

Select Board
Tuesday, January 17, 2023
Town Hall – Clark Room
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, January 17, 2023, at 6:00 p.m. at the Town Hall, Clark Room located at 66 Westford Street. Members present in person were chair Barney Arnold, Vice-chair David Model, Nathan Brown, Kate Reid, and Travis Snell.

Staff Present:

Ryan McLane, Town Administrator
Aubrey Thomas, Assistant Town Administrator
Jennifer Gibbons, Executive Assistant

6:00 PM Executive Session (MGL, Chapter 30A, Section 21(a))

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to enter into Executive Session pursuant to MGL Chapter 30A, Section 21 (a) Purpose No. 2 to conduct strategy sessions in preparation for negotiations with non-union personnel: FY24 Non-Union Wage and Classification and Fire Chief Bryan Sorrows, and to conduct strategy sessions with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position: Massachusetts Coalition of Police Local 201A.

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

7:00 PM Open Session

Community Input:

1. Carlisle Resident expressed his concern about an increase in his property tax which was approx. 23%. He feels deck-style homes which represent 8% of the existing houses in Carlisle and as a resident, he feels he is being unfairly treated.
2. Linda Taylor (Concord Rd) – expressed her concerns that the Board of Health is not serving the public safety of the town of Carlisle instead they seem to be parroting what the CDC is saying about COVID vaccines without conducting their independent research.
3. Mark Levitan (Wolfe Rock Rd) small segment of residents who own deck-style homes have been affected by extreme market exuberance during COVID -19 pandemic He is concerned about the fairness issue because the data that the Board of Assessors admittedly uses is not in good shape.
4. Another resident expressed concerns about the Town of Carlisle Property Data used to assess the values. 40-50% increase in taxes will drive residents out of Carlisle.
5. Shaw – Why should all properties be increased because their neighbors may be substantial improvements explaining that not everyone has made these updates and still have linoleum flooring and amenities from 1960.

Approved 1/31/23

Appointments and Resignations:

Full-time Police Officer

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to accept the recommendation of the Interim Chief of Police Kenneth Fong to appoint Eric Koukos of Lowell, MA to serve as a Full-time Police Officer with the Carlisle Police Department subject to successful negotiations.

Note: No background check is required because Mr. Koukos is already serving on the Carlisle Police Department at a Part-time Police Officer.

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

Environmental Sustainability Committee

Carlisle Environmental Sustainability Committee chair Debbie Bentley has requested the appointment of Kath (Hathaway) Hardcastle ((Litchfield Drive)

No action was taken at the request of the Town Clerk.

Hearing: Continuation to consider amending Dog Order [480 South St]

Background: A Dangerous Dog Order was issued on 10/21/2021 to Shaunna Simek and David Bokuniewicz of 480 South Street by the Select Board in its role as Hearing Authority pursuant to MGL c. 140, section 157. On December 20, 2022, the Select Board held a hearing to consider amending that Dog Order. The hearing has been closed; however, the Select Board continues its deliberations in consultation with Town Counsel. Since the hearing is closed, there will be no more public input.

The Select Board reviewed the DRAFT "AMENDMENT TO DANGEROUS DOG ORDER" prepared by Town Counsel

It was agreed that the chair Barney Arnold will contact Town Counsel regarding the following changes as discussed this evening:

Section 1. (c) - The home contains no single point of entry that the Dog may get outside. To that end the Owners shall extend the existing fencing or create another barrier to enclose all doors to house and garage such that the house cannot be entered through any single gate, door or other point of entry. Owners shall provide proof of compliance with this provision to the Hearing Authority within 30 days of the date of this Order.

*Language needs to be added to require the locks on all the gates.

*Add Section 1. (d) - When Dog Owners are not present in the home, the dog shall be securely crated or humanely muzzled.

*First part of the Amendment to Dangerous Dog Order should have the following language added " Shaunna Simek and David Bokuniewicz of 480 South Street, Carlisle, MA 01741 hereinafter called Dog Owners."

Note: Select Board hearing deliberations are continued to 1/31/23 pending further advisement with Town Counsel.

Approved 1/31/23

Council on Aging and Human Services Update:

The Select Board met with COAHS Director Joan Ingersoll to review the COAHS existing Charter and to discuss FY23 Goals.

View the COAHS presentation to Select Board online at:

https://www.carlislema.gov/DocumentCenter/View/4524/4_1-COAHS-Select-Board-Presentation

COAHS CHARTER (proposed changes are shown in RED)

3.23 Council on Aging and Human Services

3.23.1 There is hereby established a Council on Aging and Human Services, under the provisions of Chapter 40, Section 8B of the General Laws, for the purpose of coordinating or carrying out programs designed to support active aging for residents aged 60 and older in accordance with programs of the Massachusetts Executive Office of Elder Affairs, and to offer social services and support to residents of any age.

3.23.2 The council shall consist of nine (9) members, appointed by the Select Board to serve staggered terms of three years each, and their successors shall be appointed by the Select Board to serve terms of three years each. At least five (5) of the persons serving as members shall have reached the age of sixty (60) years.

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to support the suggested changes to 3.23 Council on Aging and Human Services 3.23.1 of the Town Bylaws as presented.

COAHS FY23 GOALS

Goal 1: Continue to advocate for space, upgrades, and resources to create functional, accessible, and dedicated areas to accommodate a range of programs, activities, and services for Carlisle’s growing senior population; propose realistic short- and long-term solutions that prioritize the needs of seniors among competing infrastructure and facility needs

Master Plan Recommendation:

Caring Community 21A – Support intergenerational community needs by finding space for programs within the existing inventory of municipal properties or in a new Community Center to be evaluated as part of the Town Facilities Plan and Banta-Davis conceptual study

Responsibility: COAHS Director, COAHS Board, Town Administrator, FinCom, Select Board, Municipal Facilities Committee

Status: Current space limitations impact programs, services, and office functions

- Developed a plan outlining space needs based on demographics, usage, and future program plans
- Working on Warrant Article for spring Town Meeting to create Senior Space Task Force

Approved 1/31/23

Goal 2: Provide a range of educational, cultural, social, recreational, fitness, and wellness programs designed to promote active aging, strengthen connectivity, and reduce loneliness and social isolation

Master Plan Recommendation:

Caring Community 22 – Expand policies and services to meet the needs of residents regardless of age and ability, including Carlisle’s growing senior population

Responsibility: COAHS Staff and Board

Status: Clark Room renovation created greater flexibility to offer meals, exercise, and events

Continuing to advocate for additional dedicated space to accommodate all COAHS programs, services, and activities.

Select Board Assistance: Prioritize the senior community in future decisions regarding the reuse of existing space and/or acquisition of new space; Support the proposal to create new COAHS space within the Conant Town Campus

- The COAHS currently juggles space between Town Hall, the Fire Station, local churches, and Ferns to provide 27 programs, classes, activities, and support sessions per month to 800 people annually. This arrangement limits our ability to meet the diverse and growing needs of our community.
- COAHS is requesting 3,000 square feet of dedicated space for COAHS operations as follows:
 - Multi-purpose room– 1,200 sf
 - Full-sized kitchen to enable provision of hot meals – 400 sf
 - Meeting room for support groups - 500 sf
 - Private counseling office – 200 sf
 - Staff offices – 700 sf
- Nearly every Massachusetts town has dedicated senior space. Comparable nearby towns such as Lincoln and Harvard have effective, smaller-scale buildings that meet the needs of their senior population. In Lincoln I witnessed the importance of having a place for seniors to connect with friends and staff on an ad-hoc basis, particularly for those who live alone.

Possible solution: Expansion of town facilities abutting town hall on Conant land, including expanded parking.

Goal 3: Collaborate with Assessor to develop means-tested property tax exemption program for seniors

Master Plan Recommendation:

Caring Community 22 D – Consider revising the Town’s existing property tax exemption and deferral opportunities for income-eligible households

Responsibility: COAHS Director, Assessor, Town Administrator, Finance Director, Senior Tax Advisory Committee, FinCom, Select Board

Status: Collecting data through ARPA-funded Senior Home Heating Assistance Program to assess scope and cost

- Researching program structures in other towns; working on specifics for warrant article at Town Meeting

Goal 4: Implement programs to reduce housing cost burden for seniors in financial need

Approved 1/31/23

Master Plan Recommendation:

Caring Community 20C – Explore strategies to promote housing affordability

Responsibility: COAHS Director, Carlisle Affordable Housing Trust, Town Administrator, ARPA Committee, Select Board Status:

- Carlisle Rental Assistance Program implemented in FY 22
- 11 active participants at Benfield Farms receive rental assistance up to \$400 per month
- Exploring the idea of Home Sharing; spring info session planned with organization that developed program in VT

Goal 5: Expand COAHS transportation program to include medical rides to Boston. Provide 40 hours per week of service using 3 vehicles and 6 drivers

Master Plan Recommendation:

Connectivity & Access 11 – Support the transportation needs of non-driving residents.

Responsibility: COAHS Director, Transportation Manager, Drivers

Status: Currently averaging 200 rides per month, including 5 Boston rides monthly. FY 24 budget request includes an additional \$10,654 in driver wages to maintain the current level of service.

- Select Board Assistance: Support the FY 24 budget request.

Goal 6: Support the emotional and mental health of seniors.

Master Plan Recommendation:

Caring Community 22 – Expand policies and services to meet the needs of residents regardless of age and ability, including Carlisle’s growing senior population.

Responsibility: COAHS Director and Social Services Manager

Status: Received ARPA grant to provide virtual mental health counseling through BetterHelp. Facilitating bi-weekly Caregiver and Bereavement groups

- Expanding Friendly Visitor and Caregiver Respite programs
- Developing Health Coaching program to support individual wellness goals

Goal 7: Expand existing grant programs; identify and apply for new grants to create or enhance programs and services

Master Plan Recommendation:

Fiscal Sustainability 9 – Pursue alternative funding sources to supplement the Town’s budget

Responsibility: COAHS Director

Status: Received 56% increase in annual grant from the MA Executive Office of Elder Affairs (EOEA) for FY 23

Approved 1/31/23

- Requesting funding increases of 30% from the Concord-Carlisle Community Chest and 15% from the Friends of the COA for FY 24.
- Submitted Cornerstone Innovation grant request to Community Chest to supplement rental assistance program.

Goal 8: Create and update department manuals including Director’s, Outreach, Program, Transportation, and Resource Manual

Master Plan Recommendation:

Connectivity & Access 14C – Preserve institutional knowledge by creating manuals for departments, boards, committees, and commissions and updating them regularly

Responsibility: COAHS Staff

Status: Director’s Manual and Resource Guide completed. Transportation, Outreach, and Program Manuals in process

- The COAHS has a history of broad community support and diverse sources of funding.
- Over the past 2.5 years the COAHS has undergone significant changes including:
 - Staff reorganization
 - Pandemic-related program and service adaptations
 - Acquisition of medical equipment shed
 - Expanded transportation services
 - Name change
 - Receipt and management of 6 ARPA grants totaling \$165,750

Housing Production Plan (Joint with Planning Board and CAHT):

SB Member and Carlisle Affordable Housing Trust Member Kate Reid together with MAPC’s Alex Koppelman and Mark Racicot presented the Carlisle Affordable Housing Plan Final Draft

View presentation to the Select Board online at:

<https://www.carlislema.gov/DocumentCenter/View/4438/Carlisle-Housing-Production-Plan>

Town Administrator’s Report:

A full copy of the Town Administrator’s Report is available online at:

<https://www.carlislema.gov/DocumentCenter/View/4525/Town-Administrator-Report---January-17-2023>

Action Items:

1. Designer Selection Policy

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the Carlisle Designer Selection Procedures adopted by the Select Board on June 24, 2008, with

Approved 1/31/23

the revisions as presented to be effective 1/17/2023.

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

2. 2023 Garden Club Tour

The Carlisle Garden Club requests use of the Town Common for their garden Tour on Friday, June 9, 2023, and Saturday, June 10, 2023. The Garden Club has already received approval from the First Religious Society (FRS) Church. For more information, please visit the [Garden Club’s website](#).

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the use of the Town Common for the 2023 Carlisle Garden Club Tour on Friday, June 9, 2023, and Saturday, June 10, 2023.

3. 2023 Old Home Day

The Carlisle Old Home Day Committee recommends June 24th and 25th as the dates for this year’s event.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the request to hold the 2023 Old Home Day event on June 24, 2023, and June 25, 2023, and authorize the use of the Town Center, Spaulding Field, portions of the school and grounds, the Fire Station, Town Hall, and the roads and byways necessary to complete the annual foot races.

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

Cemetery Deed Transfer Requests

Cemetery Deed No. 794

On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to transfer land in the public burial ground at the Green Cemetery described in Deed No. 794 as Lot D Section 336, Grave No. 3 to David E. Sanderson 70 Forest Park Drive, Carlisle, MA.

Minutes Approval:

This agenda item was postponed to 1/31/2023 for further review.

Review of Warrants:

The following FY2023 Expense Warrants were approved on 1/3/23 as follows:

23PR14 (Town & School payroll) – total \$713,812.46

23TE14 (Town bills) – total \$271,844.61
- \$68K MTRS – teachers retirement
- \$49k MCRS – Middlesex retirement

Approved 1/31/23

- \$15k Triumph Modular – DPW ramp
- \$15k – Senior home heating assistance (ARPA funded)
- \$11k CLA – audit progress payment (FY22 audit)
- \$5k Ameresco – solar panels
- 3k Civic Plus – website

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

MEETING ADJOURNED.

Minutes prepared by:
J. Gibbons

Documents reviewed during the meeting:

➤ SB 1-17-2023 Agenda & Packet

Link: <https://www.carlislema.gov/DocumentCenter/View/4513/SB-01172023-Packet>