

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

September 23, 2025

Town Events and Town Hall News

TA Coffee Hours

I have scheduled two Town Administrator Coffee Hours at Clark Farm Market this fall, ahead of the November 2 Special Town Meeting. These informal sessions are an opportunity for residents to ask questions about pending issues, share perspectives, and connect with neighbors who want to learn more. The first Coffee Hour will be held on Tuesday, September 23, with a second session on Monday, October 14.

Human Resources Report and Appointments

We are notifying the Board of the following employee appointment:

Town Administrator Appointments

- James Mastrogiovanni, Sergeant - Carlisle Police Department
- Melissa Danisch, Assistant Town Clerk
- Samuel Fisher, Driver Laborer – Carlisle DPW

HR Report from Assistant Town Administrator and HR Director Aubrey Thomas

We're pleased to announce that Melissa Morris Danisch has accepted our offer to become Carlisle's new Assistant Town Clerk, beginning October 6. Melissa is an attorney and current Select Board member in Andover, where she also served as Chair. She is recognized for her detailed, thoughtful approach to municipal governance and brings valuable experience in elections, records management, and community service. Ryan's appointment letter will be included in the next Select Board agenda packet.

We're also excited to welcome Sam Fisher as our newest DPW Driver/Laborer. Sam brings experience in landscape construction, truck and equipment operation, and snow plowing, and he is currently pursuing both a Class B CDL and Hoisting License.

For the Finance and HR Assistant role, we are currently in the final round of interviews and anticipate

selecting a finalist by Monday, September 29. The posting drew 17 applications in just two weeks, and six strong candidates advanced to interviews.

We are also continuing the selection and offer process for a police officer position and will provide an update at the next Select Board meeting.

Department Updates and Information

Open Space and Recreation Plan

I am pleased to share that Meghan and the Conservation Commission have successfully secured a three-year extension of our Open Space and Recreation Plan (OSRP). This extension allows the Town to continue implementing the plan's recommendations while providing valuable time to prepare for the next application and the upcoming 10-year planning cycle.

[Here is the current plan](#)

Audubon Lane Engineering Study

Nitsch Engineering has begun field work on Audubon Lane and met with the resident who petitioned the Board for infrastructure relief. We expect to receive the study results within the next month and will present the findings to the Board for their review and consideration.

Town Clock Repair

The Town Clock is currently undergoing repairs. While we do not yet have a definitive timeline, the work is expected to take no longer than a few weeks. During this period, the clock face will remain functional, but residents will not hear the traditional chimes.

Annual Town Meeting Date

We are asking that the Board consider setting a date for Annual Town Meeting for planning purposes. With the potential for a Fire Station vote and the consideration of bylaws, early scheduling will allow for smoother timelines and processes.

Town Meeting Bylaw Approvals

The Attorney General's Office reported back on the status of the two articles approved by Carlisle voters at the Annual Town Meeting. The Town Administrator Bylaw is still awaiting approval from the legislature. We are working with Senator Barrett's office and Town Counsel to get the bylaw ready for the legislature's review and proposal. The Attorney General's Office approved the Accessory Dwelling Unit (ADU) Bylaw Amendment with issues related to two items:

- Section 5.6.5.7's parking requirements; and
- a portion of Section 5.6.6.3 that defines a Modular Dwelling Unit to not include a manufactured home.

The attached document details the AGO's decision and detailed information about their changes to the ADU bylaw.

Capital Project Updates

Elevator Modernization Project

The Elevator Project rebid is in the field with a bid submission date of October 17, 2025. With bid analysis and contracting taking about a month, we hope to restart the construction of this project before the holidays. Please note there are significant lag times for elevator parts meaning this project could take up to a year to complete.

Brick Building HVAC

The Town has contracted with Boston Mechanical Inc. to complete the Brick Building HVAC project. We are coordinating with Facilities, the MFC, and the Recreation Department to schedule the installation with minimal disruption to programming. The project is expected to be completed before the winter months.

Town Hall Bathroom Renovation

Stephen completed the revamped scope of work for the bathroom renovation at Town Hall. We will finalize this scope and get it back out to bid before the end of the month.

Cemetery Mapping and Software Implementation

No new information.

Supplemental 2025 Road Maintenance

Lazaro Paving will begin work on this project this week. Aubrey is developing a communication plan to keep residents informed, covering Pheasant Hill Lane, Berry Corner Road, Acton Street, and the Carlisle Public Schools Facilities Department parking lot.

Community Preservation Act Projects

Banta Davis Track Rehabilitation

Representatives from Lazaro Paving recently met with Town officials to review the specifics of this important project, which includes adding ADA-accessible parking spaces, constructing an ADA-compliant walkway, and repaving the track surface. The project should take about a week and will be finished before the end of the month.

Diment Park Study

The Diment Park rehabilitation project is progressing, with survey and design work now underway. This phase will produce a detailed design and proposal to guide the park's full rehabilitation.

Hydrology Studies – Greenough and Cranberry Bog

No new information.

Bog House Affordable Housing Feasibility Study

No new information.

Building Construction Projects

Library Renovation

The Library Renovation Building Committee continues work through the renovation design process. The 60 percent design process is now complete with an associated estimate. These figures will guide the building committee through the rest of the design with the result being a complete bid package. The Library Building Committee expects to see 100 percent documents in October. Depending on the cost estimates, the project will either need additional funding or will need to cut scope.

Police Station Renovation

Initial soil tests showed little to no contamination, which means remediation will be far less costly than originally anticipated. If the construction team confirms a course of action, work is expected to begin by the end of the month. Interior and exterior work will proceed simultaneously, though the initial focus will be on foundation excavation and installation of the septic system. The goal is to complete these early phases before winter conditions halt construction.

Fire Station Renovation

No new information.

DPW Building

No new information.

Upcoming Discussion Topics

MCRS Presentation and Discussion: Representatives from the Middlesex County Retirement System (MCRS) will attend a future meeting to provide an overview of the assessment process and discuss the likelihood of continued increases due to the system's efforts to address long-term liabilities. This session will offer the Board an

opportunity to ask specific questions and gain a clearer understanding of the system's financial outlook.

Town Administrator Evaluation: It is my understanding that this will now be conducted in December.

Approval Notifications

- We approved sign placements on the rotary, Heald, Stearns, Baldwin, Patch Meadow, and at the transfer station for the Cultural Council's open studios. These signs will be displayed from October 19 to October 25.
- We approved a rotary sign advertising the CCHS Theater Fall Play. The sign will be in the rotary from October 19 to October 25.
- We approved a rotary sign advertising the Cub Scouts of Carlisle. The sign will be in the rotary from September 7 to September 21.
- We approved a rotary sign advertising the food drive for the Open Pantry. The sign will be in the rotary from September 23 to October 4.
- We approved a rotary sign and a Town Common sign (FRS also approved) advertising the Carlisle Historical Society's upcoming lecture. We also approved their use of the Clark Room in Town Hall. The sign will be in the rotary from November 27 to December 4.
- We approved the use of the Town Common for the Carlisle Public School Class of 2028 to set up a raffle for their upcoming Spaghetti Supper. The reservation dates are 9/27, 10/4, and 10/11. FRS also approved this request.

Staff Recognition

I would like to recognize the following staff member for their outstanding contribution to the Town of Carlisle:

Meghan Sullivan

Despite stepping into the challenging role of succeeding a living legend, Meghan has quickly adapted as our new Conservation Administrator. While still in the information-gathering phase, she has already taken on several major initiatives, including emergency repairs to the Cranberry Bog Dam, planning for permanent dam repairs, coordinating ConsCom and LSC efforts, extending the Town's Open Space Plan, and leading a six-month project to digitize Conservation Commission records. She has managed this ambitious workload seamlessly and without complaint, not only ensuring the continued smooth operation of the office but also driving meaningful improvements. Given her impressive track record, this comes as no surprise, but it has been a pleasure welcoming Meghan to the team. I look forward to working with her and Town officials on these important conservation projects.

Upcoming Select Board Dates of Interest

- **October 7:** Regular Select Board Meeting
- **October 21:** Regular Select Board Meeting
- **October 27-29:** TA, ICMA Conference
- **November 2-3:** Fall Town Meeting

Upcoming Select Board Meeting Draft Agenda

Attached is an initial draft of the next meeting agenda for your review.



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Maura T. Healey
GOVERNOR

Kimberley Driscoll
LIEUTENANT GOVERNOR

Rebecca L. Tepper
SECRETARY

Tel: (617) 626-1000
Fax: (617) 626-1081
<http://www.mass.gov/eea>

September 16, 2025

Meghan Sullivan
Conservation Administrator
66 Westford Street
Carlisle, MA 01741

Re: Open Space and Recreation Plan

Dear Ms. Sullivan:

Thank you for submitting the updated Action Plan for the Town of Carlisle's Open Space and Recreation Plan extending the goals and objectives over 10 years. I'm pleased to write that the plan has received an additional three years of approval, and the town is eligible to apply for DCS grants through March 2031. Please contact me at melissa.cryan@mass.gov if you have any questions or concerns.

Sincerely,

Melissa Cryan

Melissa Cryan
Grant Programs Supervisor



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION
10 MECHANIC STREET, SUITE 301
WORCESTER, MA 01608

ANDREA JOY CAMPBELL
ATTORNEY GENERAL

(508) 792-7600
(508) 795-1991 fax
www.mass.gov/ago

September 6, 2025

Ashley Cote, Town Clerk
Town of Carlisle
66 Westford Street
Carlisle, MA 01741

Re: Carlisle Annual Town Meeting of May 18, 2025 – Case # 11902
Warrant Article # 26 (Zoning)
Warrant Article # 23 (General)

Dear Ms. Cote:

Article 23 – Under Article 23, the Town voted to authorize the Select Board “to petition the General Court for passage of a special law” entitled “An Act Relative to the Town Administrator of the Town of Carlisle.” The requested special act seeks to authorize the Town to “amend its General Bylaws by adopting a Town Administrator Bylaw which provides authority to the Town Administrator for the appointment, removal, and management of all Town employees...” We take no action on Article 23 because it is a vote to authorize the Select Board to petition the General Court for a Special Act and not a vote of Town Meeting to adopt a by-law amendment. Therefore, Article 23 is not subject to review and approval by the Attorney General under G.L. c. 40, § 32. The Town should consult with Town Counsel with any questions regarding Article 23.

Article 26 - Under Article 26, the Town voted to amend its zoning by-laws to delete Section 5.6, “Accessory Apartments” and insert a new Section 5.6, “Accessory Dwelling Units” to allow Accessory Dwelling Units (“ADUs”) as of right in compliance with G.L. c. 40A, § 3 and the implementing Regulations promulgated by the Executive Office of Housing and Livable Communities (“EOHLC”), 760 CMR 71.00, “Protected Use Accessory Dwelling Units” (“Regulations”).¹

We partially approve Article 26 because the approved text does not conflict with state law. However, we disapprove the following provisions adopted under Article 26 because they conflict with G.L. c. 40A, § 3 and the Regulations. See Amherst v. Attorney General, 398 Mass. 793, 795-96 (1986) (requiring inconsistency with state law or the Constitution for the Attorney General to disapprove a by-law):

¹ The Regulations can be found here: <https://www.mass.gov/doc/760-cmr-7100-protected-use-adus-final-version/download>

- Section 5.6.5.7’s parking requirements; and
- a portion of Section 5.6.6.3 that defines a Modular Dwelling Unit to not include a manufactured home.

In this decision we summarize the by-law amendments adopted under Article 26; discuss the Attorney General’s standard of review of town by-laws and the recent statutory and regulatory changes that allow Protected Use ADUs as of right;² and then explain why, based on our standard of review, we partially approve the zoning by-law amendments adopted under Article 26. In addition, we offer comments for the Town’s consideration regarding certain approved provisions.

I. Summary of Article 26

Under Article 26 the Town voted to amend its zoning by-laws by deleting Section 5.6, “Accessory Apartments,” in its entirety and inserting a new Section 5.6, “Accessory Dwelling Units” in order to “ensure compliance with the new permitting requirements for Accessory Dwelling Units in M.G.L. c. 40A, § 3, enacted by Chapter 150 of the Acts of 2023, the Affordable Homes Act.” See Article 26 Town Meeting Motion. The new Section 5.6 imposes requirements on ADUs including dimensional and design requirements.

II. Attorney General’s Standard of Review of Zoning By-laws

Our review of Article 26 is governed by G.L. c. 40, § 32. Under G.L. c. 40, § 32, the Attorney General has a “limited power of disapproval,” and “[i]t is fundamental that every presumption is to be made in favor of the validity of municipal by-laws.” Amherst, 398 Mass. at 795-96. The Attorney General does not review the policy arguments for or against the enactment. Id. at 798-99 (“Neither we nor the Attorney General may comment on the wisdom of the town’s by-law.”) “As a general proposition the cases dealing with the repugnancy or inconsistency of local regulations with State statutes have given considerable latitude to municipalities, requiring a sharp conflict between the local and State provisions before the local regulation has been held invalid.” Bloom v. Worcester, 363 Mass. 136, 154 (1973). “

Article 26, as an amendment to the Town’s zoning by-laws, must be given deference. W.R. Grace & Co. v. Cambridge City Council, 56 Mass. App. Ct. 559, 566 (2002) (“With respect to the exercise of their powers under the Zoning Act, we accord municipalities deference as to their legislative choices and their exercise of discretion regarding zoning orders.”). When reviewing zoning by-laws for consistency with the Constitution or laws of the Commonwealth, the Attorney General’s standard of review is equivalent to that of a court. “[T]he proper focus of review of a zoning enactment is whether it violates State law or constitutional provisions, is arbitrary or

² 760 CMR 71.02 defines the term “Protected Use ADU” as follows: “An attached or detached ADU that is located, or is proposed to be located, on a Lot in a Single-family Residential Zoning District and is protected by M.G.L. c. 40A, § 3, provided that only one ADU on a lot may qualify as a Protected Use ADU. An ADU that is nonconforming to Zoning shall still qualify as a Protected Use ADU if it otherwise meets this definition.”

unreasonable, or is substantially unrelated to the public health, safety or general welfare.” Durand v. IDC Bellingham, LLC, 440 Mass. 45, 57 (2003). “If the reasonableness of a zoning bylaw is even ‘fairly debatable, the judgment of the local legislative body responsible for the enactment must be sustained.’” Id. at 51 (quoting Crall v. City of Leominster, 362 Mass. 95, 101 (1972)). However, a municipality has no power to adopt a zoning by-law that is “inconsistent with the constitution or laws enacted by the [Legislature].” Home Rule Amendment, Mass. Const. amend. art. 2, § 6.

III. Summary of Recent Legislative Changes Regarding ADUs

On August 6, 2024, Governor Healey signed into law the “Affordable Homes Act,” Chapter 150 of the Acts of 2024 (the “Act”). The Act includes amendments to the State’s Zoning Act, G.L. c. 40A, to establish ADUs as a protected use subject to limited local regulation including amending G.L. c. 40A, § 1A to add a new definition for the term “Accessory dwelling unit” and amending G.L. c. 40A, § 3 (regarding subjects that enjoy protections from local zoning requirements, referred to as the “Dover Amendment”), to add a new paragraph that restricts a zoning by-law from prohibiting, unreasonably regulating or requiring a special permit or other discretionary zoning approval for the use of land or structures for a single ADU. The amendment to G.L. c. 40A, § 3, to include ADUs means that ADUs are now entitled to statutory protections from local zoning requirements.

On January 31, 2025, the EOHLC promulgated regulations for the implementation of the legislative changes regarding ADUs. See 760 CMR 71.00, “Protected Use Accessory Dwelling Units.”³ The Regulations define key terms and prohibit certain “Use and Occupancy Restrictions” defined in Section 71.02 as follows:

Use and Occupancy Restrictions. A Zoning restriction, Municipal regulation, covenant, agreement, or a condition in a deed, zoning approval or other requirement imposed by the Municipality that limits the current, or future, use or occupancy of a Protected Use ADU to individuals or households based upon the characteristics of, or relations between, the occupant, such as but not limited to, income, age, familial relationship, enrollment in an educational institution, or that limits the number of occupants beyond what is required by applicable state code.

While a municipality may reasonably regulate a Protected Use ADU in the manner authorized by 760 CMR 71.00, such regulation cannot prohibit, require a special permit or other discretionary zoning approval for, or impose a “Prohibited Regulation”⁴ or an “Unreasonable

³ See the following resources for additional guidance on regulating ADUs: (1) EOHLC’s ADU FAQ section (<https://www.mass.gov/info-details/accessory-dwelling-unit-adu-faq>) (2) Massachusetts Department of Environmental Protection’s Guidance on Title 5 requirements for ADUs (<https://www.mass.gov/doc/guidance-on-title-5-310-cmr-15000-compliance-for-accessory-dwelling-units/download>); and <https://www.mass.gov/doc/frequently-asked-questions-faq-related-to-guidance-on-title-5-310-cmr-15000-compliance-for-accessory-dwelling-units/download>; and (3) MassGIS Addressing Guidance regarding address assignments for ADUs (<https://www.mass.gov/info-details/massgis-addressing-guidance-for-accessory-dwelling-units-adus>).

⁴ 760 CMR 71.03 prohibits a municipality from subjecting the use of land or structures on a lot for a

Regulation” on, a Protected Use ADU. See 760 CMR 71.03, “Regulation of Protected Use ADUs in Single-Family Residential Zoning Districts.”⁵ Moreover, Section 71.03 (3)(a) provides that while a town may reasonably regulate and restrict Protected Use ADUs, certain restrictions or regulations “shall be unreasonable” in certain circumstances.⁶ In addition, while municipalities may impose dimensional requirements related to setbacks, lot coverage, open space, bulk and height and number of stories (but not minimum lot size), such requirements may not be “more restrictive than is required for the Principal Dwelling, or a Single-Family Residential Dwelling or accessory structure in the Zoning District in which the Protected Use ADU is located, whichever results in more permissive regulation...” 760 CMR 71.03 (3)(b)(2). Towns may also impose site plan review of a Protected Use ADU, but the Regulations requires the site plan review to be clear and objective and prohibits the site plan review authority from imposing terms or conditions that “are unreasonable or inconsistent with an as-of-right process as defined in M.G.L. c. 40A, § 1A.” 760 CMR 71.03 (3)(b)(5).

We incorporate by reference our more extensive comments regarding these recent statutory and regulatory changes related to ADUs in our decision to the Town of East Bridgewater, issued on April 14, 2025 in Case # 11579.⁷ Against the backdrop of these statutory and regulatory parameters regarding Protected Use ADUs, we review the zoning amendments adopted under Article 26.

Protected Use ADU to any of the following: (1) owner-occupancy requirements; (2) minimum parking requirements as provided in Section 71.03; (3) use and occupancy restrictions; (4) unit caps and density limitations; or (5) a requirement that the Protected Use ADU be attached or detached to the Principal Dwelling.

⁵ For example, a design standard that is not applied to a Single-Family Residential Dwelling in the Single-Family Residential Zoning District in which the Protected Use ADU is located or is so “restrictive, excessively, burdensome, or arbitrary that it prohibits, renders infeasible, or unreasonably increases the costs of the use or construction of a Protected Use ADU” would be deemed an unreasonable regulation. See 760 CMR 71.03 (3)(b).

⁶ Section 71.03 (3)(a) provides that while a town may reasonably regulate and restrict Protected Use ADUs, a restriction or regulation imposed “shall be unreasonable” if the regulation or restriction, when applicable to a Protected Use ADU: (1) does not serve a legitimate Municipal interest sought to be achieved by local Zoning; (2) serves a legitimate Municipal interest sought to be achieved by local Zoning but its application to a Protected Use ADU does not rationally relate to the legitimate Municipal interest; or (3) serves a legitimate Municipal interest sought to be achieved by local Zoning and its application to a Protected Use ADU rationally relates to the interest, but compliance with the regulation or restriction will: (a) result in complete nullification of the use or development of a Protected Use ADU; (b) impose excessive costs on the use or development of a Protected Use ADU without significantly advancing the Municipality’s legitimate interest; or (c) substantially diminish or interfere with the use or development of a Protected Use ADU without appreciably advancing the Municipality’s legitimate interest.

⁷ This decision, as well as other recent ADU decisions, can be found on the Municipal Law Unit’s website at www.mass.gov/ago/munilaw (decision look up link) and then search by the topic pull down menu for the topic “ADUS.”

IV. Text Disapproved from Article 26 Because it Conflicts with G.L. c. 40A, § 3 and the Regulations

A. Section 5.6.5.7 – Parking

Section 5.6.5.7 requires one parking space for all ADUs as follows, with emphasis added:

One (1) dedicated off-street parking space is required for a Protected Use ADU.

We disapprove and delete the text (shown above in bold and underline), because as written, this text requires *all* ADUs to provide a parking space, including ADUs located within a ½ mile radius of a transit station. Therefore, this provision conflicts with the G.L. c. 40A, § 3 and the Regulations as explained below.

General Laws Chapter 40A, Section 3 prohibits a municipality from requiring a parking space for *any* ADU located within 0.5-miles of a transit station, as follows:

The use of land or structures for an accessory dwelling unit under this paragraph shall not require owner occupancy of either the accessory dwelling unit or the principal dwelling; provided, that not more than 1 additional parking space shall be required for an accessory dwelling unit; and provided further, that no additional parking space shall be required for an accessory dwelling located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station.

In addition, the Regulations, 760 CMR 71.03 (2) prohibit a Town from imposing any prohibited Regulations on a Protected Use ADU, including the following:

(b) Minimum Parking Requirements. A requirement of, as applicable:

1. More than one additional on-street or off-street parking space for a Protected Use ADU if all portions of its Lot are located outside a 0.5-mile radius of a Transit Station; or
2. Any additional on-street or off-street parking space for a Protected Use ADU if any portion of its Lot is located within a 0.5-mile radius of a Transit Station.

The Regulations, 760 CMR 71.02, define “Transit Station” as: “[a] Subway Station, Commuter Rail Station, Ferry Terminal, or Bus Station.” The regulations further define each of these terms, including the term “Bus Station,” defined as: “[a] location serving as a point of embarkation for any bus operated by a Transit Authority.”

Because Section 5.6.5.7 requires all Protected Use ADUs to provide a parking space, including Protected Use ADUs located within a 0.5-mile radius of a transit station, this requirement conflicts with G.L. c. 40A, § 3 and 760 CMR 71.03 (2) (b) and we therefore disapprove it (as shown above in bold and underline).

The Town is authorized by statute and the Regulations to require one additional parking space for a Protected Use ADU that is not located within a 0.5-mile radius of a Transit Station. However, the Town cannot, as it has done here, require all Protected Use ADUs to provide one parking space because as written, that requirement conflicts with the statute and Regulations. See West Street Associates, LLC v. Planning Board of Mansfield, 488 Mass. 319, 324 (2021) (citing with approval trial judge’s ruling that “By limiting medical marijuana facilities to nonprofit entities, the bylaw[,] while not prohibit[ing] those facilities, does restrict them in a way that the [S]tate explicitly determined they should not be limited” and “[a]ccordingly, the town's bylaw is preempted by State law to the extent it requires all medical marijuana dispensaries to be nonprofit organizations.”). The Town should consult with Town Counsel with any questions regarding this issue.

B. Section 5.6.6.3 – Modular Dwelling Unit

Section 5.6.6.3 provides as follows regarding modular dwelling units and manufactured homes:

A Modular Dwelling Unit is allowed to be used as a Protected Use ADU with the condition that it complies with Section 5.6.7.1. **A Modular Dwelling Unit shall not include a manufactured home, such as those defined under M.G.L. c. 140, § 32Q.**

We disapprove and delete the portion of Section 5.6.6.3 shown above in bold and underline that excepts a manufactured home (as defined in G.L. c. 140, § 32Q) as a modular dwelling unit, thereby implying that a manufactured home is prohibited from being used as a ADU, because it conflicts with the Regulations, as explained below.

Although the Regulations neither define or refer to a “manufactured home,” the Regulations do define and refer to a “Modular Dwelling Unit,” defined in 760 CMR 71.02 as follows:

A pre-designed Dwelling Unit assembled and equipped with internal plumbing, electrical or similar systems prior to movement to the site where such Dwelling Unit is affixed to a foundation and connected to external utilities; or any portable structure with walls, a floor, and a room, designed or used as a Dwelling Unit, transportable in one or more sections and affixed to a foundation an connected to external utilities.

With regards to a “Modular Dwelling Unit,” the Regulations 760 CMR 71.03 (3)(b)(7) provide that “[a]ny requirement that prohibits, regulates or restricts a Modular Dwelling Unit from being used as a Protected Use ADU that is more restrictive than the Building Code” is an unreasonable regulation. As defined under the Regulations, Modular Dwelling Units may be transported in one or more sections, must be affixed to a foundation that meets the building code and connected to external utilities at the site. A Modular Dwelling Unit could therefore include a manufactured home. Based on the Regulations’ definition of “Modular Dwelling Unit,” many structures, including modular homes, manufactured homes, and other prefabricated homes meet

the Regulations' definition of "Modular Dwelling Unit."⁸ Because many homes that meet the by-law's definition of "manufactured home" also qualify as "modular dwelling units," it conflicts with the Regulations to except manufactured homes from being considered a modular dwelling unit (and therefore by implication prohibiting a manufactured home being used as an ADU).

For this reason, Section 5.6.6.3's provision excluding manufactured homes as modular dwelling units, and by implication thus prohibiting a manufactured home from being used as an ADU, conflicts with the Regulations' prohibition against any requirement that prohibits, regulates or restricts a Modular Dwelling Unit from being used as an ADU. For this reason, we disapprove the portion of Section 5.6.6.3 shown above in bold and underline.⁹ The Town should consult with Town Counsel with any questions on this issue.

V. The Remaining Approved ADU Requirements Must be Applied Consistent with G.L. c. 40A, § 3 and 760 CMR 71.00

A. Section 5.6.4 – Site Plan

Section 5.6.4.1 requires a site plan review application for Protected Use ADUs in accordance with the Town's existing by-laws, Section 7.6, "Site Plan Review." We approve Section 5.6.4, but the Town must ensure that the site plan requirement is applied consistent with state law. Specifically, for uses allowed as of right such as a Protected Use ADU, site plan review is limited to the regulation of the use rather than its prohibition. Y.D. Dugout, Inc. v. Bd. of Appeals of Canton, 357 Mass. 25, 31 (1970). The scope of site plan approval for as of right uses is therefore limited to imposing reasonable terms and conditions on the use. Id. citing SCIT, Inc. v. Planning Bd. of Braintree, 19 Mass. App. Ct. 101, 107-110 (1984). "[W]here the proposed use is one permitted by right the planning board may only apply substantive criteria consistent with Prudential Ins. Co. v. Board of Appeals of Westwood, 23 Mass. App. Ct. 278 (1986) (i.e., it may impose reasonable terms and conditions on the proposed use, but it does not have discretionary power to deny the use)." Osberg v. Planning Bd. of Sturbridge, 44 Mass. App. Ct. 56, 59 (1997). "[I]f the specific area and use criteria stated in the by-law [are] satisfied, the board [does] not have discretionary power to deny...[approval], but instead [is] limited to imposing reasonable terms and conditions on the proposed use." Prudential, 23 Mass. App. Ct. at 281-282 (internal quotations and citations omitted). The Town should consult closely with Town Counsel when applying Section 5.6.4's site plan review requirement to ensure they are not applied in a manner that conflicts with the Dover protections afforded to an ADU.

⁸ As to manufactured homes, the EOHLIC's draft regulations defined Modular Dwelling Unit to specifically exclude manufactured homes defined under G.L. c. 140, § 32Q; however, that exemption was not included in EOHLIC's Final Regulations. The redline version of the draft regulations compared to the final regulations is available on the EOHLIC website here: <https://www.mass.gov/doc/adu-final-regulations-redlines/download>.

⁹ See also EOHLIC's Frequently Asked Questions discussing whether an ADU be a modular home, manufactured housing, or other prefabricated home. <https://www.mass.gov/info-details/accessory-dwelling-unit-adu-faqs>

B. Section 5.6.5.6 – Finding

Section 5.6.5.6 requires a finding for pre-existing non-conforming structures as follows:

Where a Protected Use ADU is proposed in connection with a Pre-Existing Nonconforming Lot or Structure, review as provided in M.G.L. c. 40A, § 6, and Section 6 of this Bylaw shall be required to the greatest extent permitted by law. Where a finding pursuant to G.L. c. 40A, § 6 that “such change, extension or alternation shall not be substantially more detrimental than the existing nonconforming use to the neighborhood” is required, the Planning Board shall consider the consistency of the application with this standard during Site Plan Review required hereunder.

Under Section 5.6.5.6 changes to certain pre-existing non-conforming lots or structures for a proposed Protected Use ADU require a finding under G.L. c. 40A, § 6, regarding pre-existing nonconforming structures that provides: “Pre-existing nonconforming structures or uses may be extended or altered, provided, that no such extension or alteration shall be permitted unless there is a finding by the permit granting authority...or by the special permit granting authority designated by ordinance or by-law that such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood.”

Because Section 5.6.5.6 requires a “finding” and does not require a special permit, we approve Section 5.6.5.6. However, because ADUs are a Dover Amendment protected use, only in limited circumstances, may it be appropriate for the Town to require even a Section 6 *finding* for an ADU associated with a nonconforming structure or lot. See Petrucci v. Bd. of Appeals of Westwood, 45 Mass. App. Ct. 818 (1998) (no Section 6 “finding” required where applicant successfully demonstrated the unreasonableness of the application of the dimensional requirements to the structure...). In circumstances where the regulations creating the increased nonconformity can lawfully be applied to the ADU, the Town may require that the applicant demonstrate that the altered structure use will not be substantially more detrimental to the neighborhood than the existing structure so long as the town applies objective, nondiscretionary criteria and no special permit is required. However, changing the use of a nonconforming structure to an ADU use, a statutorily protected use, cannot trigger scrutiny of the impact on a neighborhood because the ADU is a Dover Amendment protected use and cannot be denied.

Moreover, a Protected Use ADU is not “nonconforming” to any zoning rule that cannot lawfully be applied to it under the ADU statute and regulations. See Watros v. Greater Lynn Mental Health and Retardation Ass’n, Inc., 421 Mass. 106, 115 (1995); see also Ellsworth vs. Mansfield, Case No. 08 MISC 382311, 2011 WL 3198174, at *4 (Mass. Land Ct. July 25, 2011) (no Section 6 finding required for Dover protected educational use because “effectively, G.L. c. 40A, § 3 removes the non-conformity (the lack of frontage) because it would not be a ‘reasonable regulation’ of the proposed school in these circumstances”). As a result, construction or alteration of a structure for an ADU will not increase a nonconformity unless the nonconformity is created by regulations that can reasonably be applied to the ADU. We strongly suggest that the Town discuss the application of G.L. c. 40A, § 6 and Section 5.6.5.6 with Town Counsel.

C. Section 5.6.5.8 – Common Ownership

Section 5.6.5.8 provides that the principal dwelling and the Protected Use ADU must remain in common ownership as follows: “Neither the Principal Dwelling nor the Protected Use ADU is required to be owner-occupied; however, the Principal Dwelling and Protected Use ADU must be held in common ownership.”

Although the Regulations prohibit a municipality from imposing “owner-occupancy” requirements on either the ADU or the principal dwelling, the Regulations are silent on the issue of whether the ADU and the principal dwelling must remain in single ownership. In addition, both the statute and 760 CMR 71.02’s definition of ADU authorize a municipality to impose “additional restrictions” on an ADU. Based upon our standard of review, we cannot conclude that Section 5.6.5.8 is in conflict with state law.

In reviewing this provision, we have considered the question whether the by-law’s requirement that the ADU remain in common ownership amounts to an unlawful exercise of the Town’s zoning power because it is based on ownership and not use. “A fundamental principle of zoning [is that] it deals basically with the use, without regard to the ownership, of the property involved or who may be the operator of the use.” CHR Gen., Inc. v. City of Newton, 387 Mass. 351, 356, (1982) (internal quotations and citations omitted). In some instances, therefore, municipal condominium bans have been deemed unlawful. Id. at 356-58 (ordinance regulating conversion of residential units to condominiums was invalid regulation based on ownership because “a building composed [of] condominium units does not ‘use’ the land it sits upon any differently than an identical building containing rental units.”); see also Bannerman v. City of Fall River, 391 Mass. 328 (1984) (city not authorized to adopt condominium ban pursuant to municipal powers to operate water/sewer, regulate traffic, or supervise public health).

It appears that Section 5.6.5.8’s requirement is not intended to restrict *who* can own the ADU but is instead targeted at ensuring that the ADU remains an accessory use to the principal dwelling. Use, but not ownership, may be regulated through zoning. Goldman v. Town of Dennis, 375 Mass. 197, 199 (1978); Gamsey v. Bldg. Inspector of Chatham, 28 Mass. App. Ct. 614 (1990). Thus, “[a]lthough the limitation is phrased in terms of the type of ownership,” we cannot conclude that this provision conflicts with the Town’s zoning power. Goldman, 375 Mass. at 199.

For these reasons, and based upon our standard of review, we cannot determine that Section 5.6.5.8’s provisions are in conflict with the Regulations or are an unreasonable regulation under 760 CMR 71.03 (3). However, the Town should be prepared to satisfy the requirements of 760 CMR 71.03 (3) if this provision, as applied to a particular person, is challenged in the Court as unreasonable. The Town should consult closer with Town Counsel on this issue.

D. Section 5.6.6.9 – Short Term Rental Limitations

Section 5.6.6.9 provides an exception to the prohibition against a Protected Use ADU being used as a short term rental (“STR”) as follows:

If the Principal Dwelling is owner-occupied, then the Protected Use ADU may be used as a Short-Term Rental, as defined in M.G.L. c. 64G, s. 1. Otherwise, a Protected Use ADU shall not be used as a Short-term Rental.

Under our standard of review, we approve Section 5.6.6.9 but the Town must ensure that this provision is applied consistent with G.L. c. 40A, § 3 and the Regulations, as explained below.

General Laws Chapter 40A, Section 3 prohibits a Town from *requiring* either the Principal Dwelling or the ADU to be owner-occupied, as follows: “The use of land or structures for an accessory dwelling unit under this paragraph shall not require owner occupancy of either the accessory dwelling unit or the principal dwelling.” Further, G.L. c. 40A, § 3 authorizes a Town, if it so chooses, to prohibit an ADU from being used as a STR as follows: “[an ADU] may be subject to restrictions and prohibitions on short-term rental, as defined in section 1 of chapter 64G.” Because we conclude that Section 5.6.5.8 does not require owner-occupancy of the Principal Dwelling or the ADU, and instead, provides for an exception to the Town’s prohibit of the ADU being used as a STR, by allowing the STR of an ADU only in certain limited circumstances (at the owner’s sole election), we approve Section 5.6.5.8.

However, the Town must ensure that Section 5.6.5.8 is not applied in a manner to require owner-occupancy of either the Principal Dwelling or the Protected Use ADU. The Town should consult with Town Counsel to with any questions on the proper application of this provision.

E. Section 5.6.6.5 – Driveways

Section 5.6.6.5 provides in relevant part that “[a] separate driveway opening for the Protected Use ADU shall not be allowed.” Based on our standard of review, we cannot conclude that this requirement is unreasonable and therefore prohibited under 760 CMR 71.03, and for that reason we approve it.

However, in applying this provision, we reiterate to the Town that because a Protected Use ADU is a Dover Amendment protected use, the Town can only impose “reasonable regulations” on a Protected Use ADU. Therefore, if this requirement is used in a manner to prohibit or unreasonably restrict a Protected Use ADU, such application would run afoul to the Dover amendment protections given to a Protected Use ADU under G.L. c. 40A § 3 and the Regulations. In addition, the Town must ensure that the application of these requirements serve, and are rationally related to, a legitimate municipal interest and will not, as applied, result in a nullification, impose an excessive cost or substantially diminish or interfere with the use or development of a Protected Use ADU. See 760 CMR 71.03 (3)(a). If the Town cannot satisfy this standard, then the regulation may be deemed to be unreasonable. The Town should consult with Town Counsel to ensure the proper application of these provisions to a Protected Use ADU.

VI. Conclusion

We partially approve Article 26 except for: (1) Section 5.6.5.7’s parking requirements; and (2) a portion of Section 5.6.6.3 that defines a Modular Dwelling Unit to not include a manufactured home, that we disapprove and delete, as shown above in Section IV in bold and underline.

The Town should consult closely with Town Counsel when applying the remaining approved ADU provisions to ensure that they are applied consistent with G.L. c. 40A, § 3 and 760 CMR 71.00. If the approved provisions are used to deny a Protected Use ADU, or otherwise applied in ways that constitute an unreasonable regulation in conflict with 760 CMR 71.03 (3), such application would violate G.L. c. 40A, § 3 and the Regulations. The Town should consult with Town Counsel and EOHLC to ensure that the approved by-law provisions are applied consistent with G.L. c. 40A, § 3 and the Regulations, as discussed herein.

Finally, we remind the Town of the requirements of 760 CMR 71.04, “Data Collection,” that requires municipalities to maintain certain records, as follows:

Municipalities shall keep a record of each ADU permit applied for, approved, denied, and issued a certificate of occupancy, with information about the address, square footage, type (attached, detached, or internal), estimated value of construction, and whether the unit required any variances or a Special Permit. Municipalities shall make this record available to EOHLC upon request.

The Town should consult with Town Counsel or EOHLC with any questions about complying with Section 71.04.

Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute.

Very truly yours,

ANDREA JOY CAMPBELL
ATTORNEY GENERAL

Nicole B. Caprioli

By: Nicole B. Caprioli
Assistant Attorney General
Deputy Director, Municipal Law Unit
10 Mechanic Street, Suite 301
Worcester, MA 01608
(774) 214-4418

cc: Town Counsel Thomas J. Harrington

Meeting Minutes

07

Architecture
 Planning
 Interiors

Project: **2109 – Gleason Public Library Renovation**
 Meeting Date: 2025-09-12
 Issue Date: 2025-09-16
 Subject: Library Committee Meeting
 Location: Virtual – Zoom

Attendees:

Client:

- Martha Feeney-Patten, Library Director
- Christine Stevens, Chair of BC
- Suzanne Leblanc, BC
- Karen Gonzalez, Trustee & BC
- Greg Felch, BC
- Bill Risso, Facilities Dept. & BC
- Ryan McLane, Town Admin.
- Victor Pechaty, Potential BC
- Christopher Hart, Potential BC

CMS:

- Neil Joyce, OPM
- Steve Vaccaro, PM/Site Rep

Schwartz/Silver:

- Kelsey Laser, Project Manager
- Angela Ward Hyatt, Principal
- Ethan Levin, Designer

1. Approve Minutes

1.1. Unanimous

2. Schedule

2.1. Updated workplan

- Target 10/27/25 to issue 100% CDs for Bid
- Need to schedule working group (CMS/Town Admin/SSA) meeting for bid planning

2.2. Committee approves schedule change

2.3. Committee agree to 30 minimum library closure

- CMS recommended that with HVAC scope, building cannot be occupied with no heating or cooling system in place – closure schedule may need to be extended – possibly 9 months – CMS to discuss with Trustees at their future meeting
- Temporary services needed during closure, to be included in project cost
- Local AHJ needs to be advised on what is needed for full / partial shut down

3. Cost

3.1. Construction Cost = \$1,710,817

- Cost increase from previous estimate for added carpet scope
 - Includes cutting around book stacks to be left in place
 - 3.1...1. Reflects previous installation method
 - 3.1...2. Allows for minimizing library shut-down period
 - 3.1...3. Infilling carpet in some areas with attic stock
- FFE to be updated with selections
 - Tentatively scheduled to be updated after next meeting
- Does not include Alternate Scope Items

3.2. Alternates

75 Kneeland Street
 Boston MA, 02111

617 542 6650
 schwartzsilver.com

Meeting Minutes 07 Library Committee Meeting
 2109 – Gleason Public Library Renovation

2025-09-12
 1 of 3

- #1 – FCU replacements & BMS system = \$689,439
- #2 – Hollis Room = \$19,287
- #3 – Children’s Room Carpet replacement (added) = \$28,537
- #4 – MAAB Compliant Egress Stair Replacement (for estimating purposes for variance) = \$207,967
 - Minor improvements owned in base estimate
 - Involves demolishing stair and building new compliant stair, exterior door, modifying exterior stone steps, and window replacement
- #5 – Automatic Sprinkler System & Cistern (for estimating purposes for variance) = \$716,313
 - SSA to check if new generator is included in cost

3.3. Total Project Cost (update pending, SSA to review with CMS)

3.4. Scope changes?

- Committee asked if Alternates 2 & 3 can be combined into one but SSA directed to keep separate & swap Children’s Room Carpet to #2, Hollis Room #3 for final bid docs
- One of the donations was for furniture of Hollis Room, separate from construction package
- Alt 1 – FCU
- Alt 2 – Children’s room
- Alt 3 – Hollis Room

3.5. NTP to 100% Bid Documents given by committee

4. MFC Scope

4.1. On 9/11/2025 contract executed for BLW to assume GGD’s scope

4.2. Closed out the additional mechanical room study – design team proceeding with moving some of the equipment & demoing additional walls for improved clearances

5. Design

5.1. FF&E

- Meetings: kickoff was 9/5 – next on 9/19
- Reviewed scope & confirmed new vs. existing for re-use
- SSA to update budget
- SSA to present some new options next meeting

5.2. Finishes

- Carpets & resilient selected by working group
- Still need to confirm new tile for toilet room

5.3. Specifications – need assistance on front-end information from Town/CMS per 9/11/25 email

6. Regulatory

6.1. Automatic Sprinkler Appeals Board

- Letters of determination/support from AHJ (fire & building departments)
- Financial hardship determination - \$716k per CD estimate – confirm if generator needed

6.2. Historical Commission

- Exterior egress steps – only necessary if MAAB variance not granted

- Historical committee to prepare memo of support of maintaining historic stair?
 - Member of Historic Society has noted the historic value of stair already
 - Committee meets 1x per month, 1 month lead time on submitting review materials
- 6.3. Building Permit – Informal Reviews
- Board of Health – existing floor drain may be issue, do not know where it drains
 - Account for significant time for review
 - Fire Prevention – construction impacts if east entrance becomes inaccessible
 - Planning board
 - SSA to follow up if required
 - Conservation Commission
 - Regarding wetlands and construction activities outside
- 6.4. MAAB
- Historic Stair / Exterior Steps
 - SSA to prepare draft application form – send to Martha and CMS to review
7. **Committee Members**
- 7.1. Christine Stephens & Greg Felch stepping down
- 7.2. Victor Pechaty & Chris Hart prospective ew members
- 7.3. No more full committee meetings needed until Bidding
8. **Next Steps**
- 8.1. SSA/CMS regulatory variance applications – schedule working meeting
- 8.2. Local AHJ meetings to be scheduled
- 8.3. Design Team progress on 100% Bid Documents
- 8.4. CMS/Ryan advise on front-end spec for SSA – schedule working meeting if needed
- 8.5. FF&E working group next meeting
-

Submitted,
Kelsey Laser, AIA

Gretchen Gallimore

From: Gretchen Gallimore
Sent: Friday, September 5, 2025 11:01 AM
To: danielle.m.mahan@gmail.com
Cc: Holly Mansfield; James Hall
Subject: RE: Online Form Submittal: Reserve Town Property for Private Signs

Hi Danielle –

I received the below request. The area around the Rotary is not available until 9/15. I have reserved the Rotary for you 9/15-9/21.

Recreation Director Holly Mansfield would need to give permission for signs at Banta Davis and Spaulding Field. DPW Director Jim Hall would need to give permission for the Transfer Station. (There is one sign already reserved at the Transfer Station)

Best,
Gretchen

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, September 5, 2025 7:46 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <athomas@carlislema.gov>
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the

Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Danielle Mahan
Email Address	danielle.m.mahan@gmail.com
Address	148 Stoney Gate
City	Carlisle
State	MA
Zip Code	01741
Phone Number	8022332191
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	spaulding field, banta davis and entrance to transfer station
Date(s) of Reservation	9/7/2025 7:30 AM - 9/21/2025 8:00 PM
All Day	<i>Field not completed.</i>
Size and Type of Sign	1.5x2
Organization and Purpose	Cub Scouts of Carlisle MA
Text of Sign	It may also have on it the recruitment information about Pumpkin Launch and Rocket Launch day and time for sunday the 21st
Attach File	Image yard sign (1).png
Terms of Use	Yes

Email not displaying correctly? [View it in your browser.](#)

Gretchen Gallimore

From: Eric Darling <edarling@carlisle-taxcredits.com>
Sent: Monday, September 15, 2025 9:38 AM
To: Gretchen Gallimore
Cc: Donna Vienneau
Subject: Re: Town Hall Room Reservation

Of course!

Get [Outlook for iOS](#)

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Monday, September 15, 2025 9:26:11 AM
To: Eric Darling <edarling@carlisle-taxcredits.com>
Cc: Donna Vienneau <dldvienneau@gmail.com>
Subject: FW: Town Hall Room Reservation

Hi Eric -

Does FRS give permission for the Historical Society to place a sign on the Town Common to advertise their annual meeting and lecture Nov 24 - Dec 4?

Best,
Gretchen

Gretchen Gallimore
Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136
Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

-----Original Message-----

From: Donna Vienneau <dldvienneau@gmail.com>
Sent: Monday, September 15, 2025 9:19 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>
Subject: Re: Town Hall Room Reservation

Hello Gretchen,

I do recall the need to get a sponsor. I was planning on looking into that. Are you asking me to find the sponsor before I schedule? I would have to do a little research and/or ask our Board...

Also- I believe I am asking for the Clark Room.

Re: the signs: if possible 2 signs. If I recall you cannot put sign in the rotary directly only the grassy triangles "around" the center. One sign on the town common would be good, as well.

Re: your audio/visual taping connection would be great!

Thank you,
Donna

> On Sep 15, 2025, at 8:46 AM, Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

>

> Hi Donna -

>

> For the room reservation, you need to identify a sponsor. A sponsor is someone with authority to have access to Town Hall during off hours. Chairs of boards and committees are a good option.

>

> Regarding the signs - only one sign may be placed in the location. Are you asking for the area around the Rotary or the Town Common? Or are you asking to put a sign on each?

>

> Audio/visual taping would be arranged through Minuteman Media Network. I can put you in touch once you confirm that's something you want to explore.

>

> Best,

> Gretchen

>

> -----

> Gretchen Gallimore

> Executive Assistant

> to the Select Board and Town Administrator

>

> Phone: 978-369-6136

> Email: ggallimore@carlislema.gov

>

> 66 Westford Street

> Carlisle, MA 01741

>

> www.carlislema.gov

>

> -----Original Message-----

> From: Donna Vienneau <dldvienneau@gmail.com>

> Sent: Friday, September 12, 2025 2:41 PM

> To: Gretchen Gallimore <GGallimore@carlislema.gov>

> Subject: Town Hall Room Reservation

>

>

> Hello Gretchen,

>

> I lieu of a form, I am writing to you to request the largest room at Town Hall, I believe it is the Heald House Room, 1st floor on the left coming through the front door.

>

> Date: December 4, Thursday

> Time: 6:30 - 9:00, including set up/break down, lecture, and Q and A.

>

> Lecture sponsored by: The Carlisle Historical Society; Donna Vienneau Board Member and Event Coordinator

>

> Presenter: Sarah Kiley Scholl Forensic Anthropologist who will discuss her dig at The Bunker Hill Monument

>

> Refreshments will be available for guests

>

> We will likely request audio/visual taping

>

> If there is any other information you would like, please let me know.

>

> If I might do it here, I will also request 2 signs/posters for this lecture/ event to be placed in the town center, (standard size per regulation) for one week prior to the event Dec 4th I can fill out the form as well, as the lecture approaches ... (however I got hung up at the password point for the on line forms)!!

>

> Best Regards,

> Donna Vienneau

>

>

>

Form Center

Disclaimer: Information submitted on this form will be sent via email. To protect sensitive information, do not request the following information on this form: Social Security numbers, driver's license numbers, bank account information, routing numbers, medical information, passport numbers, and passwords.

By signing in or creating an account, some fields will auto-populate with your information.

Reserve Town Property for Private Signs

Sign in to Save Progress

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name*

Ellen Huber

Email Address*

e2huber@verizon.net

Address*

15 Partridge Lane

City

Carlisle

State

MA

Zip Code

01741

Phone Number*

978 369-6678

I'd like to place a sign on the...*

- Rotary
- Town Common
- Other

If "other", on what Town land would you like to place your sign?

Date(s) of Reservation*

9/23/2025

noon

10/4/2025

6pm

All Day

Yes

Display period not longer than one week, with a possible renewal for a second week.

Size and Type of Sign*

will email dimensions

Signs must be no larger than 2x3ft and must be free-standing.

Town-wide collection for Open Pantry or Greater Local

Organization and Purpose*

What is the organization associated (if any) and the purpose of the sign?

Text of Sign*

will email

Exact language, as it will appear on the sign.

Attach File

No file chosen

Attach a mock-up of the sign or language and/or images that will appear on the sign, if available.

Terms of Use*

Yes

I have read the Placement of Private Signs on Public Property Policy and my submission adheres to the Policy.

Receive an email copy of this form.

Email address

This field is not part of the form submission.

Gretchen Gallimore

From: Email herweck <herweck@me.com>
Sent: Monday, September 8, 2025 6:09 PM
To: Gretchen Gallimore
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Perfect thx.

I'll get the appropriate approvals
from those other departments.
I will adjust the dates to 10/8/-10/22

-Matt

Sent from my iPhone

On Sep 8, 2025, at 1:22 PM, Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

Hi Matt –

I received the below request.

Policy states that signs may be reserved for one week, with the option to extend to a second week.
Can you reduce the duration of your request?

FRS will need to give permission for the use of the Town Common, and the Chiefs and DPW
Director will need to give permission for the use of the land adjacent to their department. Let me
know what you'd like to do about the dates and I will forward your request.

Best,
Gretchen

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, September 8, 2025 11:28 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <athomas@carlislema.gov>
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Matthew Herweck
Email Address	herweck@me.com
Address	157 Berry Corner Ln
City	Carlisle
State	MA
Zip Code	01741
Phone Number	6033218349
I'd like to place a sign on the...	Rotary, Town Common, Other
If "other", on what Town land would you like to place your sign?	Transfer station, FD and PD from yards.
Date(s) of Reservation	9/14/2025 1:00 PM - 10/23/2025 1:00 PM
All Day	Yes
Size and Type of Sign	2x3
Organization and Purpose	Carlisle Middle School Spaghetti Supper PTO fundraiser

Text of Sign	6th grade spaghetti supper 50th anniversary October 23 dinner and raffle
--------------	--

Attach File	<i>Field not completed.</i>
-------------	-----------------------------

Terms of Use	Yes
--------------	-----

Email not displaying correctly? [View it in your browser.](#)

Gretchen Gallimore

From: James Hall
Sent: Wednesday, September 17, 2025 3:02 PM
To: Gretchen Gallimore
Cc: Liese Meier
Subject: Re: Online Form Submittal: Reserve Town Land for Community Events

Hi Gretchen,
Sure, that will work. I think Ellen. Huber would also like us to set up a truck to collect canned goods and non-perishables for a food pantry ,on 10/4 but I will double check with her. We can make room for both.
Thank you,
Jim

Get [Outlook for Android](#)

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Wednesday, September 17, 2025 2:26:38 PM
To: James Hall <jhall@carlislema.gov>
Cc: Liese Meier <crazybonz@gmail.com>
Subject: FW: Online Form Submittal: Reserve Town Land for Community Events

Hi Jim –

Do these days work to have a table for the 6th grade spaghetti supper?

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, September 17, 2025 2:08 PM
To: Gretchen Gallimore <GGallimore@carlislema.gov>
Subject: Online Form Submittal: Reserve Town Land for Community Events

Reserve Town Land for Community Events

Use of Town Land

Town Land may be reserved for community and non-profit events that comply with Town policies.

Use of the Town Common for community events requires permission of the Select Board and the leadership of the First Religious Society.

Use of the Transfer Station for community events requires permission of the DPW Director and the Select Board.

Name	Liese Meier
Email Address	crazybonz@gmail.com
Address	49 Hartwell Rd
City	Carlisle
State	MA
Zip Code	01741
Phone Number	202-215-5353
Date(s) and Time of Event	9/27/2025 10:00 AM - 9/27/2025 4:00 PM
I need more than one day/time	10/4 and 10/11, also 10AM-4PM
Where would you like the event?	Transfer Station
Organization and Purpose	Carlisle Public School Class of 2028
Event Description	The Sixth Grade Class would like to set up a table to sell raffle tickets for the upcoming Spaghetti Supper.
Permission from the First Religious Society	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Wednesday, September 10, 2025 3:09 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Deborah Bentley
Email Address	culturalcouncil@carlislema.gov
Address	128 Heald Rd
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9787766181
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	trianges, Heald Rd, Stearns/ Baldwin, Patch Meadow, outside of Transfer Station.
Date(s) of Reservation	10/19/2025 12:00 PM - 10/25/2025 5:00 PM

All Day	Yes
Size and Type of Sign	Lawn Sign
Organization and Purpose	Carlisle Cultural Council : Open Studios
Text of Sign	Open Studios 25th October and 8th November
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

Email not displaying correctly? [View it in your browser.](#)

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Tuesday, September 9, 2025 2:29 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Catherine Mastromarino
------	------------------------

Email Address	cathywm@gmail.com
---------------	-------------------

Address	212 E Riding Dr
---------	-----------------

City	Carlisle
------	----------

State	MA
-------	----

Zip Code	01741
----------	-------

Phone Number	617-538-0584
--------------	--------------

I'd like to place a sign on the...	Rotary
------------------------------------	--------

If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
--	-----------------------------

Date(s) of Reservation	10/18/2025 9:00 AM - 10/25/2025 9:00 PM
------------------------	---

All Day	Yes
Size and Type of Sign	Standard Lawn Sign
Organization and Purpose	CCHS Theater Fall Play
Text of Sign	Poster not designed yet, but will advertise "Picasso at the Lapin Agile", the high school fall play
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

Email not displaying correctly? [View it in your browser.](#)



SELECT BOARD
TUESDAY, OCTOBER 7TH, 2025
AT 7:00 P.M.
CLARK ROOM, TOWN HALL
66 WESTFORD ST. CARLISLE, MA 01741
HYBRID MEETING

AGENDA

TIME	PURPOSE
7:00 p.m.	1. Community Input
7:05 p.m.	2. Appointments and Resignations
7:15 p.m.	3. Special Town Meeting Article Recommendations <ul style="list-style-type: none">• Warrant Article Recommendations
8:30 p.m.	4. Finalize and Sign the Special Town Meeting Warrant
8:45 p.m.	5. Human Resource Policies
9:15 p.m.	6. Residency Policy Discussion
9:45 p.m.	7. Town Administrator Report <ul style="list-style-type: none">• Initial FY27 Budget Guidance• Draft Road Maintenance Plan
10:00 p.m.	8. Warrant and Minutes Approval
10:05 p.m.	9. Liaison Reports
10:10 p.m.	10. Cemetery Deeds
10:15 p.m.	11. Community Input
	Adjourn

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/84331517848?pwd=ato7oRc312oFhAtGWIBbazGsEtJ9Wq.1>

Meeting ID: 843 3151 7848
Passcode: 701613

One tap mobile
+13092053325,,84331517848#,,,,*701613# US
+13126266799,,84331517848#,,,,*701613# US (Chicago)