



SELECT BOARD MEETING AGENDA

Tuesday, February 24, 2026, at 7:00pm

Clark Room, Town Hall, 66 Westford St., Carlisle, MA 01741

Hybrid Meeting

Time and Purpose

- 7:00 p.m. *Item 1: Community Input*
- 7:05 p.m. *Item 2: Review of Warrants and Minutes (Vote)*
- February 10, 2026 Minutes
- 7:10 p.m. *Item 3: Liaison Reports*
- 7:15 p.m. *Item 4: Board of Assessor's Proposed Warrant Article Discussion*
- Small Personal Property Tax Exemption
- 7:45 p.m. *Item 5: Joint Meeting with the Transfer Station Action Committee*
- 2025 Accomplishments
 - 2026 Plans
 - Organic Waste Ban Discussion
- 8:15 p.m. *Item 6: Joint Meeting with the Finance Committee and Municipal Facilities Committee (Potential Votes)*
- FY27 Budget Discussion
 - FY27 Capital Plan
 - Annual Town Meeting Warrant Articles – Initial Discussion
- 9:15 p.m. *Item 7: Execute Employment Agreements (Vote)*
- Fire Chief Bryan Sorrows (FY27-FY31)
 - Police Chief Andrew Amendola (FY27-FY31)
- 9:30 p.m. *Item 8: Town Administrator Report*
- 9:45 p.m. *Item 9: Community Appointment (Vote)*
- Dave Erikson, Board of Health Representative, Fire Station Building Renovation Committee
- 9:50 p.m. *Item 10: Community Input*



9:55 p.m. *Item 11: Adjournment (Vote)*

Remote Meeting Details

<https://us02web.zoom.us/j/85046442393?pwd=39N3gYvu0TsvQ0r3Q7QrbYankLzyNa.1>

Meeting ID: 850 4644 2393

Passcode: 486577

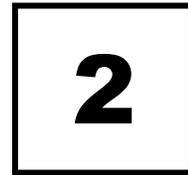
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Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026



Review of Warrants and Minutes

Requested by:

Proposed Motion(s)

MOVE to approve the Minutes of the February 10, 2026 meeting.



Town of Carlisle
Massachusetts 01741
978-371-6682
Office of the Town Accountant



Kelly Beyer, Town Accountant

FY 2026 WARRANTS

26PR16 (Town & School payroll) – total \$926,387.44

- Fire payroll Jan 2026
- Retroactive pay
- Teacher lane changes

26TE16 (Town bills) – total \$471,053.28

- \$253k MIIA – health insurance
- \$32k Boston Mechanical – Brick Building HVAC (split MFC & recreation revolving)
- \$31k Carlisle Teachers' Association – union dues and long-term disability coverage
- \$15k Eastern Minerals – road salt
- \$12k WinWaste Innovations – transfer station
- \$10k The20 – computer maintenance & support
- \$10k Haywood Associates – police cruiser computers (Justice Assistance Grant)
- \$9k Peterson Oil – unleaded & diesel fuel
- \$8k Frank McCartin – CPS walkway lighting (capital article)
- \$7k Northeast Sand & Gravel – road sand
- \$5k Bedford Charter – vocational school transportation

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 02/13/2026 WARRANT: 26PR16 AMOUNT: \$ 926,387.44

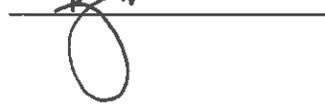
TO THE TREASURER OF THE TOWN OF CARLISLE
Pay to each of the persons named below, the sum set
against their respective names, amounting in the aggregate

to \$ 926,387.44 Dollars

Kelly Beyer, Town Accountant



Ryan M McLane, Chief Procurement Officer



Scott M Triola, Select Board Chair

Barbara T Arnold, Select Board Vice-Chair



Christine Stevens, Select Board Clerk

Seth D Model, Select Board Member



Travis Snell, Select Board Member



ACCOUNTS PAYABLE WARRANT REPORT

DATE: 02/13/2026 WARRANT: 26SE16 AMOUNT: \$ 27,737.24

TO THE TREASURER OF THE TOWN OF CARLISLE
Pay to each of the persons named below, the sum set
against their respective names, amounting in the aggregate

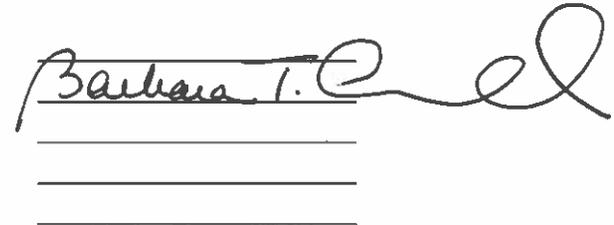
to \$ 27,737.24 Dollars

Kelly Beyer, Town Accountant



Ryan M McLane, Chief Procurement Officer

- Scott M Triola, Select Board Chair
- Barbara T Arnold, Select Board Vice-Chair
- Christine Stevens, Select Board Clerk
- Seth D Model, Select Board Member
- Travis Snell, Select Board Member





Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

Academic Excellence

Creativity

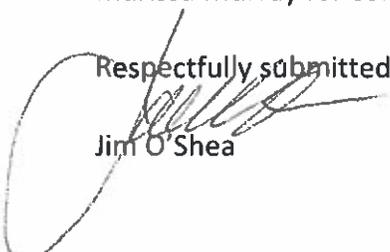
Respect

Responsibility

**Carlisle Public Schools
Warrant 26SE16 Summary
2/13/2026
\$27,737.22**

Warrant 26SE16 is for \$27,737.22. This warrant is being processed early, so it only contains one week's worth of invoices. That being said, there are two items of note. There is a payment of \$8,930.94 being made to American Alarm for services rendered, and a payment of \$5,888. To Marissa Murray for contracted PT services.

Respectfully submitted,


Jim O'Shea

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 02/13/2026 WARRANT: 26TE16 AMOUNT: \$ 471,053.28

TO THE TREASURER OF THE TOWN OF CARLISLE
Pay to each of the persons named below, the sum set
against their respective names, amounting in the aggregate

to \$471,053.28 Dollars

Kelly Beyer, Town Accountant

Ryan M McLane, Chief Procurement Officer

Scott M Triola, Select Board Chair

Barbara T Arnold, Select Board Vice-Chair

Christine Stevens, Select Board Clerk

Seth D Model, Select Board Member

Travis Snell, Select Board Member

Carlisle Select Board

Minutes of Tuesday, February 10, 2026

Remote Meeting

The Select Board met on Tuesday, February 10, 2026 at 7:00 p.m. remotely over Zoom. In attendance were Barney Arnold, Travis Snell, Christine Stevens, David Model, and Scott Triola.

Staff Present: Town Administrator Ryan McLane; Assistant Town Administrator/HR Director Aubrey Thomas

Others: Cemetery Committee: Gordon Means, Susan Richardson, and Maeve Lobo

This meeting was livestreamed, the recording may be viewed here: [Town of Carlisle MA - YouTube](#)

The meeting packet is available on our website:
carlislema.gov/DocumentCenter/View/8250/SB_02-10-26_Packet

Call to Order

Chair Scott Triola opened the fully remote Carlisle Select Board meeting on Tuesday, February 10, 2026, at 7:00 PM, which was changed from a hybrid meeting due to winter weather advisory. A roll call of members confirmed all were present: Barney Arnold (Vice Chair), David Model, Travis Snell, Christine Stevens (Clerk), and Scott Triola (Chair).

Item 1: Community Input

No community members came forward to speak during this initial input period.

Item 2: Appointments

FY27 Appointment Application Deadlines

The Board discussed establishing clear deadlines for volunteer applications. Ryan McLane, Town Administrator, explained that the deadlines would allow boards, particularly the Council on Aging and Human Services (COAHS), to begin their vetting process early, as they have a robust volunteer review process.

Member David Model asked about the publication of open positions before the application deadline, noting that residents need to know what positions are available. Ryan McLane confirmed that a list of openings would be distributed as soon as possible.

Motion: Barney Arnold moved to set May 1, 2026 as the deadline for FY27 volunteer applications to be received by the executive assistant, and to set June 1, 2026 as the deadline

for boards/committees to submit their recommended slate to the executive assistant. Christine Stevens seconded the motion.

Roll Call Vote: Arnold: Aye Model: Aye Snell: Aye Stevens: Aye Triola: Aye Motion passed unanimously.

Notification of Town Administrator Appointment

Ryan McLane notified the Board that Mark Cianci, a police officer currently in the academy who previously served as Animal Control Officer for Chelmsford, has been appointed as Carlisle's Animal Control Officer. He will work weekends and during his time off from the academy to help address recent dog incidents.

Item 3: Close the Town Meeting Warrant

Ryan McLane provided a comprehensive review of the potential warrant articles for the Annual Town Meeting scheduled for May 18, 2026. He presented approximately 30 potential articles, noting that not all would necessarily be included in the final warrant.

The presentation covered several key areas:

- Financial articles including:
 - Operating budget (Article 1)
 - Capital equipment (Article 2)
 - Building maintenance (Article 3)
 - A potential town hall debt project for major repairs
 - Fire station renovation project funding
 - DPW design costs
- Traditional consent agenda items such as:
 - Town reports
 - Elected salaries
 - OPEB evaluation funding
 - Chapter 90 road maintenance authorization
 - PEG funding (significantly increased this year to include school studio project, auditorium enhancements, and community rooms)
 - Department revolving funds
 - Salary and wage table
- New and notable articles:
 - Celebration and Veterans Committee bylaw name change
 - Traffic study funding requested by the Safety Committee
 - Cell tower lease authorization
 - ZBA bylaw amendments
 - Safety zone adoption
 - Cemetery perpetual fund "repair" (\$34,000 request)
 - Canvassing/solicitation bylaw

- "Chicken tax" exemption (allowing personal property under \$5,000 to be exempt from taxation)
- Cemetery committee articles for expansion study and fee increases
- Several CPC funding articles including library renovation, town records preservation, amenities building, bog house design for affordable housing, and rental assistance

The Board discussed the likely length of the Town Meeting, with David Model suggesting it might be possible to complete business in one day rather than two, as originally anticipated, since several potentially contentious articles had been pushed to the fall. The Board tentatively agreed to plan for a 6:00 PM start time on Monday, May 18.

Regarding ordering of the articles, David Model expressed his view that consent agenda items should be placed early, followed by budget items and important articles requiring full attention.

Motion: Barney Arnold moved to close the warrant for the Annual Town Meeting scheduled for Monday, May 18 at 6 PM. David Model seconded the motion.

Roll Call Vote: Arnold: Aye Model: Aye Snell: Aye Stevens: Aye Triola: Aye Motion passed unanimously.

Item 4: Town Administrator 2026 Goals

Town Administrator Ryan McLane presented three proposed goals for 2026:

- Implement and advance Select Board goals - Supporting the Board in achieving their established goals, with the flexibility to adapt as the Board's goals evolve.
- Develop a "2030 Organizational Readiness Plan" - Creating a framework for the town's future staffing structure based on work done over the past three years, including plans for sharing services, regionalization, succession planning, and staff development.
- Professional development - Maintaining professional certifications (40 hours of professional education credits) and developing a more robust professional development plan for staff and department heads.

The Board discussed the timing of the goals relative to the Select Board's term, noting that Ryan's performance evaluation currently runs on a calendar year while the Board's goals may change after town elections and reorganization in the summer. David Model raised concerns about this misalignment potentially creating challenges for evaluation.

Chair Triola suggested further discussion on the goals was needed, possibly revisiting them after Town Meeting, and exploring options for aligning the evaluation period with the Board's term. No formal vote was taken on the goals at this meeting.

Item 5: Personnel Policies Update

Aubrey Thomas, Assistant Town Administrator/HR Director, presented the third and final round of personnel policy recommendations based on staff input gathered over the past few years. She had previously met individually with each Select Board member to review these recommendations.

Key policy areas discussed included:

- Holidays and time off:
 - Recommendation to keep holiday names aligned with Commonwealth of Massachusetts designations
 - No changes to floating holiday policy, instead offering religious accommodations as needed
 - No change to policy for employees who don't regularly work on holidays
 - No winter holiday closure between Christmas and New Year's due to public service needs
- Sick leave:
 - Updates to align with state law requirements
 - No recommendation for sick leave bank at this time
 - Further study needed on paid medical and family leave for part-time employees
- Bereavement leave:
 - Clarification that the three days are annual
 - Recommendation to allow case-by-case accommodations for relationships not specifically listed in policy
- Recruitment and hiring:
 - Maintaining the 10-day posting requirement for transparency
 - Updating to specify job postings on town website rather than bulletin board
 - Recommendation to notify all staff about promotion opportunities
- Other areas:
 - Physical requirements for certain positions
 - Updates to appointing authority language to reflect town administrator bylaw
 - Standardization of employment applications to online format
 - No changes to lunch break policies to allow departmental flexibility
 - Addition of basic dress code guidance
 - No waiting period for benefits eligibility
 - Retraction of a previously suggested change to overtime calculation for the DPW

The Board provided feedback on several items, particularly questioning language related to the dress code and bereavement leave accommodations. Aubrey noted that she would finalize language, review with legal counsel, and return to the Board for a final vote at a future meeting.

Item 6: Code of Conduct Policy Discussion

The Board briefly reviewed a draft Code of Conduct policy based on a Massachusetts Interlocal Insurance Association (MIIA) template. Several members, particularly Travis Snell, raised concerns about specific language in the document regarding the relationship between Board members, the Town Administrator, and town staff.

Points of concern included:

- Language about Board members acting on complaints outside the administration
- Provisions about Board members giving instructions to or requesting assistance from town staff
- The application of the policy to all boards and committees, not just the Select Board

The Board agreed that more review and refinement was needed before adoption. Chair Triola committed to working with Ryan and Gretchen to develop a process for gathering additional input from Board members and revising the document.

Item 7: Cemetery Committee Update and Town Meeting Article Requests

Gordon Means, Chair of the Cemetery Committee, joined by committee members Susan Richardson and Maeve Lobo, presented information on two Town Meeting warrant articles:

Cemetery Fee Adjustments:

- Current fees are significantly lower than surrounding towns despite Carlisle having the highest median household income
- Perpetual Care Fund is underfunded and needs to be rebuilt
- Committee recommended increasing fees from \$500 to \$650 for full interment, \$250 to \$300 for cremation interment, and \$300 to \$600 for deed/perpetual care fees.

Based on Board feedback during discussion, the committee may reconsider raising fees to the median of comparable towns. The Board expressed the view that the fees should better reflect the market rates, given Carlisle's higher median household income and the underfunded state of the Perpetual Care Fund. Member David Model highlighted the scarcity of the resource and suggested that the fees should be in line with comparable towns to ensure the cemetery's sustainability, operation, and maintenance. The Board also discussed the potential rush for plots that might occur once the fee increases are publicly known. The Cemetery Committee took this feedback under consideration, acknowledging the need to balance fee adjustments with the goal of garnering community support for necessary funding measures.

Cemetery Expansion Site Evaluation:

- Green Cemetery has approximately 6.5 years of capacity remaining at current usage rates

- The town owns the 5-acre Leavitt parcel adjacent to the cemetery, donated in 1938 specifically for cemetery expansion
- Committee is requesting \$16,000 for a site evaluation including ground penetrating radar surveys and other engineering studies
- Expansion could provide 20-55 years of additional capacity

The Board expressed support for both articles and suggested the committee obtain a rough estimate of what the actual expansion might cost in the future, to provide context for Town Meeting voters.

Item 8: Town Administrator Report

All Town Administrator reports are on our website: [Town Administrator Reports | Carlisle, MA](#) or available as a podcast, search “The Carlisle Connection” on your favorite podcast app.

Ryan McLane provided updates on several items:

- Events and Outreach:
 - February coffee hour scheduled for February 17 at Gleason Public Library
 - Encouragement for residents to sign up for email alerts, newsletter, and town podcast to stay informed about Town Meeting articles
- Appointments:
 - Mark Cianci appointed as Animal Control Officer
- Fall Town Meeting Planning:
 - Recommendation to set a date soon for Fall Town Meeting (targeting late October/early November)
 - Need to establish deadlines for finalizing bylaw articles for the warrant
- Grant Updates:
 - Three significant grants submitted: Complete Streets design grant for sidewalk project, Community Compact IT grant for digitizing land use departments, and Climate Leader design grant for Town Hall RTU replacement
- Capital Project Updates:
 - School elevator project in submission phase, to begin after school year ends
 - Town Hall bathroom renovation nearly complete
 - Cemetery projects on hold due to winter weather
 - Cranberry Bog Dam #1 assessment ongoing
 - Police station renovation construction continuing, with soil remediation costs remaining within contingency budget
 - Fire station renovation committee addressing HVAC requirements while maintaining cost control
 - DPW building committee to begin meeting
- Events Approval:
 - Approved bicycle events: National Brain Tumor Society ride on May 17 and Concord Museum's Paul Revere bike ride on May 16

- Volunteer Training:
 - Development of comprehensive training plan for board and committee volunteers
 - Quarterly check-ins, chair training sessions, updated resources, and AI-based templates to support volunteers
- Staff Recognition:
 - Acknowledgment of James Powderly, Plumbing and Gas Inspector, who is retiring after 18 years of service to Carlisle

Motion: Travis Snell moved to approve the request of the Concord Museum for the use of the town roadways for their Paul Revere's bike ride event on Saturday, May 16, 2026. Barney Arnold seconded the motion.

Roll Call Vote: Arnold: Aye Model: Aye Snell: Aye Stevens: Aye Triola: Aye Motion passed unanimously.

Motion: Travis Snell moved to approve the request of the National Brain Tumor Society for the use of town roadways for their charity bike ride event on Sunday, May 17, 2026. David Model seconded the motion.

Roll Call Vote: Arnold: Aye Model: Aye Snell: Aye Stevens: Aye Triola: Aye Motion passed unanimously.

Motion: Travis Snell moved to approve the request of Gina Fox for the use of the town common for the Carlisle Race Amity Day potluck picnic on June 14, 2026. Barney Arnold seconded the motion.

Roll Call Vote: Arnold: Aye Model: Aye Snell: Aye Stevens: Aye Triola: Aye Motion passed unanimously.

Item 9: Review of Warrants and Minutes

The Board reviewed the minutes of January 27, 2026. David Model noted that the minutes indicated he had abstained from two votes but he couldn't recall doing so. It was clarified that he had left the room during one vote related to the CPA on the bog house, which explained the abstention.

The Board discussed whether minutes should better capture Board members' comments and opinions on issues. They agreed that while not every exchange needs to be recorded, minutes should preserve the substantive reasoning behind decisions. Christine Stevens suggested asking Gretchen to summarize the key factors in decision-making, particularly for controversial topics.

Motion: Christine Stevens moved to approve the minutes from the January 27, 2026 meeting. David Model seconded the motion.

Roll Call Vote: Arnold: Aye Model: Aye Snell: Aye Stevens: Aye Triola: Aye Motion passed unanimously.

Item 10: Liaison Reports

Chair Triola reported on two matters:

- Finance Committee meeting - The Committee had discussed the Board of Health budget and sent a letter requesting that the Board of Health align their hiring process with townwide practices and work to find a candidate who would add value at a lower step. The Committee expressed support for an interim director to avoid service gaps.
- Land Stewardship Committee (LSC) - Navneet Hundal, Conservation Commission member, has drafted a new LSC charter that addresses many concerns about returning the committee to an advisory role, including provisions on voting and non-voting members. The Conservation Commission will discuss this draft on Thursday, followed by input from affected committees and the public before a final vote.

Item 11: Community Input

No community members came forward to speak during this period.

Adjournment

Motion: Barney Arnold moved to adjourn. Travis Snell seconded the motion.

Roll Call Vote: Arnold: Aye Model: Aye Snell: Aye Stevens: Aye Triola: Aye Motion passed unanimously.

The meeting adjourned at approximately 11:50 PM.

Prepared by

G. Gallimore



Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026



Small Person Property Tax Exemption

Requested by:

Proposed Motion(s)

Optional

MOVE to support the Board of Assessor's proposed Town Meeting Warrant Article for a small personal property tax exemption of \$5,000

Town of Carlisle

2027 Annual Town Meeting Warrant Article

Implementation of a Small Personal Property Exemption of \$5,000

Article Summary

The proposed warrant article will enact a Small Personal Property Exemption of \$5,000. Personal Property Tax is levied on all businesses and taxable personal property (including livestock) within the town. With the lack of commercial property in Carlisle, most of the taxable personal property accounts contribute minimal amounts to the total personal property tax levied each fiscal Year. Furthermore, administrative costs often exceed the personal property tax revenue generated each fiscal year for lower valued accounts.

Impact Analysis

The chart below details the hypothetical impact of the acceptance of a \$5,000 Small Personal Property Exemption on the Fiscal Year 2026 Personal Property class (Class 500).

	<u>Fiscal Year</u> 2026	<u>Fiscal Year 2026</u> <u>With \$5,000 PP Ex.</u>	<u>Change</u>	<u>Percentage</u> <u>Change</u>
# of PP Accounts	92	22	(70)	-76.09%
Total Assessed Value	29,797,542	29,701,956	(95,586)	-0.32%
PP Taxes Paid	\$381,706.51	\$380,482.06	(\$1,224.46)	-0.32%

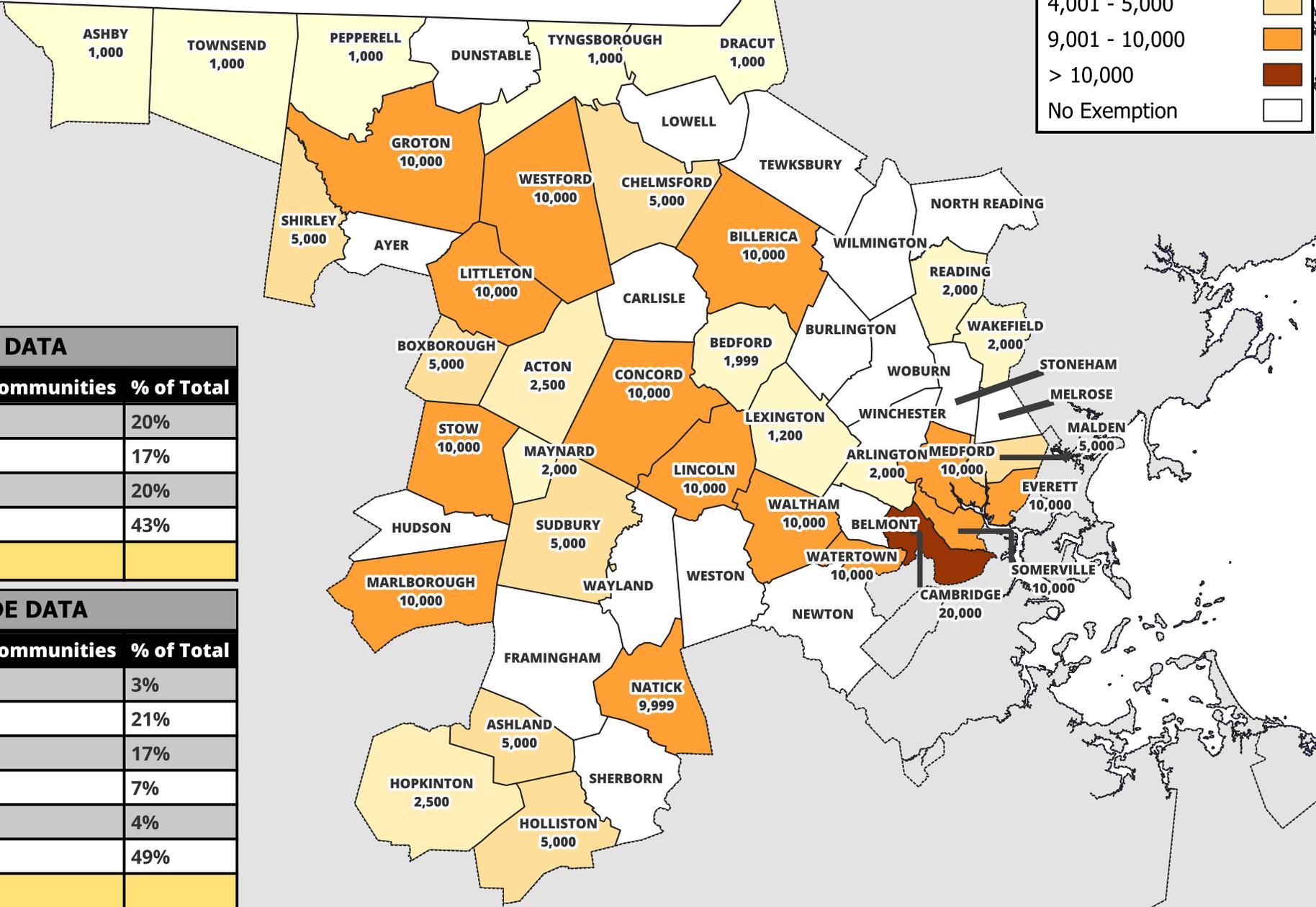
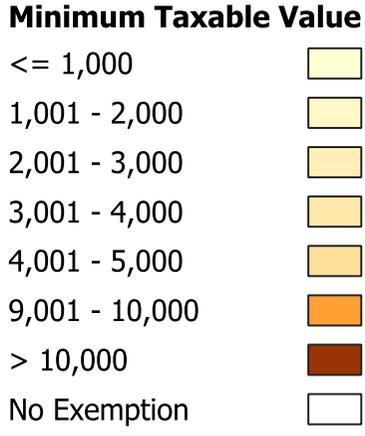
- A decrease in the total number of taxable Personal Property accounts by 70
- A decrease in the Personal Property tax base by 95,586 in assessed value or \$1,224.46 to total Personal Property tax generated
- The remaining 22 taxable Personal Property accounted for 99.68% of the total Personal Property tax levied in Fiscal Year 2026
- Fiscal Year 2026 would remain unchanged from \$12.81

The top 5 Personal Property accounts contributed 97.8% of all Personal Property tax paid in Fiscal Year 2026.

Massachusetts & the Small Personal Property Exemption

- 149 cities and towns have implemented this exemption
- 49% of the 149 communities have a Personal Property Exemption of \$5,000 or greater
- 35 communities in Middlesex County, including all 6 communities directly abutting Carlisle, have implemented this exemption.
- 21 of those 35 Middlesex County communities with this exemption have established an Personal Property Exemption of \$5,000 or greater.

MIDDLESEX COUNTY & THE SMALL PERSONAL PROPERTY EXEMPTION



COUNTY DATA		
Exemption Amount	# of Communities	% of Total
1000 - 2000	7	20%
2000 - 3000	6	17%
5000 - 6000	7	20%
>= 9999	15	43%
Total	35	

STATEWIDE DATA		
Exemption Amount	# of Communities	% of Total
< 1000	4	3%
1000 - 2000	31	21%
2000 - 2999	25	17%
3000 - 3999	10	7%
4000 - 4999	6	4%
> 5000	73	49%
Total	149	

Fiscal Year 2026 Estimated Cost per Personal Property Account

<u>Department</u>	<u>Labor Cost</u>	<u>Material Cost</u>	<u>Cost</u>	<u>Frequency</u>	<u>Year Cost</u>
Treasurer / Collector		Printing of tax bills	\$0.36	2.00	\$0.72
		Mailing of tax bills	\$0.74	2.00	\$1.48
	Payment Processing		\$2.91	2.00	\$5.83
Assessing Department		Form of List Printing and Mailing	\$1.50	1.00	\$1.50
		FOL Processing & account maintenace	\$10.53	1.00	\$10.53
		5 Year Cyclical Reinspection Cost (**)	\$20.00	0.20	\$4.00
	Total Material & Labor Cost per PP Account / Year				
Fiscal Year 2026 Break - Even Assessed Value					<u>\$1,878</u>

* attributed respective labor costs were calculated utilizing the hourly rates of department assistants

** Personal Property Inspection cost by 3rd party p.p appraiser



Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026



Joint Meeting with the Transfer Station Action Committee

Requested by:

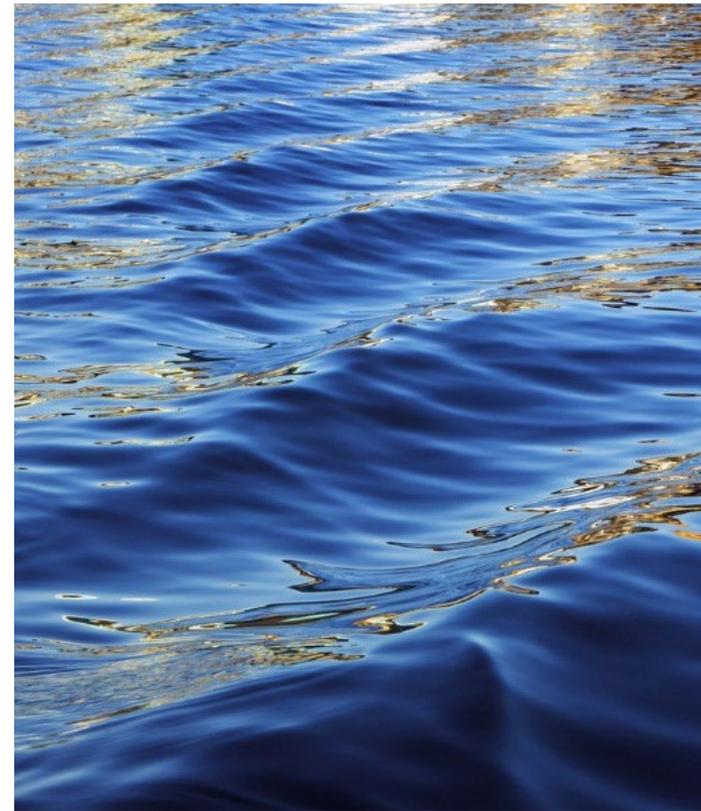
Proposed Motion(s)

NONE



Carlisle Transfer Station Action Committee

Meeting with Select Board – February 24, 2026



Transfer Station Action Committee – February 24

Members: Laura Snowdon (Chair), Ben Sherry (Vice Chair), Tom Bilotta, John Petrie, Dan Scholten, Barney Arnold (Select Board Liaison)

- 2025 Accomplishments
- 2026 Plans
- Select Board Ask
 - Ban on organic waste in solid waste container

2025 Accomplishments

- Solid Waste Reduction – in 2025, solid waste was reduced from 1562 to 1517 tons (3% reduction). Over the four years TSAC has functioned, solid waste has been reduced by 16.7% (consistent with the Mass DEP objective of a 30% reduction from 2018-2030 which the state as a whole is not meeting).
- Sticker database and purchase process – successful implementation of new sticker database and purchase process (2025 was the first full year of on-line sticker sales, as well as distribution in person at the Police Station).
- Extensive communications to community in support of organic recycling
- Participation in community events
- Supported DPW in Transfer Station activity including acceptance of additional types of glass for recycling. Also supported DPW enforcement actions, particularly with local haulers.

2025 Accomplishments

- Installed Black Earth bins at Town Hall and the Library. The Police Station will use one when renovations are completed.
- Conducted townwide survey seeking feedback on Transfer Station – main constructive feedback was the need to improve traffic flow and expand/enhance the Swap Shop.
- Collaborated with the Environmental Sustainability Committee.
 - Disposal of knotweed
- Continued subsidy of home compost bins – a slight uptick after mailer went out.



Steve Munroe, Town Hall

2025 – Challenge – Organic Waste

Unfortunately, despite many effort over the past 3 years we have not been able to increase participation substantially in organic recycling, which is the primary addressable component of our remaining waste, estimated at 450 tons.

Accomplishments:

- Sale of 40 home backyard compost bins
- 7 residents signed up for Black Earth curbside pickup

We had hoped that availability of curbside pickup and TSAC's efforts over the last 2 years would enable some progress; however, Carlisle's unique circumstances (high transfer station utilization, lack of curbside pickup, long driveways) have prevented us from reaching our goal.

Our ability to continue to reduce solid waste requires that we embark on an effective approach to addressing this significant portion of our waste stream.

2026 Plans

- Planning for Transfer Station improvements at the time of repaving
- Support of DPW with respect to policy, operations and enforcement
- Education and community outreach
- Develop a Town “welcome” kit for new residents (in collaboration with Town Hall)
- Coordination with Environmental Sustainability Committee
- Organic Waste Ban – TSAC has voted to recommend to the Select Board that it institute a ban on disposal of organic matter in the solid waste container at the Transfer Station

Ask of Select Board – Organic Waste Ban

TSAC, with the support of ESC take a leadership position in reducing organic waste by requesting that the Select Board implement the following ban:

Effective April 22nd (Earth Day), the Select Board bans the disposal of organic matter in the solid waste container at the Transfer Station. This ban compliance will be voluntary. There will be no inspections of resident disposal, rather education and encouragement for all residents to recycle organics in an environmentally friendly manner using any of the approaches available including free disposal in the Black Earth bins at the Transfer Station.

Ask of Select Board – Why a ban in Carlisle now

- Almost all neighboring communities have been able to make some progress via curbside pickup, but after 2 years of significant effort we have signed up 7 households.
- Unless we address organic waste disposal in an effective manner it is unlikely TSAC can continue to meet its primary mission of reducing solid waste and, in fact, we would project solid waste to increase in 2026 and beyond.
- Organic waste is approximately 30% (450 tons) of annual solid waste tonnage and is the major addressable component of our solid waste.
- If the ban is successful, we would hope in the first year to see 5-10% participation with 5% growth each year thereafter.
- At some point it is likely the State will impose a ban, and there is an acknowledgement that this will only be successful if communities impose their own bans in ways suitable for them (and also bypass municipal inspections for compliance). A ban now is our opportunity to be proactive and achieve near-term results. (Hamilton is the first town that has instituted an organic waste ban (2021).) There is potential in the future to receive grant funding which will be directed to municipalities developing programs.

Gretchen Gallimore

From: Meghan Sullivan
Sent: Thursday, February 19, 2026 10:45 AM
To: Gretchen Gallimore
Cc: Laura Snowdon; George Shepard
Subject: ConsComm Support for TSAC

Hi Gretchen,

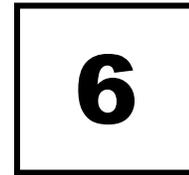
Could you please let the Select Board know that the Conservation Commission voted at their 2/12/26 meeting to support the Transfer Station Action Committee's proposal to adopt a ban on organic matter in solid waste containers at the Transfer Station.

Best,

Meghan Sullivan
Conservation Administrator
Town of Carlisle
66 Westford Street, Carlisle, MA 01741
(978) 369-0336



Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026



Joint Meeting with the Finance Committee and Municipal Facilities Committee

Requested by:

Proposed Motion(s)

NONE



Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026



Execute Employment Agreements

Requested by:

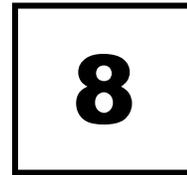
Proposed Motion(s)

MOVE to approve and execute the Employment Agreement between the Town of Carlisle and Bryan Sorrows for the position of Fire Chief, to commence on July 1, 2026 and expire as of the end of the day on June 30, 2031.

MOVE to approve and execute the Employment Agreement between the Town of Carlisle and Andrew Amendola for the position of Police Chief, to commence on July 1, 2026 and expire as of the end of the day on June 30, 2031.



Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026



Town Administrator Report

Requested by:

Proposed Motion(s)

NONE

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

February 24, 2026

Town Events and Town Hall News

TA Coffee Hour – March 24

March's Coffee Hour will be hosted at Town Hall on March 24 at 10 a.m. Residents are encouraged to bring questions about the upcoming budget cycle or any matter of interest. I plan to hold coffee hours through Town Meeting and will likely cycle through the Town's public buildings. We will announce all upcoming coffee hours on the Town website and through social media.

Municipal Newsletter, Email Alerts, and Podcasts

We are always looking for ways to strengthen communication with residents. If you would like to stay informed about what is happening in Town, please consider signing up for our email alerts, watching for our monthly newsletter, and subscribing to our weekly podcast.

[Email Alerts](#)
[Newsletter Link](#)

Carlisle Connection Podcast:
[Spotify](#)
[Apple Podcast](#)

Human Resources Report and Appointments

We are notifying the Board of the following employee appointments:

Town Administrator Appointments

- None

There are no significant items to report from Human Resources.

Department Updates and Information

Fall Town Meeting

We have identified the following dates for your consideration:

- October 18-20, 2026
- November 29 – December 1, 2026

We coordinated with the School and reserved both date options, holding Sunday through Tuesday to give the Board flexibility to begin on either Sunday or Monday.

Establishing the date early supports stronger planning, particularly for bylaw proposals that will require extensive public outreach and hearings throughout the summer and early fall.

Transfer Station Sticker Enforcement

In coordination with the Transfer Station Action Committee, the DPW will begin transfer station sticker enforcement on March 3, 2026. We are publicizing the date in advance to help residents plan and avoid inconvenience.

As in previous years, the enforcement is intended to prompt users to finalize their 2026 purchases, not as a punitive measure. Residents can obtain a transfer station sticker the same day at the Police Department if needed, and online options are also available.

Budget Updates

The Finance Committee will present its recommendations at your meeting on Tuesday. The presentation will cover the operating budget, capital plan, tax impact, and reserve levels. These recommendations—forming Budget Draft Two—will serve as the basis for deliberation on the budget presented at the Annual Town Meeting.

For up-to-date information on the budget, visit:
<https://www.carlislema.gov/1083/Budget-Information>

Capital Project Updates

Elevator Modernization Project

No new information.

Town Hall Bathroom Renovation

The restroom renovation project is nearing completion with Facilities Director Stephen Connearney working through punch lists with Fort Meadows. We expect this project to be fully completed by the end of the month.

Cemetery Mapping and Software Implementation

No new information.

Community Preservation Act (CPA) Projects

Diment Park Study

The subcommittee continues to work with Lu-La Studios to design the park's rehabilitation. The group provides regular updates and is on time with its work, hoping to present options to the Recreation Committee this summer.

Cranberry Bog Dam #1 Repair

Initial findings from the ground-penetrating radar survey indicate significant burrowing and structural damage to the dam. As a result, the project has been paused because the original scope of work may not be the appropriate short- or medium-term solution.

We will work with our civil engineering team to analyze the results and may engage an engineer to oversee all phases of the project. While the project is still structured around three phases—emergency repair, basic repair, and final repair—we are evaluating all options and may combine the emergency and basic repair phases if recommended by the engineers.

The Conservation Commission is overseeing the project and providing direction to staff on the appropriate path forward.

Hydrology Studies – Greenough and Cranberry Bog

No additional information.

Bog House Affordable Housing Feasibility Study

No additional information.

Benfield Keyless Entry System

No additional information.

Building Construction Projects

Library Renovation

The project will be put out to bid before the end of the month. Once the bidding process is complete, the library will have final numbers for construction and contingency, which will inform you of the CPA funding request on the Annual Town Meeting Warrant. The bid also includes two MFC projects – an expansion of the mechanical room and the library coil replacement project. We hope to move all three projects at once to save time and money.

Police Station Renovation

As construction teams join us in waiting for the snow to thaw, PSBRC Chair Suzanne Spinney, at the

direction of the Committee, is working to finalize the furniture purchasing for the project's final phase. This includes investigating the new community room for light, audio, and visual equipment capable of hosting public meetings.

Fire Station Renovation

Your FSRBC will meet with the design team on Monday to review the initial cost estimates for the project's design. I will provide more information about these discussions at your meeting on Tuesday.

DPW Renovation

The DPWRBC is starting the designer selection process by reviewing selection criteria and seeking proposals. If timed correctly, the Committee will have a designer in place who can provide an estimated design cost for consideration at Annual Town Meeting.

Upcoming Discussion Topics

Personnel Policies: Aubrey will continue to review personnel policy revisions with the Board. The goal for these policy revisions is to have an updated manual completed by the end of the fiscal year.

Legislative Delegation: We have planned a meeting with Senator Barrett on March 24.

Budget and Town Meeting: The budget and warrant articles under consideration at the Annual Town Meeting will become a primary talking point for your next few meetings.

Police and Fire Chief Contracts: We will have drafts of new contracts with Chief Amendola and Chief Sorrows for your consideration at an upcoming meeting.

Dispatch Shared Services: Representatives from Concord will be joining you at an upcoming meeting to discuss exploring a dispatch regional agreement. The first step in this process would be a study that helps the Board understand the financial and services impacts.

Approval Notifications

- We approved a rotary sign for the Congregational Church's Egg Hunt. The signs will be displayed March 22 to April 4.
- We approved a rotary sign for the CPS 7th Grade Play. The signs will be displayed March 13 to March 21.

Staff Recognition

I would like to recognize the following staff member for her outstanding contributions to the Town of Carlisle:

Aubrey Thomas

For the third consecutive year, Aubrey has secured a MIIA Wellness Grant, bringing meaningful

improvements to staff morale and workplace safety. This year's award will fund standing desks and ergonomically approved chairs for Town Hall and the DPW, including updated conference room seating for staff and volunteers.

The goal is to support better posture and overall health—important benefits on their own and a proactive step toward reducing future healthcare costs. Aubrey consistently pursues these grants and actively gathers staff feedback to address individual needs. Previous grants funded reusable water bottles for all staff to reduce plastic use in Town Hall and a wellness lunch that helped strengthen connections between Town Hall and School staff.

Julie Mercier and the Planning Staff

This month, the Massachusetts Attorney General's Office approved Carlisle's MBTA Zoning Multi-Family Overlay District—the final step in securing the Town's status as an MBTA-compliant community. This designation provides Carlisle with full access to many of the grants discussed during the budget process to reduce the tax impacts of important Town projects.

While the MBTA process was lengthy and, at times, challenging, Julie deserves significant credit for her work. She consistently went well beyond expected hours and ensured the process included meaningful public outreach, fostering an open and informed discussion about the Act and its implications.

Now that this effort is complete, I want to thank Julie for her dedication and highlight her work as an example of the passion and professionalism our staff bring to the responsibilities entrusted to them.

Upcoming Select Board Dates of Interest

- **February 25:** Select Board Meeting – Benfield Tour
- **March 10:** Regular Select Board Meeting
- **March 24:** Regular Select Board Meeting
- **April 14:** Regular Select Board Meeting
- **April 20-24:** TA Out of State
- **April 28:** Regular Select Board Meeting
- **May 12:** Regular Select Board Meeting
- **May 15-30:** TA Annual Military Training
 - I will be at the Annual Town Meeting!
- **May 18:** Annual Town Meeting
- **June 3:** Town Election
- **June 9:** Select Board Reorganization Meeting
- **June 23:** Regular Select Board Meeting

Upcoming Select Board Meeting Draft Agenda

- Meeting with the Safety Committee
- Fire Station Design Presentation
- ZBA Zoning Article Notice
- Dispatch Shared Services Discussion with Concord

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Wednesday, February 11, 2026 12:10 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	Carlisle Congregational Church
Email Address	office@carlislecongregational.org
Address	PO Box 191
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9783697830
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	Carlisle
Date(s) of Reservation	3/22/2026 12:00 AM - 4/4/2026 12:00 PM

All Day	Yes
Size and Type of Sign	WindMaster Curb Sign 28"x44"
Organization and Purpose	Carlisle Congregational Church to advertise their annual egg hunt.
Text of Sign	Free Family Event / Easter / Egg Hunt / Saturday April 4 / 10:00 AM / Ages 0-10 / Great Brook Farm / Questions? / carlislecongregational.org/easter
Attach File	Easter Egg Hunt.png
Terms of Use	Yes

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



Gretchen Gallimore

From: Jenny Dakin <jennycdakin@gmail.com>
Sent: Wednesday, February 11, 2026 11:09 AM
To: Gretchen Gallimore
Cc: James Hall
Subject: Re: FW: Online Form Submittal: Reserve Town Property for Private Signs

Thank you both for your speedy response. I will be careful that the board is placed on one of the triangles.

I was told I could ask for an additional week if it was not already reserved, but I didn't see a place to inquire about that on the form. May I request the use of the rotary and transfer station for the week on 3/6-3/13 in addition to 3/13-3/21, if it is in fact not reserved by anyone else?

On Wed, Feb 11, 2026 at 9:21 AM Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

Hi Jenny –

I received the below request and have reserved the rotary area. You will be sharing the area with one other sign. Please note, signs may not be placed on the rotary itself as it is a war memorial and safety hazard for people to cross traffic. The sign may be placed in any of the “triangles” between pedestrian crossings.

DPW Director Jim Hall must give permission for signs at the transfer station. Jim – is this reservation okay with you? There will be another sign.

Best,

Gretchen

Gretchen Gallimore

Executive Assistant

to the Select Board and Town Administrator

Phone: 978-369-6136

Email: gcallimore@carlislema.gov

66 Westford Street

Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Wednesday, February 11, 2026 9:01 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	Jenny Dakin
Email Address	jennycdakin@gmail.com
Address	20 Estabrook Road
City	Carlisle
State	Ma
Zip Code	01741
Phone Number	978-604-0786

I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	Transfer Station
Date(s) of Reservation	3/13/2026 7:45 AM - 3/21/2026 5:00 PM
All Day	Yes
Size and Type of Sign	Sandwich board
Organization and Purpose	Carlisle Public School 7th grade Play
Text of Sign	CPS Class of 2027 Presents the 7th Grade Play Roald Dahl's Willy Wonka Jr. March 19, 20 and 21
Attach File	7GP-Wonka Tickets-header.jpg
Terms of Use	Yes

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



MIIA Wellness Grant

APPLICATION QUESTIONS

You must address each question. Be specific and thorough with your answers to these questions. If you need more space for extended feedback, please attach a separate document.

1. Describe the project, products, and services you are seeking to have funded. How will this project enhance the health and wellbeing of your employees?

We are seeking funding for the purchase of twenty-one (21) ergonomic chairs and eleven (11) electric height-adjustable desks to enhance the health, safety, and wellbeing of our employees. These items will support staff who spend prolonged periods working at desks and are essential to maintaining a safe and functional work environment.

Ergonomic chairs provide appropriate lumbar support and promote correct posture, helping to reduce strain on the back, neck, and shoulders. Electric height-adjustable desks enable employees to alternate between sitting and standing, reducing the health risks associated with prolonged sitting and supporting improved circulation and comfort.

This project will assist in preventing work-related musculoskeletal injuries, reducing discomfort and fatigue, and supporting employees with existing physical needs. By offering adjustable and varied workstation options, the Town can accommodate individual preferences and requirements while promoting an inclusive and flexible workplace.

Overall, the project demonstrates a commitment to employee wellbeing, injury prevention, and long-term workplace health outcomes.

2. Grant requests that improve overall employee health and wellbeing over the long-term will be given priority. How will your project and its impact show long-lasting results?

This project promotes long-term employee health by supporting proactive injury prevention through ergonomic chairs and electric height-adjustable desks. Providing adjustable and varied workstation options encourages sustained healthy behaviors, including improved posture, increased movement, active sitting, and regular sit-stand work practices.

By reducing prolonged static postures and the risk of musculoskeletal strain, the project supports lasting improvements in employee wellbeing. The durability and adaptability of the equipment ensure continued benefits throughout employees' tenure with the organization, representing a sustainable investment in workplace health.

3. How many people will you reach and how will you ensure that number (or more) is sustainable?

21 This project will directly benefit twenty-one (21) existing employees at Town Hall who currently do not have access to ergonomic chairs or height-adjustable desks. By improving their workstations, the project addresses immediate health and safety needs within the office. The sustainability of this impact is ensured by the long-term use of the equipment. The chairs and desks will remain in the office and be reassigned as needed, allowing future employees to benefit as roles change or new staff are hired. This approach ensures that the project continues to support employee health and wellbeing beyond the initial group of participants.

4. Who is/are the vendor(s) you have chosen to do the services or provide the equipment?

Amazon Chairs

Amazon Adjustable Desks

5. Who will be your point person(s) to manage the project with The Health Trust?

Aubrey Thomas athomas@carlislema.gov

6. Dollar amount for MIIA Grant portion of project (please list all items/services with their costs; every item/service must include a Vendor Estimate). Total allotted: \$7,500.00. Used: \$6,336.90. Remaining: \$1,163.10.

\$3,861.90 Chairs

\$2,475.00 Desks



Is this application for snacks?

No

General Notes (optional)

Fielded follow up survey with employees after confirming exercise balls were not an option and confirmed ergonomic chairs would be beneficial.

MIIA Member	Carlisle
Date	2/17/2026
Contact	Aubrey Thomas
Department	Town Administration
Phone	978-371-6694
Email	athomas@carlislema.gov

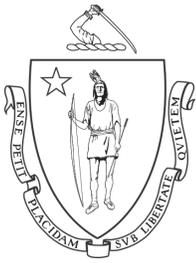
By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.

Chief Municipal Officer Signature

Ryan M. McLane - 1/7/2026

Chief Procurement Officer Signature

Ryan M. McLane - 1/7/2026



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

February 13, 2025

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

**Re: Carlisle Special Town Meeting of November 2, 2025 – Case # 12098
Warrant Article # 1 (Zoning)**

Dear Ms. Cote:

Article 1 - We approve Article 1, and the map amendments adopted under it, from the Carlisle November 2, 2025, Special Town Meeting.

Under Article 1, the Town amended several sections of its zoning by-laws to create a new “MBTA Communities Multi-Family Overlay District: Multi-family – One Site (MF-OS),” including adding a new Section 5.13, “MBTA Communities Multi-Family Overlay District: Multi-family – One Site (MF-OS),” to allow for the development of multifamily housing as of right in the MF-OS in compliance with G.L. c. 40A, § 3A. See Attorney General v. Town of Milton, 495 Mass. 183, 196 (2025) (General Laws Chapter 40A, Section 3A “creates an affirmative duty for each MBTA community to have a zoning bylaw that allows for at least one district of reasonable size where multifamily housing is permitted as of right.”). We approve the zoning by-law amendments, and the map, adopted under Article 1 because they do not conflict with state law. 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). We will return the approved map to you by mail.

While we approve Article 1, the Town must also separately obtain the Executive Office of Housing and Livable Communities’ (“EOHLC”) determination that the Town has complied with Section 3A. See 760 CMR 72.09, “Multi-Family Zoning Requirements for MBTA Communities.”¹ We understand that the Town received District Compliance from EOHLC on January 14, 2026. See EOHLC “Submission Statuses” at <https://www.mass.gov/info-details/multi-family-zoning-requirement-for-mbta-communities>. We note however, that EOHLC’s decision on the Town’s application for District Compliance has no impact on the date the by-law amendments have lawful

¹ On January 14, 2025, EOHLC promulgated Emergency Regulations, “Multi-Family Zoning Requirement for MBTA Communities” (760 CMR 72.00). See <https://www.mass.gov/doc/section-3a-emergency-regulations/download>.

effect. The Attorney General's approval of the by-law amendments pursuant to G.L. c. 40, § 32 means that the by-law amendments are in effect as of the date of the Town Meeting vote, and can be implemented, once the Town completes the posting/publishing requirements of G.L. c. 40, § 32.

Below, we offer additional comments for the Town's consideration regarding certain provisions in the new Section 5.13.

Section 5.13.11 requires site plan approval for all projects within the MF-OS. The by-law provides that site plan review shall be conducted by the Planning Board under Section 7.6, "Site Plan Review," which is the Town's existing site plan review provisions.

The Town's existing site plan review criteria, Section 7.6.3, identifies specific criteria to be considered when reviewing and approving a site plan. Specifically, the criteria in Section 7.6.3 includes consideration of whether the development will protect adjoining premises against detrimental or offensive use of the site and whether the development will protect the Town's resources, including the effect on the public or private water supply and groundwater. Sections 7.6.3.2 and 7.6.3.7, respectively.

We approve Section 5.13.11's site plan review requirements, including imposing the requirements found in Section 7.6.3. However, the Town must ensure that any imposed criteria is not applied in a manner to impose discretionary criteria or otherwise to deny an as of right multi-family use in the MF-OS. See 760 CMR 72.04 ("To comply with M.G.L. c. 40A, § 3A, a Multi-family zoning district must allow Multi-family housing As of right, meaning that the construction and occupancy of multi-family housing is allowed in that district without the need for a special permit, variance, zoning amendment, waiver, or other discretionary approval" (emphasis added)). The Town should discuss this issue with Town Counsel.

In addition, in applying Section 7.6.3.7, to a multi-family development project in the MF-OS, the Town should be aware of Land Court decisions analyzing whether a municipality may deny a special permit for multi-family housing based on fiscal concerns on Town resources. In Bevilacqua Co. v. Lundberg, No. 19 MISC 000516 (HPS), 2020 WL 6439581, at *8-9 (Mass. Land Ct. Nov. 2, 2020), judgment entered, No. 19 MISC 000516 (HPS), 2020 WL 6441322 (Mass. Land Ct. Nov. 2, 2020) the court ruled that the Gloucester City Council's denial of a special permit to construct an eight-unit multi-family building based on the potential fiscal impact of the proposed development on the Gloucester public schools was "legally untenable." Id. at *9. The Land Court explained that because the right to a public education is mandated and guaranteed by the Massachusetts Constitution, (see McDuffy v. Secretary of the Executive Office of Educ., 415 Mass. 545, 621 (1993) and Hancock v. Comm'r of Education, 443 Mass. 428, 430 (2005)), "[a denial of] a special permit to build housing because the occupants of that housing might include children who will attend public schools is [a denial of the children's] constitutional right under the Massachusetts Constitution to a public education." Id. at *8 (citing McDuffy and Hancock). "Therefore, notwithstanding the fiscal impact to a municipality from the construction of housing that may result from the obligation to educate children in the public schools, fiscal impact, as a reason for denying permits to construct housing, must give way when it runs afoul of the constitutional obligation of Massachusetts municipalities to provide a public education to all

children.” Id. at *9.

The Bevilacqua decision also raises, but does not resolve, the question whether consideration of fiscal impacts from increase in demands on other essential public services is similarly unlawful in the context of multi-family housing:

Generally, a municipality may not condition the availability of fundamental public services, such as fire protection, on the ability of any particular member of the public to pay taxes sufficient to support those services. Emerson College v. City of Boston, 391 Mass. 415 (1984) (city may not charge “augmented fire services availability” fee for fire protection for properties requiring additional protection). That prohibition against denying members of the public the right to fundamental public services based on ability to pay is especially applicable when it comes to the right to a public education mandated and guaranteed by the Massachusetts Constitution.

Id. at *8.

Similarly, in 160 Moulton Drive LLC v. Shaffer, No. 18 MISC 000688 (RBF), 2020 WL 7319366, at *13-15 (Mass. Land Ct. Dec. 11, 2020), judgment entered, No. 18 MISC 000688 (RBF), 2020 WL 7324778 (Mass. Land Ct. Dec. 11, 2020), the court rejected a town’s argument that the financial impact of educating the number of school-aged children projected to live in a set of apartments would be greater than the increased tax revenue, thus making the apartment use “substantially more detrimental” (in the language of the applicable by-law) than the existing restaurant use. As the Land Court made clear, “[t]he Town cannot deny a permit on the grounds that its own property tax scheme is insufficient to provide for the needs of its inhabitants. Whether the Town has enough funds to provide public education for its school-aged children is simply not a matter for the Board to consider in reviewing special permit applications.” Id. at *14 (citing Bevilacqua at *8-9)

The court in 160 Moulton Drive LLC appears to share the Bevilacqua court’s question of whether increased demand for *any* essential public service is a lawful consideration when reviewing a special permit for multi-family housing:

Denial of a special permit on the grounds that increased tax revenue would not support the education of the children living therein is tantamount to conditioning the availability of public services on the ability of the residents to pay for them, which I find to be unreasonable and arbitrary. See Emerson College v. City of Boston, 391 Mass. 415 (1984).

Id. at *14.

The Town should consult with Town Counsel regarding any questions about the proper application of Section 5.13.11’s site plan review of multi-family developments in the MF-OS.

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

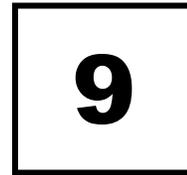
Kelli E. Gunagan

By: Kelli E. Gunagan
Assistant Attorney General
Director, Municipal Law Unit
10 Mechanic Street, Suite 301
Worcester, MA 01608
(774) 214-4406

cc: Town Counsel Thomas J. Harrington



Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026



Appointments

Requested by:

Proposed Motion(s)

MOVE to appoint Dave Erikson as the Board of Health representative to the Fire Station Building Renovation Committee.

Gretchen Gallimore

From: Linda Fantasia
Sent: Friday, February 13, 2026 11:33 AM
To: Gretchen Gallimore
Subject: FSRBC Appointment

Gretchen – The BOH voted to have Dave Erickson be the representative for the Fire Station Committee. Tony Mariano cannot do it because of his work schedule. Patrick Collins is willing to be a back up if needed. Could I please have email contacts for Greg Zurles and Eric Balles to let them know? Thank you.

*Linda Fantasia
Health Director
Town of Carlisle
66 Westford Street
Carlisle MA 01741
(978) 759-7614*

*Please be advised that all email sent and received
through the Town of Carlisle system may be
considered part of the public record.*



Carlisle Select Board
AGENDA ACTION REQUEST
February 24, 2026

10

Community Input

Requested by:

Proposed Motion(s)

Gretchen Gallimore

From: Scott Triola
Sent: Monday, February 16, 2026 4:25 PM
To: Gretchen Gallimore
Cc: Ryan McLane
Subject: Fwd: Community Input - Access to Town Counsel

Hi Grethen,

Please include the below email from Alex Parra in the next email packet under “Community Input”.

Thanks!

-Scott

Scott Triola
Chair - Carlisle Select Board
striola@carlislema.gov

Note: All email correspondence to and from this address is subject to public review under the MA Public Records Law. As a result all messages may be monitored by and disclosed to third parties.

Begin forwarded message:

From: Alex Parra <alexparra902@gmail.com>
Subject: Community Input - Access to Town Counsel
Date: February 14, 2026 at 5:00:09 PM EST
To: striola@carlislema.gov
Cc: Barney Arnold <barney4carlisle@gmail.com>

Hi Scott,

I am writing this for the next convenient community input at Select Board.

I was recently informed that committee chairs can ask for advice from Town Counsel without any input or authorization from their committee members. I went looking for Select Board policies in Carlisle on access to Town Counsel and came up with a memo from 1990, which appeared to update a prior memo from 1973.. After more than 35 years, I am hoping that at the next convenient opportunity the Select Board will review these policies.

In my experience, it is common municipal practice that requests for advice of Town Counsel require a formal vote of the committee seeking advice as well as approval by the Select Board or Town administrator. While I recognize that in emergency situations, it may not be practical to first obtain a formal committee vote, Town Counsel serves the Town as a whole and access to that resource should ordinarily reflect collective decision making. Sometimes, the simple act of seeking advice of Town Counsel will make the

resolution of an issue more, not less complicated. Additionally, questions of Town Counsel need to be carefully formulated and care must be taken to ensure that Town Counsel is in possession of all the relevant facts and documents. For example, the question "does the definition of A include B" is a very different question answered using very different legal principles than "does the definition of A include B for the purposes of document X." The former is mostly an exercise in consulting dictionary definitions and definitions in case law; the latter requires an understanding of the history and context and a thorough reading of all of the terms of document X. A committee discussion, deliberation and vote helps to ensure that requests for legal advice are necessary, relevant to the business of the committee, align with the committee's shared priorities, provide the right context and ask the right questions. A voting requirement also clarifies that Town Counsel should be reporting back to the committee as a whole. Further, a voting requirement strengthens accountability by making the decision in public and recording the decision in minutes so that the public can understand when and why legal advice was sought. Alternatively, requests unilaterally made by committee chairs without consultation with the subject committee have none of these benefits.

While the Select Board and Town Administrator can provide some gatekeeping, including whether there is an emergency need for Town Counsel advice without a committee vote, the requesting committee will usually be in the best position to evaluate these important considerations in making requests for Town Counsel advice.

Thanks for your consideration.

Alex Parra
31 Bellows Hill Road



Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

Academic Excellence

Creativity

Respect

Responsibility

February 18, 2026

Scott Triola
Chair, Carlisle Select Board
Town of Carlisle
66 Westford Street
Carlisle, MA 01741

Dear Chair Triola:

On behalf of the Carlisle School Committee, I am writing to formally communicate the Committee's position regarding the Highland Building following our discussion and vote at the School Committee meeting on February 11, 2026.

In July 2024, the Select Board requested that the School Committee consider potential uses of the Highland Building and the land beneath it. Since that time, the School Committee convened a working group and engaged in discussions to explore whether the building could support current or future educational needs, including office space as well as the possibility of new vocational programming.

While there has been interest in creative reuse concepts, the School Committee has concluded that the Highland Building does not meet the current or foreseeable needs of the Carlisle Public School. Although the district does experience space constraints due to the services we provide to students, we do not view the Highland Building as an adequate or practical solution. Even if the building were fully refurbished by a private entity, we still do not feel it would meet the needs of school district.

The Committee believes that limited town resources would be better invested in renovating and modernizing the spaces we actively use every day, particularly the Wilkins and Robbins buildings. While these areas have not seen significant renovation in many years, if not decades, we continue to adapt them as best we can to accommodate evolving student needs. Prioritizing improvements to these core facilities would provide more meaningful and lasting benefit to our students and staff.

In principle, the School Committee would support potential uses of the Highland Building that are clearly synergistic with the school campus, such as community-centered or recreation-focused programming, provided that any proposal undergoes thorough review by the School Committee. Given the building's close proximity to classrooms, any future use would need careful evaluation to ensure alignment with school operations, safety, and the educational environment.

At the same time, we recognize that discussions about the Highland Building have continued for decades without a concrete plan or identified use. The School Committee respectfully encourages the Select Board to establish a clear and limited timeframe for determining the building's future. If a viable and funded use cannot be identified in the near term, the School Committee would support demolition of the building as the land would immediately benefit the school community.

We acknowledge that some residents have a longstanding sentimental attachment to the building. However, we believe it is time for the matter to reach a resolution rather than continuing indefinitely.

The School Committee appreciates the opportunity to provide input and would be happy to attend a future Select Board meeting to answer questions or further discuss our position.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Brian P Wat". The signature is written in a cursive, slightly informal style.

Brian P. Waterson
Chair, Carlisle School Committee