |

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| Leanne Christmas | Syracuse University, B.S. Syracuse University, M.S. | Speech & Language | 2001 |
| Jeffrey Clem | Springfield College, B.S. Framingham State University, M.Ed. | Special Educator | 2014 |
| Rachel Cloutier | Westfield State University, B.S. University of Massachusetts, M.Ed. | Math | 2021 |
| April Colson | Quinnipiac College, B.S. Florida International, M.S. | Occupational Therapist | 2005 |
| Stephen Connearney | University of Massachusetts, Lowell, Coursework | Facilities Director | 2022 |
| Bradford Cranston | Bates College, B.A. Johns Hopkins, M.A. | Science | 2006 |
| Stephanie DeCoste | Rivier College, B.A. University of Massachusetts, Lowell, M.Ed. | Special Educator | 2016 |
| Marshall DeForest | University of Massachusetts, B.A. University of Massachusetts, M.Ed. | Grade 3 | 2014 |
| Vanessa Gerade | University of Massachusetts, B.A. Lesley University, M.A. | Grade 1 | 2004 |
| Amanda Gilchrist | University of New Hampshire, B.A. Lesley University, M.Ed. | Grade 2 | 2012 |
| Mimi Gleason | Middlebury College, B.A. Harvard University, M.Ed. | Grade 5 | 2008 |
| Elizabeth Grady | University of Michigan, B.A University of Michigan, M.A. | Grade 1 | 2012 |
| Cassandra Graham | St. Lawrence University, M.S. Boston College, M.Ed. | Kindergarten | 2000 |
| Elizabeth Gray | Boston University, B.S. Penn State University, M.Ed. | English Language Arts | 1998 |
| Caitlin Green | Framingham State University, B.S. | Grade 3 | 2023 |

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|------------------------|--|-----------------------------------|------|
| Nicholas Greenwood | University of Massachusetts, B.A. | Technology Integration Specialist | 2017 |
| Cheryl Hay | University of Massachusetts, B.S. Fitchburg State University, M.Ed. | English Language Arts | 2006 |
| Jeffrey Hechenbleikner | St. Michael's College, B.A. Salem State University, M.Ed. | School Psychologist | 2014 |
| Scott Heffner | Penn State University, B.A. University of Massachusetts, Lowell, B.S. | Network Manager | 2015 |
| Chiao Bin Huang | Chinese Cultural University, B.A. Emerson College, M.A. | Chinese | 2005 |
| Daniel Hunt | Bridgewater State College, B.A. American College of Education, M.Ed. | Physical Education | 2006 |
| Shawna Hunt | Westfield State College, B.S. Fitchburg State College, M.Ed. | Grade 1 | 1999 |
| Kendra Katz | Eastern Nazarene, B.A. Mid-America Nazarene, M.Ed. | Grade 4 | 2006 |
| Michael Kilmartin | Springfield College, B.S. American International College, M.A. | Social Studies | 2017 |
| Emily King | Boston University, B.S. Lesley University, M.Ed. | Grade 4 | 2004 |
| Erin Lane | University of Maine, B.S. University of Massachusetts, M.A. | Music Teacher | 2023 |
| Chloe Lazar | Fairfield University, B.A. Assumption College, M.A. | Special Educator | 2023 |
| Rachel Levy | Institute of Art, B.A. State University of New York, M.A. | Art | 2005 |

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|------------------|---|-------------------------|------|
| Jan Liebman | Southern Connecticut State University, B.A., B.S. King's College, London, M.A. | Special Educator | 2017 |
| Madeleine Lydon | University of Massachusetts, B.A. Mount Holyoke College, M.A. | Special Educator | 2017 |
| Gina Mach | University of Delaware, B.A. Fairfield University, M.A. | Special Educator | 2023 |
| Kevin Maier | Manhattanville College, B.A. Manhattanville College, M.Ed. | Music | 2009 |
| Tracy Malone | Assumption College, B.A. Framingham State College, M.Ed. | Special Educator | 2003 |
| Kathryn Marsh | University of Wisconsin, B.S. University of California, Ph.D. | Science | 2004 |
| Laura Marshall | Northeastern University, B.S. Lesley University, M.Ed. | Special Educator | 2010 |
| Caryl McCabe | University of Massachusetts, B.A. Rivier College, M.Ed. | Grade 4 | 2008 |
| Matthew Mehler | University of Delaware, B.A. Northeastern University, M.Ed., Ed.D. | Middle School Principal | 2018 |
| Dana Meyer | Fitchburg State University, B.S. Fitchburg State University, M.Ed. | Grade 5 | 2021 |
| Angela Monke | University of Massachusetts, B.A, University of Massachusetts, M.A. | Music | 1998 |
| Jessica Montague | Regis College, B.A. Regis College, M.A.T. | Special Educator | 2017 |
| Cynthia Morris | Stonehill College, B.A. Lesley University, M.Ed. | Grade 3 | 2000 |

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| Jason Naroff | Boston University, B.S. Lesley University, M.Ed. | Grade 5 | 2008 |
| Aria Niemierko | University of Massachusetts, B.A. University of Massachusetts, M.Ed. | Grade 3 | 2010 |
| Kaitlyn Olmstead | Worcester State University, B.S. Endicott College, M.Ed. | Math | 2022 |
| Mary O'Regan | University of New Hampshire, B.A. | Assistant to the Superintendent | 2021 |
| James O'Shea | University of Massachusetts, B.A. Suffolk University, M.S. Boston College, C.A.E.S. | Superintendent | 2016 |
| Nicki Parrella | Merrimack College, B.A. Bay Path University, M.A. | BCBA | 2023 |
| Marcella Pixley | Vassar College, A.B. University of Tennessee, M.A. | English Language Arts | 2004 |
| Jennifer Pray | Bridgewater State University, B.S. Bridgewater State University, M.Ed. | Special Educator | 2007 |
| Peter Proulx | Providence College, B.A. Providence College, M.Ed. | Special Educator | 2023 |
| Jennifer Putnam | Mount Holyoke College, A.B. Simmons College, M.A. | Grade 5 | 1995 |
| Kimberly Reid | State University of New York, B.A. Northeastern University, M.Ed. | School Psychologist | 1995 |
| Marie Rivier | Université du Maine, France, Licence en Langues, French Alliance of Paris | French | 2019 |
| Jennifer Rowland | Stonehill College, B.S. Simmons College, M.Ed. | Special Educator | 1999 |
| Kathleen Rupprecht | Miami University, B.A. Northeastern University, M.S. | School Psychologist | 2009 |

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|------------------------|---|--------------------------|------|
| Cynthia Samuels | Colorado State University, B.S. Emerson College, M.S. | Speech & Language | 1995 |
| Lauren Sawyer | Mass College of Pharmacy and Allied Health Sciences, B.S. University of Massachusetts, B.S., M.S. | School Nurse | 2018 |
| Stephanie Schneider | Berklee College of Music, B.A. Merrimack College, M.Ed. | Preschool Coordinator | 2023 |

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|------------------|--|----------------------|------|
| Suzanne Severy | University of Massachusetts, B.A. Lesley College, M.Ed. | Kindergarten | 2000 |
| Dennet Sidell | Gordon College, B.A. Lesley University, M.Ed. Nova Southeastern University, Ed.D. | Elementary Principal | 2012 |
| Anne Spiegel | Merrimack College, B.S. Fitchburg State University, M.Ed. | Math | 2017 |
| Kathryn Springer | The College of Saint Rose, B.S. Grand Canyon University, M.A. | Grade 2 | 2020 |
| Andrea Steffek | University of Colorado, B.A. Tufts University, M.A.T. | Spanish | 2001 |
| Linda Vanaria | Lesley University, B.A. Lesley University, M.Ed. | Grade 2 | 2007 |
| Lindsay Weston | Bridgewater State College, B.S. Framingham State University, M.Ed. | Kindergarten | 2017 |
| Caroline Whelan | University of Massachusetts, B.A. Eastern Nazarene College, M.Ed. | Art Teacher | 2023 |
| Heather White | Northwestern University, B.A. Syracuse University, M.S. | Speech & Language | 1999 |

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|-----------------|--|---------------------|------|
| Jodi Wollner | University of Hartford, B.S. Salem State University M.Ed., | Literacy Specialist | 2023 |
| Racquel Yutkins | Western New England University, B.A. Framingham State University, M.Ed. | Special Educator | 2023 |
| David Zuckerman | Occidental College, B.A. Tufts University, M.A.T. | Social Studies | 1999 |

Concord-Carlisle Regional School Committee

Statement of Appreciation from the Concord-Carlisle Regional School Committee

As School Committee members, we want to share our deep and genuine gratitude for the time, effort, creativity, determination, and thoughtful care that our Superintendent, district leaders, teachers, and staff dedicate to our students every day.

We also wish to share our appreciation for the efforts of the METCO Representatives as well as the CCHS Student Representatives and we extend our thanks Carlisle resident Sara Wilson for her service to the Regional School Committee.

Most of all, we want to thank the citizens of Carlisle and Concord for their ongoing support of the schools, and to all the parents and community members who volunteer their time on behalf of Concord-Carlisle High School (CCHS).

Mission and Core Values

Members of the School Committee use the vision articulated in the District's mission statement and core values to guide decisions. The mission of the Concord-Carlisle Regional School District is to educate all students to become independent lifelong learners, creative thinkers, caring citizens, and responsible contributors to our increasingly diverse global society. The core values of excellence, engagement, perseverance, inclusion and innovation are reflected in the [2018-2023 District Strategic Plan, the 2023-2028 District Strategic Plan](#) (which was implemented in the fall of 2023), as well as the programs, services and activities which support student learning.

Implementation of the 2023-2028 District Strategic Plan

Following a comprehensive planning process that was driven by a 50-member stakeholder group that included faculty, students, school committee members, parents, community members and school administrators, the school committees voted to adopt a 2023-2028 District Strategic Plan that outlines a shared vision for both CPS and CCRSD. The plan builds upon the previous five-year plan and features efforts in key areas such as reducing student stress, maintaining academic excellence and work related to cultural proficiency and awareness.

The strategic plan is utilized to guide and prioritize decision making regarding teaching and instruction, curriculum, budgets, and planning for facilities amongst other matters. Also, it will include provisions for analysis and review of the plan's on-going success as well as for on-going input from the public.

Diversity, Equity, Inclusion and Belonging 2022-2027 Strategic Plan

Implementation

The District's continued efforts to implement the Five-Year Strategic Plan for Diversity, Equity, Inclusion, and Belonging that is included in the overall District Five-Year Strategic Plan. This plan builds upon the previous work to create an equitable, inclusive, and anti-racist environment at CCRSD which dates to the establishment of the PreK-12 Cultural Competency Committee in 2017. Areas of focus include professional

development, student and family engagement, transparent communication, institutional accountability, and for teachers and staff, hiring, mentoring, and retention.

School Enrollment (As of 10/1/23)

The Superintendent and School Committee carefully monitor enrollment projections. The Concord-Carlisle Regional High School enrolls 1,230 students, with 886 students from Concord and 273 from Carlisle. These figures reflect a decrease of 55 students from Concord and a decrease of 20 students from Carlisle from the 2022 enrollments. These levels set the percentages for the regional agreement at 76% Concord and 24% Carlisle. There are a total of 44 students participating in METCO at CCHS.

FY24 Operating Budget

The School Committee seeks to develop budgets that meet the needs of our students and teachers while being sensitive to the impact on taxpayers. The School Committees work with District leaders to discuss funding priorities and cost drivers as well as to discuss budget recommendations with the Finance Committees in Concord and Carlisle as appropriate. Ultimately, Concord and Carlisle residents approve the budgets at Town Meetings.

During 2023, the Regional District's FY24 operating budget was \$37,811,098 which represents a 3.48% percent increase from the previous year's budget.

The approval of the budget for CCRSD is the culmination of a multi-month process that begins with the submission of the annual School Improvement Plan that is developed and guided by the District's strategic plan and includes input from teachers, parents, and administrators.

MCAS Test Scores at Pre-Pandemic Levels

The School Committees and District Leaders were pleased to share the latest MCAS scores that highlighted student achievement in every subject and grade level were back or within a couple of points of pre-pandemic scores. The test results were from the first fully administered tests since 2019. Highlights included:

- Average student achievement in every subject - ELA, Math, and Science - is back or almost back (within 5 points) to pre-pandemic levels,
- Student achievement at every grade level is back or almost back (within 5 points) to pre-pandemic levels,
- Student achievement in every subgroup is back or almost back (within 5 points) to pre-pandemic levels. Our subgroups include students with disabilities; English Language Learners; low income; Black; Latino; Asian; and, Multi-ethnic,
- Student Growth Percentiles (SGP) increased in every subject in a range from 2% - 10%; and,
- CCHS had an accountability level of, "not requiring assistance," because it was, "meeting or exceeding targets."

The School Committee and District leaders will continue to look at the trends and patterns as they review the results. They will also analyze the grade level and school data

to determine if there are gaps in the curriculum and will analyze the student level data to support those students who scored at the “partially meeting” or “not meeting” performance levels. In addition, the MCAS data will be added to the Beginning of the Year (BOY) assessment data as part of the Multi-Tiered Systems of Support structures in our schools to ensure individual students receive the supports they need to close learning gaps.

Campus Safety Updates

During 2023, the District implemented several campus safety improvements including adding blue light phones at various locations on campus. The campus road was upgraded and repaired/re-paved, and lighting was added along the road.

Concord-Carlisle Regional School Committee

Alexa Anderson

Court Booth

Tracey Marano, Chair

Carrie Patel

Cynthia Rainey

Carrie Rankin

Sharon Whitt, Vice-Chair

New Members of the Regional School Committee

Carrie Patel was welcomed to the Regional Committee as a new Carlisle representative.

METCO Representatives

Domingos DaRosa for CCRSD

Student Representatives, CCHS Students

Zariah Alves

Harry Crowley

Felicity Zhang

BOARDS & COMMITTEES

Cultural Council

The Carlisle Cultural Council (CCC) promotes the arts, music, history, culture and the humanities in Carlisle. Our goal is to serve our community by supporting and producing both participatory and audience-based cultural and arts activities that benefit local residents.

The Carlisle Cultural Council is appointed by the Select Board to support local cultural initiatives. The CCC supports local cultural programs in three ways:

- 1) Through an annual grant award process established and funded by the Massachusetts Cultural Council (MCC) that provides funding to deserving organizations and individuals who offer a variety of cultural experiences to the residents of Carlisle.
- 2) Through grants for cultural programs produced by cultural organizations or individual practitioners with funds raised independently by the Council.
- 3) Through programs produced by the Council itself, utilizing both state and local Council funds.

What we mean by culture: Music, dance, theater, fine art, pop art, sculpture, photography, multimedia, fiber arts, ethnic customs, culinary arts, humanities, literature, poetry, nature, gardening, woodworking, ceramics, storytelling, history, science, language and more...

The Carlisle Cultural Council is part of the Mass. Cultural Council's Local Cultural Council (LCC) Program, the largest grassroots cultural funding network in the nation. Each year, LCCs award more than \$5 million in grants to more than 6,000 cultural programs statewide, supporting thousands of community-based projects in the arts, sciences and humanities.

The Carlisle Cultural Council has a number of mandatory duties established by the Mass. Cultural Council:

- Soliciting community input and assessing local cultural needs
- Establishing council priorities for cultural grant applications
- Communicating with the public
- Reviewing and recommending action on local grant applications
- Carrying out other necessary administrative functions
- Complying with MCC guidelines, rules, or rulings

Beyond these duties, the Council may conduct its own programs, fundraising and collaborations in support of delivering experiences to Carlisle residents under the broad definition of "culture." In addition, the Council acts as an advocate for the broader community of cultural practitioners in Carlisle.

Community Advocacy

American Rescue Plan Act

In 2022, the Council was proactive in advocating for and directly supporting cultural organizations in Carlisle as they navigated the negative financial and community engagement impacts of the COVID-19 pandemic. The Council was entrusted with a total of \$65,000 in federal ARPA funds for this purpose:

\$5,000 to fund a music program at Old Home Day 2022

\$5,000 to fund an extra cultural grant cycle in 1Q 2023 - see awards listed below

\$5,000 to fund an extra cultural grant cycle in 1Q 2024

\$50,000 block grant to provide revenue shortfall and programming assistance

In 2023, an additional \$2,500 was awarded to the Council to support the 2024 Carlisle Music Festival.

Community Outreach and Programs

In 2023, the Council continued its focus on community outreach activities outside of the annual MCC grant program.

2nd Annual Carlisle Music Festival @Old Home Day

Members of the Cultural Council produced the second multi-venue multi-day music festival featuring Carlisle musicians in conjunction with Carlisle Old Home Day on Friday June 23, Saturday June 24 and Sunday June 25.

An Open Mic session was added to this year's program on Friday evening at the FRS tent. A singalong with the Carlisle Community Chorus kicked off the well-attended event. Performers included winners of the Gleason Library Poetry Contest, and several musicians ranging in age from early teens to adult.

The main music festival featured 21 Carlisle-based musical performers who played at four different venues:

First Religious Society yard tent (Saturday)

Art & Craft Show at FRS (Saturday)

Friends of Gleason Book Swap (Saturday)

Spalding Field (Sunday)

The Sunday program at Spalding Field was again held in an 80-foot by 40-foot tent with a 28-foot-wide stage, along with food trucks, and a small number of exhibitors. The music program featured 9 acts running from noon to 8 PM, performing a wide variety of music styles including classical, jazz, international, rock, improvisational, folk/blues and pop.

Approximately 500 individuals attended the Sunday event, which was enthusiastically received. In October, members began planning the 2024 festival alongside the Old Home Day organization.

Old Home Day

The Council participated in the Country Fair portion of Old Home Day, with a display table and informational signage. A popular feature at our table was a supply of art materials that encouraged the creativity of many young artists who visited.

The Council acted on its commitment to collaborate with the nonprofit Carlisle Old Home Day Association, including applying jointly for a \$2,500 Mass. Cultural Council Festival Grant, as well as awarding a \$500 grant to support cultural components of Old Home Day.

Route to Sustainability Day

On April 22, 2023 Carlisle held its first Route to Sustainability event in Carlisle center. Town committees, services, and local vendors shared ways to lower carbon footprint, be good stewards of the land, embrace a healthier lifestyle, and ways first responders are preparing for changes in climate. Local cultural councils contribute to sustainability by fostering programming close to home, reducing the need to travel for activities, and by supporting the wellness and connectedness of the local community through encouraging creative expression. The Cultural Council awarded a Local Cultural Grant to Route to Sustainability, and participated in the event with an information table outside Gleason Library.

Carlisle Poppy Project

The Carlisle Poppy Project is a community art installation of more than 3,000 handmade crocheted, felted, and knitted poppy flowers, created by the community, that started in 2018 as a remembrance of the centenary of the end of World War I, and now is mounted every May for Memorial Day. For FY22, the Cultural Council directly funded promotion of the project. For FY23, the Poppy Project organizers applied for and were awarded a Local Cultural Grant.

Race Amity Day

Race Amity Day is an opportunity to celebrate interracial friendship and showcase the power of interracial partnerships to foster lasting and powerful social change. On June 11, Carlisle held a celebration and potluck picnic. The Race Amity Day committee approached the Cultural Council for support and the council was able award local grant money. The council participated in the event through attending and having an information table.

Grantee Reception

On September 20, the Cultural Council hosted its second public reception at Center Park to celebrate the Council's 2022-2023 grant recipients and highlight the FY24 Mass. Cultural Council's local grant program that was open for applications from September 1 to October 17.

The reception was free and open to the public, with refreshments and live classical music from the Tedesco Duo. The reception was attended by many grant recipients, prospective grant-seekers and members of the community. State Representative Simon Cataldo was the headline speaker, and Gleason Library Director Martha Feeney-Patten spoke about synergies between the Library and the Council.

Social media

The Council continued to leverage its Facebook page, growing our follower base to more than 290, and using paid geography-based boosting for selected posts in order to reach more Carlisle Facebook users. The page is used to promote Council activities, as well as other cultural events, and culturally related news and stories.

Community Survey

In 2023 the council conducted a community survey to seek out the cultural interests and priorities of Carlisle residents. This survey is conducted every three years to inform programming supported and provided by the council.

Highlights of the programming section of the survey:

Event types with the most interest (multiple responses allowed):

Music concerts (80%); Community-wide gatherings/festivals (77%); Nature (60%); Visual arts (60%); Theater (57%). A specific question about a First Night event was supported by only 22% of respondents.

Mass. Cultural Council Local Cultural Council program - Annual Cultural grants

The Council completed its FY24 LCC grant evaluation and awards in December. This program is funded by an annual allocation from the Mass. Cultural Council; the FY24 allocation was \$5,500. The Council supplemented this allocation with \$2,400 of ARPA funds. The Council announced 20 grant awards:

- Carlisle Chamber Orchestra - Amahl and the Night Visitors Operetta
- Carlisle Communications, Inc. - Bringing Color to the Carlisle Mosquito
- Carlisle Community Chorus - Community Concerts
- Carlisle Public Schools - Supporting Culturally Responsive Teaching
- Carlisle Recreation Commission - Drum & Rhythm Circle with Otha Day
- Concord Art Association - 54th Annual CCHS Art Exhibition
- Discovery Museum - Open Door Connections
- Friends of Center Park - Bulb Planting To Avoid Varmints
- Gleason Public Library - The Ancient Art of Chinese Paper Cutting
- Groton Hill Music - Bach's Lunch Concert Series
- Nashoba Valley Chorale - On That Glad Night
- Open Door Theatre of Acton - The Wizard of Oz
- Piti Theatre Company (for Gleason Public Library) - To Bee or Not to Bee
- The Concord Chorus - Bach, Beethoven, and Brahms Concerts
- The Concord Orchestra - Love Lingers
- The Concord Women's Chorus - A Celebration of Glorias
- The Delvena Theatre Company (for COAHS) - Meet Julia Child!
- The Savoyard Light Opera Company, Inc. - The Addams Family Musical
- Virginia Thurston Healing Garden - Artistic Movement: Moving to Heal
- Westford Chamber Players - Mother's Day Diversity Concerts

Carlisle Cultural Council Winter 2023 Cultural grant recipients (ARPA-funded)

The Council completed the Winter 2023 ARPA grant round in March. A total of \$6,135 was awarded:

- Carlisle PTO DEI Community Advisory Council - “Stories of US”
- Carlisle Communications Inc - Carlisle Oral History Project
- Carlisle PTO - Native American history
- Gleason Public Library - Quarterly Art Exhibitions
- Friends of Center Park - Native plants for your landscape workshop
- Carlisle Garden Club - Choosing and Planting Native Plants to Attract Humans and Pollinators
- Gleason Public Library - Felted Rainbow Patches
- Old Home Day - Old Home Day Cake and Pie Decorating
- Savoyard Light Opera Company - SLOC Old Time Radio Show
- Carlisle Farmer's Market - Balancing kitchen gardening with outdoor pollinators
- Friends of Gleason Public Library - Carlisle Poetry Festival and Poetry Contest

Membership (as of 12/31/23)

Jenn Albanese, Member
Debbie Bentley, Member
Chris Brenne, Clerk
Dan Lennon, Vice-chair
Mark Levitan, Chair
Vrinda Pathak, Treasurer

The Cultural Council encourages townspeople (high school and older) to get involved with supporting the arts, humanities, and culture through membership on the Council or volunteering for specific activities and events. The Council may have as few as 5 and as many as 22 members.

Please contact us at culturalcouncil@carlislema.gov

Environmental Sustainability Committee

The Environmental Sustainability Committee (ESC) was established in 2022 with a mission to embed environmental sustainability into municipal decision-making and practices as well as to inform residents of ways they can decarbonize their lifestyle and protect the Town's natural ecosystems. The ESC uses the Carlisle Master Plan, Path to Zero Emissions Report, Hazard Mitigation Plan, Open Space and Recreation Plan and current environmental best practices as guides in the effort to help residents, businesses, institutions and the municipality reach the Town's common sustainability goals.

ESC achievements for the 2023 calendar year include:

The inaugural Route to Sustainability Day. This well attended and well received community event consisted of over sixty participants from the Town and region showcasing a substantial amount of environmental information.

The ESC facilitated a partnership with HomeWorks Energy to provide residents with free home energy assessments.

The ESC presented information and clarifications to the Select Board, Town departments and the public which enabled the adoption of the Department of Energy Resources Specialized Code.

The ESC provided input to the Department of Public Utilities regarding Community Choice Aggregation regulations.

The ESC assisted in the renewal of the Community Choice Aggregation contract which provides Carlisle with sustainably sourced power at lower rates.

The ESC facilitated a "greener" deconstruction plan for the Greenough Barn, making Carlisle a leader on a state level in developing more sustainable deconstruction policies.

The ESC assisted the Town Planner with the application for the Municipal Vulnerability Preparedness grant, participated in the interviews of potential MVP consultants, and helped prepare for future grants from government agencies and municipal utilities.

The ESC supported and assisted various working groups and Town staff on projects including School Electric Vehicle Charging Station Rates, Municipal Vulnerability Preparedness and Massachusetts Bay Transit Authority Adjacent Small Town Community state mandate.

The ESC hosted a series of informational events including native/invasive plant walks, a heat pump 101 presentation, a DOER Specialized Code public information forum and an induction cooking demonstration which was co-hosted with the Gleason Library.

The ESC continued environmental community outreach by tabling at a number of events, such as Old Home Day, Amity Day and the Council on Aging and Human Services resource fair.

The ESC embraced community information outlets such as the Town Newsletter, the Mosquito, and departmental newsletters and social media for continued public outreach via articles and regional environmental event postings.

The ESC has established solid working relationships and collaboration with other Town Committees such as the Transfer Station Action Committee, Land Stewardship Committee and the Municipal Facilities Committee.

ESC members have attended almost all Select Board and Conservation Commission meetings.

ESC members attended various environmental webinars and informational events and networked with regional counterparts.

The ESC prepared a year-long community-wide Earthwise Community Challenge to launch in January 2024.

ESC members (as of 12-31-2023):
Christina Christodouloupoulos, Co-Chair
Eric Balles, Co-Chair
Glenn Reed, Treasurer
Launa Zimmaro
Dave Boettcher
Sara Dunleavy
Eloisa Marquez-Gonzalez
Aidan O'Connor, Associate Member

ESC liaisons:
Barney Arnold (Select Board Liaison)
John Petrie (Transfer Station Action Committee Liaison)

Members whose term ended in 2023:
Debbie Bentley
Bob Zogg
Dan Cook
Joeth Barlas

The ESC encourages everyone to join the effort and can be reached at ESC@carlislema.gov.

Friends of Center Park

The Friends of Center Park, Inc (FOCP) is a non-profit group under an agreement with the Town of Carlisle to manage the public park next door to Ferns. Our goal is to keep the park a horticultural showplace, to enhance it for the greatest enjoyment by the citizenry of Carlisle and other visitors, and to host a variety of activities that draw people to the park and provide education on best gardening practices. FOCP works closely with the DPW, the Massachusetts Master Gardeners, the Gleason Library, the Carlisle Garden Club, and others.

Our Halloween Spook Trail was one of the high points of the past year, with hundreds of visitors in spooky costumes. Other 2023 events included art displays, Earth Day events, maple tree tapping, a pruning workshop, gardening classes, and others. A page of events with photos can be found at <https://www.centerparkcarlislema.org/post/center-park-in-review-2023>.



Hundreds of visitors enjoyed the Center Park Spook Trail on Halloween

Park maintenance, workshops, and events are staffed by free volunteers, including citizens of Carlisle who take part in our clean-up days and Massachusetts Master Gardeners who help maintain the gardens as part of their community service. We have also been the proud recipients of grants, including several from the Carlisle Cultural Council.

In recent years FOCP fundraising has brought in about \$1,500 in donations per year. These funds, along with funding from the Town of Carlisle, have been used to make enhancements to the park. We have added benches and natural plantings, a new sign to

welcome visitors, and have improved our web presence. In 2024 we hope to add an artisan-made picnic table and a shed.

The FOCP committee is excited to greet 2024 with a full schedule of events and workshops. We will have demonstrations in partnership with the Carlisle Garden Club and First Religious Society's "Spring on the Wing" on March 16. Earth Day celebrations at Center Park will take place April 27. Other events are in the planning stages. On February 28 the FOCP will hold a public input session by zoom and afterward will incorporate useful suggestions into our plans.

We appreciate the support the Town of Carlisle has given to our efforts and treasure the opportunity to bring beauty and community events to the citizens of our fine town.

Submitted by the Friends of Center Park:

Alison Saylor, President, Website, and Horticulture

Chris Cox, Treasurer

Elisabeth Bojarski, Secretary

Cecile Sandwen, Communications

Emily Richardson, Events

Dana Booth, At Large

Land Stewardship Committee

The Land Stewardship Committee (LSC) was created as a permanent sub-committee of the Conservation Commission (ConsCom) in December 2005. The charter of the LSC is to support ConsCom in managing Town-owned conservation land. The LSC currently has nine members and met 12 times during the year. Meetings through April were held via Zoom videoconference. In May, LSC began transitioning to a hybrid meeting format with the first in-person meeting since the onset of the pandemic held at the Gleason Public Library. Beginning in June, all meetings were hybrid meetings held at Town Hall and via Zoom videoconference.

Lyman stepped down as Co-Chair. Michaud was re-elected as Co-Chair and Asarkof was elected as the new Co-Chair. Tom Brownrigg, a long-time member and LSC Secretary, resigned in June. Claudia Talland and Shane Usher were appointed to the committee in April. Talland was elected as the new Secretary. Adam Chojnacki, also a member of the Trails Committee, was appointed to LSC in June.

In keeping with the mandate to support the Conservation Commission, LSC members have continued to be involved in: (1) reviewing various proposed regulations and requests for activities relating to Town-owned conservation parcels, (2) purchase, installation and maintenance of signs for Town-owned conservation parcels, (3) providing input to Town-wide planning efforts, and (4) generally monitoring and reporting on usage and condition of Town-owned conservation parcels and addressing various other land management issues. Some of the major issues LSC worked on in 2023 pertaining to each of these goals are described in some detail below.

(1) Land use regulations and requests for activities related to Town-owned conservation parcels

- Metal detecting – Willard asked the committee to review and make recommendations for a new land use regulation and permitting process related to metal detecting on Town-owned conservation lands. In September, the LSC met jointly with the Carlisle Historical Society to discuss the pros and cons of allowing metal detecting to be conducted on some Town-owned lands. It was agreed that metal detecting would only be permitted upon plowed fallow fields located at certain Town properties. Michaud and Talland brought a first-draft land use regulation and permit to LSC for review and comment. Upon LSC approval, the documents were then sent to the Historical Society for review and will be presented to ConsCom for review and approval sometime in 2024.
- Bicycles and Group Bicycle Events – After a planned group bicycle ride on Town-owned conservation lands occurred when the land was too wet, causing significant damage to trails, Willard asked LSC to discuss the possible need for a new land use regulation related to bicycle use on Town-owned conservation lands. During a fall ConsCom meeting, it was decided that the Trails Committee would work on the wording for a new land use regulation pertaining to bicycle use and group bicycle rides on Town Conservation properties. LSC will stay involved in the process.

- Drones – This issue was broached several years ago after Willard found two corporate employees testing a very large drone at Towle Field. The subject lost importance during the Covid-19 pandemic, but Willard asked LSC to revisit this issue.
- Possible Greenough Parking – Marlies Henderson, a Billerica resident who leads outdoor walks through Billerica’s Recreation Department, asked LSC to consider parking options for her group at Greenough after the barn demolition. Lyman created a list of possible options for parking at Greenough. The issue will be revisited once the barn is demolished, and the site can be inspected.
- Foraging – LSC suggested a need to discourage foraging on Town conservation lands.

(2) Purchase, installation, and maintenance of signs for Town-owned conservation parcels

- Towle Field and Foss Farm Kiosks – Usher, Lyman and Michaud hung updated signage at Towle and cleaned the kiosks in the spring. LSC member and artist Durrell, with assistance from Asarkof, designed new upgraded more durable, attractive, and colorful poster signage for the kiosks. LSC is working with ConsCom to secure funding for the new kiosk signs, which will be fitted in the kiosks in 2024. Usher volunteered to perform some maintenance on the dated kiosks and asked for a modest amount of slate from the Greenough Barn roof upon demolition of the barn to use for kiosk roofing. He will need funding for materials to perform maintenance on the kiosks in 2024.
- LSC continued to monitor and clean signage as needed and to report signage needing repair or replacement.
- It was noted in early Winter that an unknown party hung signage at the Cranberry Bog kiosk related to the past agricultural use of the bog, consisting mostly of old newspaper clippings. LSC is leaving the signage up for now.

(3) Providing input to Town-wide planning efforts

- LSC monitored discussion around possible future uses of the Bog House. The Historical Society would like to have a display room there of old agricultural equipment and other items related to the Bog and cranberry harvesting, which the LSC supports. Lyman and Asarkof participated in the yearly check of the Bog House, noting items that need fixing and/or updating. Usher and Lyman completed some work. Lyman created an estimate of costs for future work. At Lyman’s request, ConsCom has agreed to add a \$20K estimate to the FY2024 budget as a placeholder for maintenance and repair of the Bog House.
- LSC was invited to and attended the first “Route to Sustainability Day.”
- LSC worked with the Environmental Sustainability Committee (ESC) to present a proposal to the Select Board for creating a new native plant showcase garden at Town Hall.

- LSC discussed the possible absorption of the Cranberry Bog Working Group (CBWG) into the LSC once the current Bog dam #1 and restoration projects are more settled and regular management of the Bog can resume.
- LSC discussed the possibility of becoming an autonomous group to better serve ConsCom and work more efficiently.

(4) Monitoring and reporting on usage and condition of Town-owned conservation parcels and addressing various other land management issues

- LSC began a new Stewardship program whereby multiple stewards are assigned to check on and report back on each conservation property. A consolidated report for each property is submitted to Lyman at year end. Some responsibilities stewards have when checking on assigned properties include inspecting the condition of signs, parking areas, agricultural areas, trails and boardwalks, human use effects, natural conditions, erosion, property boundaries, kiosks, doggie bags and trash bags where applicable. Specific items related to certain properties such as the dam and spillways at Greenough and the water levels at the Cranberry Bog, etc. are included. The Stewardship program will be altered as necessary going into 2024 but was considered a success and worthwhile in 2023.
- Lyman completed a Baseline Assessment for the Russell Land property.
- Michaud flagged poison ivy at Towle’s West Field for chemical treatment. The LSC continues to monitor the effects of the new rotational mowing protocol. Asarkof noted invasive Canadian Thistle growing in the field and an additional 2 acres were mowed during fall mowing to remove them. Asarkof also helped to flag locust trees for removal in the field.
- LSC discussed possible plans to plant native plants at Towle Field and how to work towards removing invasive plants from Conservation lands.
- Asarkof continued to lead the group in taking measures to protect the rare sandplain grassland habitat at Foss Farm after farm equipment damaged it during the fall harvest. Asarkof and Willard are working on a request to have mowed grass at Foss bag-collected to help protect the habitat.
- Lyman created several documents offering alternative options for proceeding with the work of repairing the failing Bog Dam #1 at the Cranberry Bog. Some LSC members and many townspeople were not satisfied with the hiring of an engineering firm lacking expertise in dam construction or repair. ConsCom voted to have a peer review conducted but then rescinded the plan. Lyman’s suggestions were lauded but were not enough to persuade ConsCom to look at other options for the dam repair.
- LSC recommended edge maintenance for Fisk Meadow as trees are creeping into the meadow.

Land Stewardship Committee members (as of 12/31/2023):

Judy Asarkof (Co-Chair)
 Adam Chojnacki
 Dwight DeMay
 Julie Durrell
 Debby Geltner

Warren Lyman
Rhonda Michaud (Co-Chair)
Claudia Talland (Secretary)
Shane Usher
Conservation Administrator: Sylvia Willard

Municipal Facilities Committee

The Municipal Facilities Committee (MFC) was created by the Select Board in 2017 to oversee the maintenance of all Town buildings except for the Carlisle School. It was formed partly in response to several studies that showed a backlog of more than \$7.6M in deferred maintenance. In the ensuing years, we have addressed the most critical of these problems. As we move into 2024, we expect that administration of most maintenance projects will be taken over by Town employees (the School Facilities Manager and associated staff) and the MFC will take on more of a policy-making role.

In 2023, the following major projects have been completed:

Organizational

- In conjunction with the Town Administrator, Requests For Quotations (RFQs) were developed to acquire engineering assistance for various Town building projects. Several vendors were selected and during 2023, they provided valuable expertise on various Town projects. This includes engineering studies, design documents, and monitoring the actual construction process to ensure that the terms of the contract are met.
- The process of combining maintenance of Town buildings and School buildings is continuing. During 2023, a trial process was implemented, evaluated and deemed a success. An organizational structure has been put in place and will continue to develop into 2024.

Gleason Library

- A new rooftop ventilation unit has been installed and is functional. Also installed was a Building Management System that will allow remote management of the new ventilation unit as well as the existing chiller unit and boiler. Eventually it will be capable of controlling all the Library's HVAC systems. Total cost for both elements: \$129,234. Part of this amount (\$101,029) was paid using ARPA funds so the actual cost to the Town was \$28,205.
- A new roof was installed over the rear section of the library in order to correct several water infiltration issues. This included a new membrane roof, new shingles for the rear gabled roof and new venting of the gabled roof. Several gutters and downspouts were also repaired or replaced. Cost: \$332,400

Department of Public Works (DPW)

- A contract was awarded and completed to design a sprinkler system for the DPW trailer. Construction documents were produced and put out for bids. Work will begin in early 2024. Cost: \$25,480

Police Station

- An Americans with Disabilities Act (ADA)-compliant ramp was installed to replace the failed elevator system. A screen will be added in 2024 (or in conjunction with the proposed renovation of the building) to block the view of the ramp from the street. Total cost of project: \$103,200

Town Hall

- A study was commissioned to assess the Town Hall building especially with regard to the roof, HVAC system and building envelope. A detailed report was produced that will be used to schedule maintenance projects at Town Hall. Cost: \$34,900.
- A contract was awarded to evaluate all Town elevators (Town Hall, Gleason Library and the School), many of which are nearing the end of their expected lifespan. Cost: \$14,600

In 2023, the following projects were initiated, but not yet completed:

DPW

- A vendor was selected to perform a detailed study of the DPW building. The goal is to determine the cost of making necessary changes to the existing structure versus the cost of constructing a new building. Cost: \$52,000
- Install a sprinkler system in the DPW trailer. This project will be completed by February 2024. Cost: \$99,000

In the coming year, the MFC will complete the projects listed above and continue to address the list of prioritized deferred maintenance.

Members

Jerome Lerman, Chair
Bill Risso, Vice Chair
Steve Hinton
Carrie Patel
Travis Snell

Non-voting Members

Stephen Connearney, School Facility Manager
Steve Bastek, Town Facility Manager

Trails Committee

2023 was a sad year for the Carlisle Trails Committee. Three of our members died. Roy Herold was a 6-year member and active volunteer before that. He brought countless innovations to the Committee and cleared countless blowdowns from the trails. He and his wife Helen were prolific trail walkers. Charlene Hinton was a 3-year member. She was the most enthusiastic member of the Committee, volunteering for every project she could, and a huge supporter of Trails while she was Town Clerk. She made sure every newcomer to Carlisle had a trail book. Christian Hedlund was a 3-year associate member. His illness limited his ability to do trail work, but he had many good suggestions.

It was also a difficult year in terms of increasing climate chaos. Record-breaking rainfall and multiple violent storms caused unprecedented damage to our trails. Our work log included 248 entries for trees down across trails that needed to be cleared, many with multiple trees. This does not include trees cleared by other individuals and large trees in the State Park. Our prior yearly high was 167 log entries. After widespread mud problems all year from constant rain, a group ride by 65 mountain bikers on wet trails in October left damaged trails all over town. It was also sad that four trail signs in three different parcels were destroyed by vandalism in the fall. This is a new and troubling problem.

On the positive side, the Committee had nine people apply for the two openings as voting members. Sarah Carmichael and Adam Chojnacki brought enthusiasm, new ideas, and a younger perspective to the Committee. Kath Hardcastle, Mark Longwell, and Merritt Maxim were appointed Associate members. They and other frequent volunteers now form a Carlisle Trail Crew that can be called to respond to pop-up problems. Henry Cox, Bob Goldsmith, Gordon Means and Mary Russell were particularly active. Also on the positive side, the Committee held its first in-person meeting since Feb. 2020 in July and opened new trails on the Woodward conservation land.

Throughout the year the Committee pursued its five major goals: 1) public education, 2) maintaining existing trails on public land, 3) working to preserve trails on private land being developed, 4) creating new trails, and 5) advising the Selectmen on trails issues.

Public education –The Committee led five public walks this year. A January full moon walk with mild weather attracted 40 people to the trails around Foss Farm with refreshments afterward including a fire and s'mores. In April, biologist Bryan Windmiller led eight participants on a vernal pool exploration at the Conant Land where the highlight was the discovery of fairy shrimp. The Double Sundae Sunday Saunter on Old Home Day weekend attracted 16 people who walked all or part of the 7-mile loop between Carlisle's ice cream stands. The Committee had a booth at Old Home Day where we sold 11 trail map books and talked to many people about trails. On a nice day in August, 18 people walked from Foss Farm to Greenough and back for Riverfest. Most were from

out of town. The day after Thanksgiving, 21 people walked off their stuffing from Foss to the new Woodward Land trails.

Volunteer webmaster Lisa Ankers maintains the Trails Committee's website, carlisletrails.pbworks.com, part of which is linked to the Town website (carlislema.gov/189/Trails-Committee). Individual trail maps are available on the websites, along with information on the Carlisle Trekker Award and notices for upcoming walks and workdays.

The Trails Committee has a new Instagram account, @CarlisleTrails, thanks to Sarah Carmichael and Mary Russell. It had 77 followers as of December 1.

The 2018 edition of the Trails Committee's guidebook to Carlisle's conservation lands, "Trails in Carlisle", is available at the Town Hall. Ferns Country Store, which previously sold books, changed hands; books are now available there only seasonally.

This year eight people earned their Carlisle Trekker awards for hiking all of Carlisle's trails: Saul Jacobowitz (#69), Lee Tatistcheff (#70), Darlene and Warren Spence (#71 & 72), Sarah Carmichael (#73), Mark Longwell (#74), and Ali and Jason Walsh (#75 & 76).

The Committee's multi-year project to add uniquely numbered intersection markers at all major trail junctions in town got closer to completion. 16 markers were completed by Carlisle Middle School Art Club students and installed on posts in the fall. Only three markers remain to be painted. The field condition of all 156 installed markers was surveyed in the fall. 22 were rated poor, mostly from degradation in full sun, and need to be replaced.

Thanks to Marc Lamere and Bob Goldsmith, the Committee started adding QR codes to intersection marker posts. They have links to the Committee's trail map of the property, an OpenStreetMap map with the user's current location, the Trails Committee website, and a form to report trail problems. QR codes have been added to the Town Forest and Rangeway properties with more to follow.

To try to mitigate trail damage on wet trails, signs were put up in the spring at each end of the muddiest section of Two Rod Road asking cyclists to come back when the trail was dry and to use the Highwater Trail instead. The signs were stolen in September and never recovered. After unapproved bicycle jumps were built on the Towle Land Inner Loop Trail in December and dismantled, a sign was put up asking for such activity to be reported to the Conservation Commission. The sign was destroyed and thrown into the woods. Also in December, a welcome sign in SVT's Elliott Preserve was torn down and thrown into the woods. This sign vandalism is new and troubling.

Trail maintenance and construction – Trails Committee volunteers replaced 18 rotting boards on the large bridge connecting Spalding Field with Banta Davis in October. The Recreation Commission bought 400 boards for future repairs, enough to do 2/3 of the bridge. The Trails Committee is storing them.

Both boardwalks in the Town Forest were repaired after being damaged by falling trees. Boardwalks were also repaired at Foss Farm, Greenough, Great Meadows (3), Great Brook (3), and on the Rockstrom and Holmes-Avery trails. In an August flood three bridges were washed downstream and moved back into place by the Committee (Towle, Bisbee, and Elliott). This had never happened before. A new bridge was built on Marion's Trail over 3 days in October. Three new duckboards were built below the Towle parking lot after a deluge in March flooded the trail. They were moved to a muddy beaver-flooded area on the Bingham Connector in November just before a December storm flooded the first area again. Three new duckboards were built in December in a low spot between the two Fox Hill fields that turned into a stream after storms. This addition prompted much positive feedback on the City in the Woods discussion group by trail users.

Throughout the year the Trails Committee cleared an unprecedented number of trees that fell across trails on every parcel of conservation land. The Google Docs spreadsheet the Committee uses to keep track of fallen trees had 248 entries for the year, compared to 165, 153, 155, and 167 in preceding years (55% increase) – and we thought those years were bad. Many entries contained multiple trees, and this does not include trees cleared by others or large trees in the State Park where we are not allowed to use chainsaws.

The Committee mowed trails including Red Tail, Piggery, and Beaver Loop trails at Great Meadows, Bisbee, Davis Corridor, Elliott, Foss, Fox Hill, Malcolm, Otter Slide, Sachs Greenway, Spencer Brook, Towle, and Two Rod Road. Most trails were mowed multiple times through the summer and fall on the few days it wasn't raining. We had welcome help mowing from Jonathan DeKock at Foss, Luke Ascolillo at Woodhaven, and David Hart at the Benfield Conservation Land.

We sponsored three volunteer trail workdays. In June, 17 volunteers removed an unused decayed boardwalk on Aberdeen Drive, installed trail signs on Aberdeen Drive and Great Brook Path, and repaired boardwalks at Great Meadows and Foss. In September, 15 volunteers cleared new trails on the Woodward land. In October, 18 people worked on the Woodward trails clearing brush, installing four duckboards, and installing posts and signs. Some volunteers also installed posts and signs on the Russell land.

In late fall, Committee members raked leaves and pine needles off all the boardwalks and bridges to prevent rot. Rakes and brooms were also left at several boardwalks with signs asking trail users to help.

Bike traffic entering and exiting the Tophet East trail in the State Park was rerouted from Aberdeen Drive, where a trail easement does not allow bikes, to Great Brook Path, where bikes are allowed. The Committee worked with Aberdeen Drive and Great Brook Path homeowners, Great Brook Farm State Park, the New England Mountain Bike Association (NEMBA), the fire chief, and local bike riders to make the changes and get the word out. Nine new posts and signs were installed, funded by the Trails Committee and NEMBA.

Organizers of the MTB50 mountain bike ride made a very poor decision to hold their event soon after rain on trails that had been wet all year. 65 bike riders damaged trails by churning up mud on most conservation lands in Carlisle. Trail damage was particularly severe on Two Rod Road, Malcolm Meadows, and the Davis Trail. The Trails Committee and Conservation Commission have been discussing ways to prevent this from happening again.

The Trails Committee continues researching ways to harden the most heavily used and muddiest trails, particularly Two Rod Road.

Preserving trails and new trails – (1) New trails in the Woodward Conservation Land were cleared and opened once the Woodward Village housing construction near the trails was complete. Volunteers helped in two Fall workdays. The trails connect to Great Meadows National Wildlife Refuge. Trails also connect to Maple Street through the Woodward Land fields with exact locations to be worked out with Cons Com and the Land Stewardship Committee. (2) The Planning Board is holding hearings for a proposed Conservation Cluster at 75 West Street. The development would include trail access from West Street to the Ryan Land owned by CCF which is wet and trailless. (3) The Planning Board approved a house lot in Carlisle accessed through Estey Road in Billerica. A trail easement allowing future access to the Greenough Land from Estey Road was part of the approval. There is currently no plan to build a connecting trail in Greenough.

Interfacing with other boards and committees – The Trails Committee met with the Environmental Stewardship Committee and had a display at their Earth Day event. We gave feedback to the Town Planner on implementing the Master Plan. The Trails Committee supported Cons Com's successful request for CPA funding to repair the Cranberry Bog dam. We worked with the Recreation Commission to site the Dog Park at Banta Davis to allow a future perimeter trail and repaired the Spalding bridge. Chair Alan Ankers worked with the Planning Board on plans to relocate the start of the Otter Slide Trail after new guard rails are installed along Curve Street at the Cranberry Bog. Committee member Marc Lamere worked with the Town Planner to select Geographic Information System (GIS) contractors and to define trail-related GIS tasks. We gave input to the Planning Board on a proposed Conservation Cluster on West Street that included a trail easement. We had a table at the Council on Aging Resource Fair. We received Stop the Bleed first aid training from the Board of Health's nurse. We are working with Boy Scout Jacob Gettings on his Eagle Scout project to build a trail at the Carlisle Historical Society's Heald House. Marc Lamere is the Committee's representative on the Conservation Restriction Advisory Committee.

Finances – At year's end, there were \$14,831 in the Trail Maps revolving fund, \$9,349 in the CPA account, \$1,053 in the Trails Grant account, and \$14,484 in the Gifts account.

Acknowledgment - The Trails Committee would especially like to thank the many volunteers from the community who have helped in our trail projects throughout the year.

We also wish to acknowledge the unnamed volunteers who quietly maintain trails in their neighborhoods without the direct involvement of the Trails Committee. Without volunteers, the Town wouldn't have its wonderful trail system. We also thank Lisa Ankers for maintaining the Committee's web site.

Current members of the Trails Committee are Alan Ankers (chair), Sarah Carmichael, Chris Chiapella, Adam Chojnacki, Marc Lamere (treasurer), Warren Spence (clerk), and Steve Tobin (vice-chair and secretary). Associate members are Kath Hardcastle, Mark Longwell, and Merritt Maxim.

Report submitted by Steve Tobin

Transfer Station Action Committee

During 2023 the Transfer Station Action Committee (TSAC) continued its efforts to reduce solid waste and increase recycling. In 2023, the total solid waste was 1589 tons, a 30 ton or 2% reduction from 2022. This represents the lowest solid waste in over a decade. As a result Carlisle has continued to improve its categorization in the state DEP charts.

There were a number of initiatives in 2023. The largest was an effort to increase recycling of organics (kitchen scraps) which accounts for 400-500 tons of our remaining solid waste and which represents the best opportunity for continued improvement. At the Sustainability event in the Spring of 2023 TSAC provided at no charge 40 kitchen bins and 10 home compost bins to interested residents as a part of our effort to encourage organics recycling.

Other initiatives during 2023 included:

- Guidelines for holding events, large and small
- Ongoing outreach via regular Mosquito articles and Citi in The Woods postings
- Participation in community events
- Signage improvements at the Transfer Station
- DEP filings
- Adoption by Select Board of new Local Private Hauler regulations
- Swap shop – upgrades including book shelf and senior tax worker
- Assisted in establishing a Board of Health regulation regarding waste haulers
- Assisted in manning the Hazardous Waste Day
- Expanded acceptance of brush at Transfer Station from Dec 1-April 30

At the end of 2023 we established our 2024 plan. Two of the major elements are a continued and expanded focus on recycling organics and establishing a plan to upgrade the Transfer Station when its repaving is scheduled in order to resolve some long-standing issues. We'll also target potential crushing of glass/ceramics, enhance reuse and eWaste recycling via retail stores.

Members: Tom Bilotta (Chair), Christine Lear, Carren Panico, Rob Peary (Vice Chair), John Petrie, Dan Scholten, Laura Snowdon