

**Board of Selectmen  
Tuesday, January 28, 2020  
Town Hall - Clark Room**

The Board of Selectmen met on Tuesday, January 28, 2020 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Chair Kate Reid, Alan Lewis, Nathan Brown, Barney Arnold and Luke Ascolillo.

*\*Live Streaming is made available for this Board of Selectmen meeting.*

**Community Input:** There were no requests.

***Discussion/Vote to Join Bedford-Lexington Veterans' District***

The Board of Selectmen reviewed a draft copy of the amendment to the Inter-municipal Agreement between the Towns of Lexington and Bedford adding the Town of Carlisle to the Veterans' District. Lexington, Bedford, and Carlisle shall assume their respective shares of the costs associated with a common Veterans' Services District based on the Cost Allocation Model. Towns of Bedford and Carlisle shall contribute their share of the associated costs for these positions by paying to Lexington an amount as required by the terms and conditions of this Agreement

Lexington	Bedford	Carlisle
\$65,979	\$50,563	\$9,103

Population

Lexington	33,394 (63.2%)
Bedford	14,171 (26.8%)
Carlisle	5,245 (9.9%)

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** to authorize the Town Administrator to execute the Inter-municipal Agreement (IMA) to join the Bedford-Lexington Veterans' District contingent that there are no substantial changes to the draft agreement as presented on January 28, 2020.

***Discussion - Wheelabrator Solid Waste Renewal proposal***

The Board of Selectmen reviewed the proposed pricing schedule from Wheelabrator for the next 5 years as shown below:

7/1/2020	- \$85.00
7/1/2021	- \$87.75
7/1/2022	- \$90.60
7/1/2023	- \$93.54
7/1/2024	- \$94.58

*\*3 % accelerator/ 5-year rate schedule*

Town Administrator informed the Board of Selectmen that Wheelabrator has agreed to hold the

proposed rates for the next 30 days.

It was agreed that no action would be taken tonight pending review of the final draft agreement between The Town of Carlisle and Wheelbrator based upon the 5-year rate schedule as presented.

### ***Transfer Station Working Group Update***

Barney Arnold briefly updated the Board of Selectmen on items that the Transfer Station Working Group is currently reviewing.

- Revolving Funds Account – TSWG is considering broadening the language regarding authorized expenditures.
- New Trash Hauler Sticker fee – Issuance contingent upon verification that all contracted households in the Town of Carlisle have current Transfer Station stickers.
- Raising the price on Transfer Station Stickers
- Swap Shed – proposed changes to improve the functionality
  - Conduct trial w/volunteers helping to remove garbage and organize items (March – April/2020)
  - Issue non-resident permits for accessing swap shed only later in the day prior to closing.
  - Improved signage w/graphics

### ***2020 ATM Warrant Article Presentations:***

#### Planning Board

The Board of Selectmen met with Peter Yelle on behalf of the Planning Board to review his board's timeline for the April 27, 2020 Annual Town Meeting. State Law (MGL 40A, Section 5) requires that the Planning Board conduct a public hearing and present its report to Town Meeting on all proposed zoning bylaw amendments.

Feb 10<sup>th</sup> - March 30<sup>th</sup> - Town Counsel will complete necessary final language

March 30<sup>th</sup> – Public Hearing on Warrant Articles. The Planning Board will prepare required report to Town Meeting

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously **VOTED** in accordance MGL 40A § 5 to request that the Planning Board conduct a public hearing on the April 27, 2020 Town Meeting Warrant Articles involving proposed zoning bylaw amendments as follows:

- Revisions to Zoning Bylaw Sec. 5.10 Medical Marijuana Facilities
- Revisions to Zoning Bylaw Sec. 5.11 Temporary Moratorium on Marijuana Establishments (removal)
- New Zoning Bylaw section pertaining to Recreational Marijuana Facilities

#### Board of Health

Warrant Article – To join East Middlesex Mosquito Control District – (\$30K)

The Board of Health will host a presentation from the East Middlesex Mosquito Control Project (EMMCP) at their January meeting on Thursday, January 30, 2020 at 8pm in the Town Hall - Clark Room. Doug Biblack, Entomologist, and Brian Farless, Superintendent, for the EMMCP will provide a brief overview of the Mosquito Control Project and answer any preliminary questions about the EMMCP services. Funding for the EMMCP comes from voluntary appropriations from the participating communities.

The Project offers an array of services and each community can choose to fund the services that are appropriate for their community.

#### Recreation Commission

Warrant Article - Proposed fenced-in dog park

Town Administrator stated that the Recreation Commission is seeking outside grant funding along with CPA funds.

#### Conservation Commission

The Board of Selectmen met with Alex Parra, Todd Thorsen and Sylvia Willard on behalf of the Conservation Commission to present a new funding proposal to increase the hours and grade level for the Administrative Assistant position. This position is currently 30 hours per week at Grade 5 (27 hours is funded by the General Fund / 3 hours are funded by the "Intents Account").

The Conservation Commission voted to amend their Non-Zoning Wetland Protection Bylaw Fees effective Jan 27, 2020 to accurately reflect administrative costs to review submitted applications. The fee schedule will be revisited again by the commission once the proposed new wetlands bylaw is approved by Town Meeting.

MGL 44, 53G accounts are funded by the applicant to pay for peer review related expenses and professional consultant services, not staff. Once the review of a project is complete and an Order of Conditions is issued, any balance in the special account attributable to that project is returned to the applicant. Other fees, including the recently proposed increases, go directly into the General Fund.

The selectmen requested more detail showing the budget increase amount resulting from the change in hours and grade level along with an estimated projection for the fee increases. The selectmen agreed that a decrease in fees due to a decrease in applications would result in a corresponding decrease in staff hours to be paid.

Cranberry Bog - Warrant Article (\$5K)

The Conservation Commission updated the Board of Selectmen on the requested funding for a Notice of Intent filing for a maintenance program that would maintain the views and encourage wildlife habitat of the Cranberry Bog. The proposed plan would take the bog out of agriculture to become conservation land. The annual maintenance cost is about \$10K.

The Cranberry Bog Alternatives Committee evaluated conversion of the bog to cultivation of hay which is estimated to cost \$9K/per acre. The cost to convert 30 acres of the bog to haying is approximately \$270K. The other alternative considered by the committee was the restoration of habitat which is also expensive and has long-term maintenance costs involving the removal of trees and invasive plant species and other measures to enhance the value of the bog.

The public use of the property such as dog walking would still be permitted. The plan however does not include the Bog House. The Notice of Intent would permit habitat maintenance and enhancement activities

***Vote to close 2020 ATM warrant***

List of Annual Town Meeting Warrant Articles:

Recurring Articles:

1. Consent Agenda
2. Town Reports
3. Salaries of Elected Officials
4. OPEB Actuarial Valuation
5. Property Revaluation
6. Real Estate Tax Exemptions
7. FY21 Ch.90 Authorization
8. FY21 Revolving Funds Authorization
9. FY21 PEG Local Access Fund
10. FY20 Budget Transfers
11. FY21 Operating Budget
12. FY21 Capital Budget – LTCRC
13. FY21 Municipal Facilities Comm. Capital Projects - \$807K
14. Special Appropriations (Assessors Maps, CoA Social Worker, Consulting)
15. FY21 Community Preservation Act Committee recommendations
16. FY21 Technology Capital Funding

Potential Warrant Article requests

17. Placeholder for Complete Streets capital project
18. New CETF revolving fund or continuing appropriation
19. Personnel Bylaw (BoS)
20. Replace Selectmen with Select Board throughout General bylaws (BoS)
21. Replace Selectmen with Select Board throughout Zoning bylaws (BoS)
22. Appointed Town Clerk (BoS)
23. Three year term for Moderator (BoS)
24. Amend Article III, Officers, Boards and Committees
25. Application of bond premiums (Finance)
26. Establish Capital Stabilization fund (Finance)
27. Raise income limit for Tax deferral program (CoA)
28. Revisions to Zoning Bylaw Sec. 5.10 Medical Marijuana Facilities,
29. Revisions to Zoning Bylaw Sec. 5.11 Temporary Moratorium on Marijuana Establishments (removal),
30. New Zoning Bylaw section pertaining to Recreational Marijuana Facilities,
31. Designation of Scenic Road (Church St).
32. Join East Middlesex Mosquito Control District - \$30K
33. CCRSD – Capital project – parking lot - \$848K

- 34. Banta-Davis telecommunications tower
- 35. ConsComm request for Cranberry Bog NOI - \$5K

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** to close the April 27, 2020 Annual Town Meeting Warrant.

***Town Government Organization /Policy & Bylaw Review***

Hiring Policy

Kate Reid explained that there are multiple departments in town that will be hiring soon (i.e., DPW, Town Clerk, Planning Board, etc). She suggested that the Board of Selectmen consider adopting a Hiring Policy before the recruitment process begins to determine whether there should be hiring preference for veterans, the disabled, residents, etc.

***Appointments/Resignations:***

Insurance Advisory Committee

On the motion made by Barney Arnold and seconded by Alan Lewis, it was unanimously **VOTED**, to appoint the following individuals to serve on the Insurance Advisory Committee with terms that will expire June 30, 2021 as follows:

- Kimberly Kane, Finance Director to serve as IAC Chairperson (Non-voting)
- Timothy Goddard, Town Administrator/Personnel Director
- Steve Mack to serve as the Police Union Representative
- Kirk Bishop to serve as Dispatch Union Representative
- Linda Vanaria to serve as Teachers Union Representative
- Anush Coates to serve as Town Hall Non-union Representative
- Chris Sireen to serve as DPW Non-union Representative
- Jennifer Pike to serve as the Library Non-union Representative
- Nancy Harvey to serve as the Town of Carlisle Retiree
- James Darr to serve as the Finance Committee Representative
- Alan Lewis to serve as the Board of Selectmen Representative

***Town Administrator's Report***

1-Old Home Day 2020

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously **VOTED** to approve the request of the Old Home Day Committee to use Town properties, facilities and roadways to stage the Old Home Day celebration on June 19 – 21, 2020.”

2-Appointment of Animal Inspectors

On the motion made by Alan Lewis and seconded by Nathan Brown, it was unanimously **VOTED** to nominate Deborah A. Toher and Lawrence Sorli as Animal Inspectors for the Town of Carlisle in accordance with MGL Ch. 140, section 151”.

3-Dispatchers – Collective bargaining schedule

The Board of Selectmen received a request to start negotiations toward a new collective bargaining agreement for Dispatch. Late afternoons seem to work the best for bargaining sessions.

Kate Reid and Alan Lewis will serve as the designated representatives of the Board of Selectmen.

***Meeting Schedule:***

- February 11, 2020
- February 25, 2020
- March 10, 2020 /Alan Lewis to serve as Acting Chair)
- March 24, 2020

***Minutes Approval:***

On the motion made by Barney Arnold and seconded by Alan Lewis, it was unanimously **VOTED** to approve the December 10, 2019 minutes as amended.

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously **VOTED** to approve the January 14, 2020 minutes as amended.

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was unanimously **VOTED** to adjourn the meeting.

**Meeting Adjourn**

**List of Material presented at this meeting:**

- BoS Meeting Packet 01-28-2020