

Select Board  
Tuesday, May 24, 2022  
Town Hall – Clark Room  
66 Westford St., Carlisle, MA 01741  
HYBRID (In-person and Zoom)

The Carlisle Select Board met on Tuesday, May 24, 2022, at 7:00 p.m. at the Carlisle Town Hall (Clark Room) located at 66 Westford Street. Present were Barney Arnold-Chair, David Model-Vice chair, Nathan Brown, Kate Reid and Travis Snell.

This meeting was live-streamed and video recording available at <https://www.youtube.com/channel/UCwJiQYrfa7zAvD3O9jOm-ew/videos>

***Community Input:***

There were no requests.

***Annual Reorganization of the board:***

Annual reorganization of the Select Board takes place in the first meeting after the annual town election.

Existing Officers:

Barney Arnold, Chair, David Model, Vice-chair and Nathan Brown, Clerk

Kate Reid suggested re-electing the existing slate of officers for another year in the absence of a permanent Town Administrator to inject stability into the town government during this time of transition and sometimes a year is not enough time for a chair to follow through on their initiatives.

Kate Reid motioned to nominate Barney Arnold as chair, David Model as Vice-chair, and Nathan Brown as Clerk. The motion was seconded by David Model for discussion.

Nathan Brown stated that he did not agree and feels it is important to keep rotating the position of chair, vice-chair, and clerk especially since there are other members on the board with experience serving as chair and there is nothing to prevent members from following up on their initiatives at any time.

Barney Arnold stated that she would be in favor of serving again as chair and believes that the role and responsibilities of the chair have grown which requires more time and availability to meet with the Interim Town Administrator and the new permanent Town Administrator.

David Model spoke strongly in support of a two-year assignment for chair because of the steep learning curve to serve as chair.

Nathan Brown motioned to nominate Kate Reid as chair, Nathan Brown as vice-chair, and Travis Snell to serve as clerk.

On the motion made by Kate Reid and seconded by David Model, it was **VOTED** [4-1] to nominate Barney Arnold as chair, David Model as Vice-chair, and Nathan Brown as Clerk of the Select Board.

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

### ***Discussion on extending COVID Testing***

The Select Board met with Fire Chief Bryan Sorrows to discuss the extension of COVID (PCR) testing for residents and town employees. The Town currently offers this service free of charge with all expenses paid through federal funding set to expire on June 30, 2022.

Fire Chief Sorrows explained that the current funding covers the cost of the tests, approximately \$45, as well as labor to administer tests. He estimates the department performs 100 tests per week, which will translate to \$4,500 per week.

The Select Board agreed that PCR testing has been an extremely valuable service for Carlisle and continues to be important for a variety of uses including determining when students can return to school after COVID, school field trips, prom, and testing before visiting family.

Kate Reid explained that American Rescue Plan Act (ARPA) funds are available and could be used for this purpose.

She noted that the Board of Health is expected to discuss the extension of the COVID testing in the month of June however, it is unlikely that the Board of Health will recommend the continuance of PCR testing by the Town.

In the meantime, the Select Board requested Fire Chief Sorrows and Kate Reid to draft a proposal for use of ARPA funds for the extension of COVID testing on a month-to-month basis.

### ***Classification of Assistant Assessor Position***

The Select Board met with Board of Assessors chair Kenneth Mostello and Brian Macdonald Chief Assessor regarding a request for a pay grade increase for the Assistant Assessor position. The previous position was more administrative in nature and the revised job description now seeks an Assistant Assessor to be second in command and able to cover assessor duties should the need arise.

The Assessor's Office has been outsourcing field assessments to Patriot Properties, Inc. for many years. This new position will reduce the amount of outsourcing needed and allow residents to work with a town employee rather than a subcontractor. Mr. Mostello explained that there is a backlog of new growth to

be assessed because of the untimely passing of the former Chief Assessor. The Assessors' office is also behind on cyclical compliance assessments. Given the circumstances, the Department of Revenue has given the Town of Carlisle extra time to complete the assessments.

Interim Town Administrator Steve Ledoux reminded the Select Board that the town has already approved the funding for this position and the final step is the Select Board's approval of the pay grade change. provided the Select Board with his recommendation to approve the request for a pay grade change.

On the motion made by Nathan Brown and seconded by David Model, it was unanimously **VOTED** to approve the recommendation of the Interim Town Administrator in his role as acting Personnel Administrator to change the Assistant Assessor position to a Grade 7.

### ***Discussion of Planning Board Staff Reorganization***

The Select Board met with Planning Board chair Madeleine Blake to discuss the request of the Planning Board for a full-time Planner to replace the part-time Planning Administrator position.

The Select Board reviewed a draft job description. It was explained that some of the duties will remain the same but most of the duties will be new functions that have not been covered. The planner will report to the Planning Board, but the board envisions the new hire will work with many town boards and committees. This position will assist with regional planning, staying current with trends, reporting on other towns, implementing elements of the Master Plan, and setting board goals. Additionally, the Planner will be able to perform other duties such as looking into the impacts of climate change, assessing assumptions about rainfall, reviewing regulations, and reviewing zoning bylaws.

The proposed salary range for this new position is \$89K to \$95K (Grade 11).

The Select Board agreed to support the new position and requested that the Planning Board get Finance Committee feedback before the Select Board formally approves the position.

### ***Acceptance of Master Plan***

On the motion made by Nathan Brown and seconded by David Model, it was unanimously **VOTED** to accept the final Carlisle Master Plan as presented and available on the town website.

The Master Plan Steering Committee to begin discussions on the implementation process with assistance from the Planning Board.

### ***TimberNook Update***

Barney Arnold informed the Select Board that the Town has received notification from TimberNook

Program Director Sherry Kenin that the Carlisle TimberNook Program will be relocated to the Town of Sudbury.

It was agreed that a final walk-through of the Conant Land will be scheduled to ensure that all the program equipment and miscellaneous debris are removed.

***Fall Town Meeting:***

At the request of the chair Barney Arnold, the Select Board received input from the Town Moderator and Town Clerk regarding potential dates for a Fall Town Meeting.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to schedule a Fall Special Town Meeting to be held on Monday, October 17<sup>th</sup> at 7:00 PM.

Town Departments to be notified and including the Carlisle Mosquito newspaper.

***Town Administrator Report:***

Town Hall Summer Hours

On the motion of Kate Reid and seconded by David Model, it was unanimously **VOTED** to establish the following Town Hall hours, effective from Memorial Day to Labor Day, 2022 as follows:

Monday through Thursday from 8:30 AM to 3 PM  
and Friday 8:30 AM to 12:30 PM

Household Hazardous Waste Day

The Board of Health has confirmed with Clean Harbors that Household Hazardous Waste Day will be held on September 17, 2022, from 9 AM to 12 PM at the DPW site.

This year motor oil will not be collected.

Sealer of Weights and Measures

The State Division of Standards has informed the Town of Carlisle that they will no longer provide Sealer of Weights and Measure services for the Town, effective July 1, 2022. The Town of Acton is willing to provide the service.

There are two scales located in the Town of Carlisle that need to be checked under State regulations.

Town Clock Repairs

Town Administrator Steve Ledoux has submitted a Reserve Fund Transfer to the Finance Committee in the amount of \$5000 for repairs to the Town Clock. The Town Clock had not had any major work done

on it for over 40 years. The Finance Committee approved the request on May 9, 2022, and Clock Keeper Rob Koning will move forward with the work.

#### Auction of Playground Equipment

To make room for the new castle playground, the old playground equipment is now up for auction on the Municibid website with a starting bid of \$10,000.

#### One Day Wine and Malt License

The Council on Aging is requesting a one-day wine and malt license for June 21 from 5-7 PM.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to grant a One-day Wine and Malt Beverages License pursuant to MGL Chapter 138, Section 14 to the Carlisle Council on Aging for an event to be held at 66 Westford Street, Carlisle MA on June 21, 2022, from 5:00 PM to 7:00 PM subject to the applicant providing a host liquor liability insurance certificate.

#### Aerial Spraying Opt-Out, Mosquito Control

The Board of Health is recommending not to opt-out of state aerial spraying for this year since there is not enough time to prepare a mosquito control management plan and get it approved by EEA by 5/2/22. Carlisle is not a member of a mosquito control project.

The Board of Health recommends that the Select Board consider looking into a plan for next year.

#### Request to establish a Beaver Management Committee

The Board of Health is recommending that a Beaver Management Committee be formed. Attached please find the information provided by the Board of Health.

Health Agent Linda Fantasia is working on the proposed charter for the Beaver Management Committee, however, was not received in advance of tonight's meeting.

No action was taken by the Select Board.

#### Update on Sustainability Grant

The deadline for applications for the joint Sustainability director with Westford has been extended for two more weeks. There have been 5 applicants for the position.

#### Wilson Chapel Open During Memorial Day Weekend

The Carlisle Historical Society would like permission to open the Wilson Chapel to the public on May 29th from 12:00 -3:00PM and on May 30th from 8:00 -12:00 Noon.

On the motion made by Kate Reid and seconded by David Model, it was unanimously VOTED to approve the request of the Historical Society to open the Wilson Chapel to the public on May 29<sup>th</sup> from 12:00 PM to 3:00 PM and on May 30<sup>th</sup> from 8:00 AM to 12:00 PM.

#### Removal of Salvation Army Bins

The Transfer Station Advisory Committee has recommended that the Salvation Army bins be removed.

Chair Barney Arnold polled the members and there were no objections. Approval to remove the Salvation Army bins has been granted.

American Diabetes Association Tour De Cure Event

The Select Board received a request from the American Diabetes Association to utilize Town Roads for the Carlisle segment of the Annual Tour de Cure bicycle ride on August 21, 2022. The School Superintendent's office has added the event to the school calendar and granted permission for use of the school parking lot on Church Street as a rest stop on the day of the Tour.

Police Chief Fisher has requested to review the event with ADA closer to the event date for Police details, etc.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the request from the American Diabetes Association subject to the Police Chief and ADA working out traffic control details.

***Upcoming Select Board Meetings:***

June 2, 2022 – Special Meeting - Exit Conference FY 2021 Audit Financials (10 AM / Heald Rm, Town Hall)

June 23, 2022 – Special Meeting - Town Administrator Interviews (5 PM at CPS, Community Rm)

Final screening interviews for the permanent Town Administrator position were completed. Search firm Community Paradigm Associates and the local screening committee have recommended three final candidates for the Town Administrator position. The Select Board (SB) will conduct interviews on Thursday, June 23, from 5 to 10 p.m. Community Paradigm is currently doing reference and background checks on the candidates and will provide a report to the Select Board on the finalists.

June 28, 2022 – Regular Select Board Meeting (Clark Rm, Town Hall)

***Approval of Minutes & Expense/Payroll Warrants:***

There were no minutes for approval.

On the motion made by Kate Reid and seconded by David Model, it was unanimously **VOTED** to approve the minutes for April 19, 2022, and April 25, 2022, as amended.

Town Expense/Payroll Warrant approved by Barney Arnold on 5/10/2022

22PR23 (Town & School payroll) – total \$794,530.12

-Includes April 2022 fire payroll

22TE23 (Town bills) – total \$440,123.30

- \$158k MIIA – health & dental insurance

- \$73k Middlesex Retirement – retirement contribution

- \$15k Schwartz – library trust payment for schematic design

- \$5k CC Fillmore – fire equipment repairs

- \$3k Barrett Planning – first invoice of an extended contract

22SE23 (School bills) – total \$87,589.00

- \$24k Landmark School – tuition

- \$12k Denron Plumbing & HVAC – plumbing services

### **Appointments and Resignations:**

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to make the following appointments:

- To appoint Deborah Toher and Gene Delano to serve as the Carlisle Inspector of Animals from May 1, 2022, through May 1, 2024.
- To appoint Ed Rolfe (916 Maple S) and Ben Herter (517 Bedford Rd) to serve on the Historical Commission as Alternate members with terms to expire on June 30, 2025.
- To appoint Aaron D’Elia to serve on the Finance Committee with a term to expire on June 30, 2023.
- To appoint Jason Walsh (106 Robbins Dr) and Edwin (Rob) Misek (70 Orchard Acres) as Associate members of the Carlisle Planning Board with terms to expire on June 30, 2023.

On the motion made by Nathan Brown and seconded by Kate Reid, it was unanimously **VOTED** to accept the resignation of Maureen Cosgrove Deery from the Carlisle Affordable Housing Committee (CAHT) effective as soon as a replacement is found.

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

### **MEETING ADJOURNED**

Respectfully submitted  
J.Gibbons

Approved 7/12/22