

Select Board  
May 9, 2023  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741

HYBRID (In-person and Remote)

The Carlisle Select Board met on Tuesday, May 9, 2023, at 7:00 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

***Community Input***

There were no requests for public input.

***Appointment – Employees & Committees:***

DPW Driver/Laborer

On a motion made by Nathan Brown and seconded by Kate Reid, it was unanimously VOTED to appoint Joseph Pittorino from Nashua NH to the Carlisle Department of Public Works Driver/Laborer position effective immediately.

Constable

On a motion made by Nathan Brown and seconded by Kate Reid, it was unanimously VOTED to appoint Joseph Topol of 81 Greystone Lane, Carlisle, MA 01741 to serve as a Constable in the Town of Carlisle with a term expiring June 30, 2024, contingent upon the filing of the required bond with the Town of Carlisle.

Historical Commission

On a motion made by Nathan Brown and seconded by Kate Reid, it was unanimously VOTED to appoint Colby Mauke of 180 Concord St, Carlisle MA 01741 to serve as an Alternate member on the Historical Commission with a term expiring June 30, 2026.

Animal Inspectors

On a motion made by Nathan Brown and seconded by Kate Reid, it was unanimously VOTED to appoint Gene Delano of 1022 West St., Carlisle, MA 01741 to serve as an Animal Inspector for the Town of Carlisle with a term expiring June 30, 2024.

On a motion made by Nathan Brown and seconded by Kate Reid, it was unanimously VOTED to appoint Deborah Toher of 536 Curve St., Carlisle MA 01741 to serve as an Animal Inspector for the Town of Carlisle with a term expiring June 30, 2024.

***Contract Approval:***

Chief of Police

On a motion made by Nathan Brown and seconded by Kate Reid, it was unanimously VOTED to approve and execute the employment contract between the Town of Carlisle and Andrew Amendola for the position of Chief of Police commencing on May 10, 2023, and expiring on May 9, 2026.

***Town Meeting Review:***

The Select Board discussed moving Town Meetings to Saturday mornings to allow parents with young families to attend and offering childcare to incentivize younger people to attend.

Nathan Brown agreed but expressed his concerns about moving Town Meeting without hearing from the residents first to support the change. Travis Snell agreed that the turnout wasn't great but believes that the bigger systemic issue is how to increase civic engagement.

Also discussed was changing the order of the warrant articles that draw a larger crowd at the beginning to the end.

John Ballantine (Fiske Street) suggested finding different ways to rebuild community discussion, especially since COVID. He would also like to see Warrant Booklets mailed to all residences, and the town create more forums for community information and participation.

Tom Bilotta (Nathan Lane) stated that he stopped going to Town Meetings because he felt that residents just vote yes to everything. If you don't feel like you're going to do anything, it's not worth your time.

Christina Christodouloupoulos (Hemlock Hill Rd) suggested allowing more input from residents on the agenda topics rather than just at the beginning or end of meetings.

It was agreed to continue the discussion on the scheduling of a Fall Special Town Meeting to a future agenda and to look at a hybrid format to include a community discussion on an engaging topic.

***Transfer Station Action Committee –Private Local Haulers Policy:***

The Select Board met with Tom Bilotta on behalf of the Transfer Station Action Committee (TSAC). The committee has discussed the implementation of new procedures to assure that disposal by local private haulers is consistent with state law and the regulations of the town. Initially, the committee considered having the Board of Health establish a permit process but upon the advice of Town Counsel, it was determined that this was not

necessary and came with disadvantages.

The operation of the Transfer Station falls under the jurisdiction of the Select Board which need only comply with any requirements imposed by the Board of Health if they choose to impose them. The committee has voted to recommend that the Select Board adopt the amended policy to be maintained and implemented by the DPW effective July 1, 2023.

### **Policy for use by Local Private Haulers (Effective July 1, 2023)**

The Department of Public Works is responsible for enforcement of the Carlisle Recycling & Transfer Station Regulations adopted by the Select Board on August 9, 2022. This document, available on the Transfer Station website, describes the procedures & requirements applicable to any third parties which provide recycling/solid waste disposal services from Carlisle residences to the Carlisle Transfer Station for compensation (a "Local Private Hauler", or "Hauler").

Requirements for a local hauler to dispose at the Carlisle Transfer Station:

1. A Local Private Hauler is responsible to ensure that each of their customers has purchased a sticker for the current year. The hauler must annually by January 31 provide a list of their customers including sticker number for all clients for the prior year.
2. Only vehicles with a capacity of 5 cubic yards or less may be used. Consistent with state regulation CMR 19, pickup trucks are assumed to meet this requirement. For other vehicles, the Hauler must schedule a visit to the DPW prior to July 1, 2023 so that the capacity may be measured. If a new vehicle is to be placed in use it must be brought to the Transfer Station for verification of capacity and recycling organization prior to its use.
3. The Local Private Hauler must provide for all recyclables that are mandated by state law not to be disposed of in solid waste. This includes cardboard, mixed paper, glass, metal containers, plastics, textiles, and mattresses.
4. Recycling inspection – all Hauler vehicles must be organized such that the DPW attendant may, with a simple visual look, determine if there is a suitable recycling amount. One way to do this is to partition the vehicle into two compartments, one for recycling and the other for solid waste. The recycling compartment must be at least 40% of the total capacity. Alternative vehicle arrangements are subject to the approval of the DPW and must be agreed on prior to July 1, 2023. On arrival, the attendant will view the load and confirm that the recycling section is filled to roughly the same amount as the solid waste compartment. If the attendant determines that this is not the case, he may issue a warning or reject the load. (Note – it is recognized that there is some variability in recycling load to load. The attendant will apply some discretion based on overall performance of each hauler).
  - a. Transition period (July 1, 2023-December 31, 2023) – During this period, non-conforming hauler loads will result in a warning. It is expected that during this 6-month period, the Local Private Hauler will work to achieve the desired recycling level.
  - b. Commencement of full enforcement – Effective January 1, 2024, full enforcement of the recycling requirement will begin. The following procedures will be followed:
    - i. The first three non-conforming loads will result in a warning notice and be recorded by the DPW.
    - ii. If three non-conforming loads occur in the current calendar year, any further non-conforming loads will be rejected. The DPW will record the number of rejected loads.
    - iii. After 3 loads are rejected in the current calendar year, the Local Private Hauler will receive a notice

that after the passage of 90 calendar days from the notice, the hauler will no longer be allowed to dispose any loads at the Carlisle Transfer Station. During this 90-day period prior to the date at which the hauler will no longer be allowed to dispose at the Transfer Station, they may submit a proposed remediation plan to the DPW Director. If the remediation plan is acceptable to the DPW Director, they may delay the date of the ban by 90 days. This extension would be considered a trial period during which the implementation of the remediation plan would have to confirm that the local private hauler is now in full compliance with state law and the Carlisle Transfer Station regulations. This determination would be at the sole discretion of the DPW Director.

5. No Construction & Demolition debris may be disposed of at the Transfer Station by a Local Hauler.
6. No solid waste resulting from home cleanout services may be disposed of at the Transfer Station by a Local Hauler.
7. No hazardous waste may be disposed of at the Transfer Station by a Local Hauler.
8. Local Private Haulers may only dispose waste/recycling at the Carlisle Transfer Station from Carlisle residents, not from residents they may serve in other communities.
9. Private Hauler vehicles used to dispose at the Transfer Station must have markings that identify the business name of the Local Hauler.

On the motion made by Nathan Brown and seconded by David Model, it was VOTED to adopt the Policy for use by Local Private Haulers as amended (edits shown in RED) and presented this evening effective July 1, 2023.

Note: Carlisle Transfer Station regulation also needs to be amended with a single sentence referring to the newly amended policy.

On a motion made by Kate Reid and seconded by Nathan Brown, it was VOTED to amend the Town of Carlisle Transfer Station Regulations by deleting "Use by local commercial haulers is permitted if their service is limited to residents of Carlisle" and replacing the sentence with "Use by local commercial haulers is permitted if their service operates in conformance with the Policy for use by Local Private Haulers maintained by the Department of Public Works."

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***Public Safety Buildings Scope Discussion:***

The Select Board met with Town Planner Julie Mercier who prepared an outline of questions and research to assist the town with issuing a Request for Proposals (RFP) for upgrades to the town's public safety buildings. The presentation to the Select Board included a recap of all the previous reports/studies to date regarding the existing condition of the Police Station and Fire Station.

The Select Board was asked to answer three critical questions for both projects:

- What are the 20-year goals for the departments?
- What will the renovation achieve?
- What is the budget for each project?

Police Station – The Police Station improvements needed to achieve accreditation for the department remain a high priority.

2017 Report prepared by TBA Architects reviewed existing conditions, considered program and accessibility deficiencies, and developed conceptual design options for town-owned buildings. The report determined the Police Station to be in good condition. Some of the repairs noted in the report have been completed, including building the wheelchair ramp, installing a new boiler, and replacing the emergency generator.

Fire Station - Goals for the Fire Department include keeping Carlisle an all-volunteer department for as long as possible. Adding an annex could potentially provide some benefits originally requested in a joint public safety building, such as a shared training room for both departments and an increased or combined parking area.

The 2017 TBA report on the Fire Station determined that the building overall was also in good condition, but some essential services are needed such as adding elevators, handicap facilities, and a female locker room. Other misc. items to be replaced/repared include the boiler, heaters, plumbing and electrical systems upgrades, and the pavement and retaining walls on the exterior of the building.

Public Safety Task Force's final recommendation to the Select Board determined that the town should use the existing Fire Station site for a remodel or addition and that the new structure or annex would be less costly than constructing a new building. In addition, an annex would not trigger requirements for a new sprinkler system in the existing building; would allow some of the existing infrastructure (well, septic, etc.) to be used; and would allow for a possible transition from an on-call to a full-time department in the future.

It was agreed to move forward with the Police and Fire Station projects and reduce costs by focusing on previous studies. Town Planner Julie Mercier will prepare the necessary scoping document to prepare the RFPs for the Police Station and Fire Station.

The Select Board further agreed that parking is an issue, and that the town should undertake an analysis of private and public paved areas within a half mile of the Town Center, including how they are currently used. The study would also involve an operational needs analysis by Police, Fire, and Town Hall users, and will consider zoning options, identify known problems, and suggest possible solutions. The estimated cost of this parking study is \$5K to \$10K.

The Select Board will finalize the Request for Proposals (RFP) at its next meeting to be held on June 13<sup>th</sup>.

### ***Review Town Boards and Committees:***

The Select Board met with Assistant Town Administrator Aubrey Thomas to review all the non-elected boards to determine which are needed, what changes make sense now that we have more staff resources, and how to support and communicate with the boards going forward.

The Select Board has been asked to consider the following:

1. Determine the boards that are needed and those that are no longer necessary
2. Clarify the role of the SB liaison & finalize assignments for FY24
3. Establish a clear process for how a volunteer is appointed/re-appointed to a board
4. Agree on how the SB wants to interact with each board on a regular basis

The board reviewed a draft excel spreadsheet listing all the boards, their status, staff assignment including SB liaison assignments, and other information.

Keep		Update
Name	SB Liaison/Staff	Name
American Rescue Plan Act Committee	M KR/A.Thomas	Agricultural Commission
Board of Assessors (#1)	L BA/B.Macdonald	Celebrations & Veteran's Committee (#3)
Board of Health (#1)	L DM/L.Fantasia	Friends of Center Park
Board of Registrars	L n/a	Highland Building Committee
Carlisle Affordable Housing Trust	M KR/A.Thomas	Public Safety Facilities Task Force
Community Preservation Committee	M BA/J.Blum	Scholarship Advisory Committee
Conservation Commission	L TS/S.Willard	
Conservation Restriction Advisory Committee	L TS/S.Willard	Traffic & Pedestrian Safety Committee
Council on Aging and Human	L DM/C.Grueneich	Youth Commission
Cranberry Bog Working Group	L None/S.Willard	
Environmental Sustainability Committee	L BA/S.Thomas	
Finance Committee	L BA/K.Kane	
Gleason Library Trustees (#1)	L KR/M.Feeney-Patten	
Historical Commission	L NB/J.Blum	
Land Stewardship Committee	L TS/S.Willard	
Municipal Facilities Committee	L TS/J.Blum	
Planning Board (#1)	L NB/J.Mercier	
Recreation Commission	L DM/H.Mansfield	
Carlisle School Committee	L TS/R.McLane	
CCHS Regional School Committee	L DM/R.McLane	
Select Board	L n/a	
Trails Committee	L None/S.Willard	
Transfer Station Action Committee	L BA/A.Thomas	
Zoning Board of Appeals	L TS/P.Wang	

Delegate to Staff		Eliminate	
Name	SB Liaison/Staff	Name	SB Liaison/Staff
ADA Task Force	L n/a	Deer Committee	M BA/A.Thomas
Audit Committee	L None/K.Kane	Long-Term Capital Requirements Committee (#4)	L n/a
Insurance Advisory Committee	L None/R.McLane	Personnel Board (#4)	L None/R.McLane
IT Committee	L None/R.McLane	Town Building Committee (#4)	L n/a
Master Plan Implementation Committee	L None/R.McLane	Town Governance Task Force (#2)	L KR/A.Thomas
Senior Tax Advisory Committee	L n/a	Master Plan Steering Committee	L BA/KR/R.McLane

June 13<sup>th</sup> Meeting

1. Vote on board changes:
  - a. boards to be dissolved by Select Board
  - b. boards to be dissolved via by-law at fall Town Meeting
  - c. boards to be dissolved and transferred to staff responsibility
  
2. Discuss policy regarding appointments/re-appointments to boards by Select Board
  - \* Finalize at June 27 SB meeting
  
3. Finalize liaison assignments
  
4. Discuss inviting boards to meet with Select Board once a year
  - a. Decide to continue this practice, TA and SB Chair develop schedule
  
5. Fy2024 Liaison Assignments

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***Town Administrator's Report:***

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

<https://www.carlislema.gov/DocumentCenter/View/4894/Town-Administrator-Report---May-9-2023>

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Action Items:

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Road Prioritization Planning

On a motion made by Kate Reid and seconded by Nathan Brown, it was VOTED to authorize the Town Administrator to engage Nitsch Engineering for contracted services to build a comprehensive road management plan with a cost not to exceed sixty-six thousand dollars (\$66,000).

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***Financial Policies:***

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Town Reserves

On a motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to amend the Town of Carlisle Financial Policies by adopting the Reserve Policy presented on April 25, 2023, and amended on May 9, 2023.

***Cemetery Deeds:***

On a motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to transfer land in the

public burial ground at Green Cemetery described as follows:

- Deed No. 794  
Lot D Section 187, Graves 1 & 2 to Lynn Saisa-Brady, 109 Church St., Carlisle, MA.
- Deed No. 795  
Lot D Section 409, Graves 1, 2, and 3 to Huang and Xiaodan Wang of 153 Arrowhead Lane, Carlisle, MA.
- Deed No. 797  
Lot D 187, Grave 3 to Diane Stack (162 Tophet Rd) and accept the return of Cemetery Deed No 674 and \$100 payment in exchange.

***Review of Approved Town Expense Warrants:***

23PR22 (Town & School payroll) – total \$721,162.09

23TE22 (Town bills) – total \$189,288.93

- \$64k Minuteman Regional HS – annual total paid (2 semesters, 2 students)
- \$9k Nappa Valley Electrical – surge protectors at library and police (MFC)
- \$8k Ockers – meeting room equipment (PEG)
- \$6k Eversource – utilities
- \$3k Senior Rental Assistance (ARPA funded)
- \$2k Unibank – annual continuing disclosure prep & filing
- \$2k Heart to Home Meals – nutrition/meal delivery (ARPA funded)
- \$2k King Information Systems – town hall records management (ARPA funded)

23TE22A (Town bills) – total \$607,048.67

- \$607k CCHS – monthly assessment

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On the motion made by Kate Reid and seconded by Nathan Brown, it was unanimously **VOTED** to adjourn.

MEETING ADJOURNED.

Documents reviewed during the meeting:

- 05-09-2023 Meeting Packet  
[https://www.carlislema.gov/DocumentCenter/View/4889/SB\\_05092023\\_Agenda--Packet](https://www.carlislema.gov/DocumentCenter/View/4889/SB_05092023_Agenda--Packet)

Prepared by J. Gibbons