

Select Board – Special Meeting  
Tuesday, June 13, 2023  
Clark Room, Town Hall  
66 Westford St, Carlisle MA 01468

Virtual Meeting

The Select Board met remotely via Zoom on Tuesday, June 13, 2023, at 7:00 p.m. In attendance were the chair Barney Arnold, Vice-chair David Model, and Travis Snell. Not present were members Nathan Brown and Kate Reid.

**Staff Present:**

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

***Annual Reorganization of the Board:***

EXECUTIVE POSITIONS

On the motion made by David Model and seconded by Travis Snell, it was VOTED [4-1] to appoint Kate Reid to serve as chair of the Select Board.

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

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to appoint Travis Snell to serve as vice-chair of the Select Board.

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

On the motion made by David Model and seconded by Travis Snell, it was unanimously VOTED to appoint Barney Arnold to serve as clerk of the Select Board.

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

Payroll & Expense Warrant Authorization

On the motion made by David Model and seconded by Travis Snell, it was unanimously VOTED to authorize Barney Arnold on behalf of the Select Board to review and execute bi-weekly Payroll and Expense Warrants and report back to the Select Board at its next scheduled meeting.

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

***Appointments & Resignations:***

DEPARTMENT OF PUBLIC WORKS – Foreman Position

Town Administrator Ryan McLane informed the Select Board that there were several qualified applicants that were interviewed for the Foreman position. It is Brendon Mirfield’s qualifications and the strong leadership skills he has already demonstrated in his current position that make him the right candidate for this position.

On the motion made by Barney Arnold and seconded by Travis Snell, it was unanimously VOTED to appoint Brendan Mirfield to the Foreman position with the Town of Carlisle Department of Public Works subject to successful salary negotiations.

LAND STEWARDSHIP COMMITTEE - New Member

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously VOTED to appoint Adam Chojnacki of 29 Suffolk Lane, Carlisle, MA to serve on the Land Stewardship Committee with a term expiring June 30, 2024.

CULTURAL COUNCIL - New Member

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously VOTED to appoint Vrinda Pathak of 20 Red Pine Drive, Carlisle, MA to serve on the Cultural Council with a term expiring June 30, 2026.

TRANSFER STATION ACTION COMMITTEE - Resignation

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously VOTED to accept the resignation of Dan Cooke from the Transfer Station Action Committee effective immediately.

ENVIRONMENTAL SUSTAINABILITY COMMITTEE - 2 Resignations

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously VOTED to accept the resignation of Dan Cook and Joeth Barlas from the Environmental Sustainability Committee effective immediately.

***ARPA Projects and Funding:***

The Select Board met with ARPA Committee chair Scott Triola for a review of ARPA Funds to date.

Total ARPA Funds allocated to Carlisle:	\$1,569,859.00
<u>Total ARPA \$ Funding Requests Approved to date:</u>	<u>\$1,219,572.00</u>
ARPA FUNDS REMAINING:	\$350,288.00

The ARPA Committee has recently voted to recommend two more ARPA funding project applications as follows:

- IMPLEMENTATION OF GIS SYSTEM
- MVP GRANT MATCH – “CLIMATE RESILIENT CARLISLE”

**MVP GRANT MATCH – “CLIMATE RESILIENT CARLISLE” [S10,000.00]**

On the motion made by David Model and seconded by Travis Snell, it was VOTED [4-0-1] to approve \$10,000 in ARPA funds to be used as matching funds for the Municipal Vulnerability Preparedness Action Grant – “Climate Resilient Carlisle”, contingent on the grant request being approved.

Note: Kate Reid abstained from voting.

**ONLINE MENTAL HEALTH COUNSELING {\$15,000}**

Explanation: The Select Board previously voted to approve \$15,000 in ARPA Funds for online mental health counseling requested by COAHS. Assistant Town Administrator Aubrey Thomas is recommending this program be expanded to include town employees which require additional approval by the Select Board.

On the motion made by Nathan Brown and seconded by David Model, it was VOTED [4-0-1] to approve amending the Online Mental Health Counseling ARPA approval to include Town Employees.

Note: Kate Reid abstained from voting.

**IMPLEMENTATION OF GIS SYSTEM [\$87,500.]**

On the motion made by Nathan Brown and seconded by Travis Snell, it was VOTED [4-0-1] to approve \$87,500 in ARPA funds to be used or implementation of a Geographic Information System (GIS) for Carlisle.

Note: Kate Reid abstained from voting.

***Environmental Sustainability Committee Presentation:***

The Select Board met with Environmental Sustainability Committee chair Debbie Bentley for a brief presentation on FY2023 achievements and proposed priorities for FY2024.

**FY23 ESC Achievements:**

- Crafted a Work Plan - Linked to Masterplan and commenced with many actions.
- Applied and obtained Grant funding - \$11,100 from 3 different sources.
- House Doctor RFP - Added environmental sustainability requirements.
- Community Choice Aggregation - ESC members were key Players with negotiating contract.
- Home Energy Assessments - ESC organized MOU with HomeWorks Energy
- Community Outreach - Mosquito, CITW Town Newsletter & COAHS Independent Webpage and Logos.
- Events Route to Sustainability Day - sponsored Heat Pump Seminar, and invasive plant walk.
- Liaised with other Sustainability Groups Sustainable Middlesex Conference MCAN, HeatSmart

Alliance. SuAsCo, BFRT, + more

- Raised awareness of the need for environmentally sustainable practices. Invited town committees and groups to attend Route to Sustainability Day.
- Raised awareness of the need for sustainability focused staff (On going)
- Attended almost every Select Board Meeting.

Sustainability Coordinator achievements:

- Green Communities Updated 3 years of reports.
- Resolved glitches in MEI reporting data.
- Submitted GCC grant.
- CCA Initiated the need to renew the contract.
- Part of the CCA working group.
- Sustainable advice to town admin. Buy Recycled
- Deconstruction vs Demolition
- EV Charging and Solar Canopy Issues
- Library Renovation
- Sustainable advice to residents
- Monthly outreach (COAHS and Town Newsletter)
- Presentation to COAHS on State and Federal incentives.
- RTSD Grant Writing
- Assisted with organizing and presenting.
- Reports to Treasurer for RTSD.

ESC Proposed priorities for FY24:

<u>Select Board</u>	<u>Town Administration</u> <i>(w/instruction from the SB to initiate some of these issues)</i>	<u>Additional Assistance</u> <i>( at additional Costs).</i>
Agree on ESC Workplan & Goals	Working group for EV Charging Policy and EV Charging stations masterplan for the town	Support the schools and municipal departments to create carbon reduction plans- <i>Could this be tasked to House Doctors?</i>
Include ESC as an advisor in municipal decision making	Research and analyze sustainability policies in other towns to craft guidelines for the town by June 2024	Working group for data collection, and analysis on residential and municipal carbon emissions.

Understanding the implications of the Specialized Stretch Code. (Fall TM)	Specialized Stretch Code explanation, (with ESC and state help.)	Propose Bylaws and Ordinances priorities/ timeline. <i>Waiting to see decision on MVP Grant?</i>
Agree on ESC FY25 Workplan and set a budget for ESC/ sustainability	Electric Vehicle municipal transition study. Timeline/ cost/ need/ availability study for long term planning	Assist with Administrative tasks.
Consider having student members of the ESC?	Support the school in moving to using local sustainable farm produce and resume composting. ( <i>Millionaires Tax</i> ).	Direct Emailing with quarterly bulletin
Route to Sustainability Day 2024 support.	ESC independent webpage to transition to new town web page	Department-specific environmental sustainability advice on the town webpage.
	Social and Print Media assistance	
	Green Community Reporting	
	Grant Writing.	
	Route to Sustainability Day 2024	

Note: No action taken was by the Select Board this evening pending further discussion at a future meeting.

***Scope for Police and Fire Station Studies***

Town Planner Julie Mercier prepared a memo scoping out work needed, from a building design standpoint, and then from a broader parking availability standpoint, to achieve the following goals:

Police Station:

Goal: Accreditation for Police Department

The scope of work includes updates based on the TBA Architects 2019 renovation plan, to achieve accreditation

for the Police Department.

Police Chief Andrew Amendola agreed that accreditation was an important goal for his department.

Constraints Identified:

- a. Zoning setbacks, wetlands, driveway, and easement limit on-site expansion area
- b. Historic District: jurisdiction over all changes to site and building visible from public way
- c. Conservation Commission: wetlands at rear of site
- d. Board of Health: impacts to well and septic capacity

Update 2017 TBA Program Review (deficiencies) for Accreditation/Operations [in coordination with Police Chief]:

- a. Remove completed items
- b. Add any new requirements to meet current accreditation standards
- c. Add any new operational needs that may be feasibly accommodated

Review/Revise Program Needs with Stakeholders

- a. Consider opportunities for shared spaces with Fire Department (i.e., training room, gym, etc.), and other Town Hall facilities where possible

Update 2019 TBA 100% Construction Documents:

- a. Revise to show completed items as existing conditions
- b. Update to comply with all current accreditation requirements
- c. Note spaces to be shared with or located at Fire Station or off-site
- d. Consider whether additional operational deficiencies can be remedied
- e. Update to meet current building, fire, energy, and accessibility codes

Review Final Plans with Stakeholders

Public Forum to Review Plans

Final Deliverables:

- a. 100% Construction Documents
- b. Estimate of probable project cost, itemized
- c. Other BID documents, as needed

### Fire Station

Goal: Accommodation for long-term on-call volunteer Fire Department as priority, with potential/flexibility for hybrid and/or full-time Fire Department in future

The scope of work for the Fire Station project includes preparing an architectural plan, developing construction

documents, and estimating costs for a two-story annex. The annex would be set apart from the current Fire Station (a less expensive approach than retrofitting the station with a steel envelope to add a second floor).

Chief Sorrows explained that the needs are similar for on-call or full-time. A full-time department might need a bigger fitness room or kitchen. His department would be better served with flexible spaces.

Constraints Identified:

- a. Existing building cannot be substantially changed b/c cannot meet seismic requirements
- b. Historic District: jurisdiction over a portion of the driveway
- c. Conservation Commission: significant wetlands, CVPs and buffers
- d. Board of Health: impacts to well and septic capacity

Prepare Architectural Plan based on 2023 Select Board Recommendations for Program/Design for 2-story Annex [in coordination with Fire Chief]:

- a. Prioritize Program for on-call Department  
Within proposed footprint, or with slight expansion to proposed footprint, identify potential areas for flexibility to allow hybrid and/or full-time Department in future.
- b. Consider opportunities for shared spaces with Police Department (i.e., training room, gym, etc.), and other Town Hall facilities where possible
- c. Consider alternatives to housing equipment (i.e., retired trucks, tankers) on-site
- d. Additional Options to Design/Price Out:

Any upgrades to services, as identified in TBA Report, or otherwise, that make economic sense as part of the annex design.

Design strategies for managing/mitigating impacts of annex to site operations (i.e., circulation, parking, radio tower, septic/well, resource areas, etc.)

Consider rooftop solar, relocating radio tower to roof of 2-story annex, etc.

Review/Revise Program Needs with Stakeholders

Prepare 100% Construction Documents for Annex based on Recommended Program (on-call):

- a. Note spaces to be shared with or located at Police Station or off-site
- b. Meet current building, fire, energy, and accessibility codes

Review Final Plans with Stakeholders

Public Forum to Review Plans

Typical metrics used to evaluate proposals:

- Responsiveness to all requirements of RFP
- Number of years doing similar work

Deliverables:

- a. 100% Construction Documents for Annex based on Recommended Program (on-call)
- b. Estimate of probable project cost, including the additional options noted above, itemized, and broken out

- based on what is required for: on-call, hybrid, full-time Fire Department
- c. Other BID documents, as needed.

It was agreed that another meeting/discussion would be needed prior to finalizing the document for inclusion in the final RPF including adding more specifics/details so no ambiguity about the work required.

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

A full copy of the Town Administrator's Report is available online at:  
<https://www.carlislema.gov/1033/Town-Administrator-Reports>

Action Items:

1- Deputy Police Chief Position

Police Chief Amendola has requested to change the title of Lieutenant to Deputy Chief to solidify the administrative role of the position and to support the Board's goal of growing leadership from within the department. This position would be classified as a 14 on the town's compensation plan.

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously VOTED to approve the transitioning of the Police Lieutenant position to Deputy Police Chief.

2- Delegating Hiring Authority for Police Department

The Select Board has been requested to delegate the hiring authority for full and part-time officers to the Town Administrator to streamline and standardize the hiring process.

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously VOTED to approve delegating the hiring of full and part-time officers to the Town Administrator.

Note: The Select Board will retain appointment authority for the hiring of the Deputy Police Chief and the Chief of Police.

3- New England Tour de Cure Event

On the motion made by Nathan Brown and seconded by David Model, it was unanimously VOTED to approve the American Diabetes Association's New England Tour de Cure fundraising bicycling event through the Town of Carlisle on Sunday, August 20, 2023, subject to coordination with the Town of Carlisle public safety officials.

4- One-Day Liquor Licenses

On the motion made by Nathan Brown and seconded by David Model, it was unanimously VOTED to approve the issuance of a 1-day Special License to sell beer and wine to Geoff Freeman, Owner of Clark Farm Market for each of the following private events to be held at 201 Concord Street, Carlisle, MA during the hours of 5 p.m. and 9 p.m. subject to host liquor liability:



- Friday, June 23rd
- Thurs., July 13th (\*\*Rain date: 7/20)
- Thurs., July 27th
- Thurs., Aug 3rd
- Thurs., Aug 17th
- Thurs., Aug 24th (\*\*Rain date: 9/9)
- Sat., Sept. 16th (\*\*Rain date: 9/23)
- Sat., Oct. 7th (\*\*Rain date: 10/14).

### ***Boards & Committees Discussions – Part II***

Note: This agenda item has been postponed to a future meeting agenda.

#### ***Summer Meeting Schedule:***

The Select Board approved the following meeting schedule for July and August:

- July 11, 2023 – FY24 Goal Setting
- July 25, 2023 -Regular SB Meeting
- August 8, 2023 – Finalize Goals
- Aug. 22, 2022 – Regular SB Meeting

#### ***Cemetery Deed Transfer Requests:***

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously VOTED to transfer land in the public burial ground at Green Cemetery as follows:

- Deed No. 798 described as Lot D 409, Graves 1, 2, and 3 to Huang and Xiaodan Wang, (153 Arrowhead Lane, Carlisle, MA 01741
- Deed No. 799 described as Lot D 374, Grave 1 to Christian Hedlund, (87 Wolf Rock Road, Carlisle, MA 01741.
- Deed No. 800 described as Lot D 374, Grave 2 and 3 to Gloria Anne Winqvist, 73 Cranberry Hill Road, Carlisle, MA 01741.
- Deed No. 801 described as Lot D 338, Graves 1 & 2 to Sally Naumann Turner, 175 Lowell Street, Carlisle, MA 01741.
- Deed No. 802 described as Lot D 376, Graves 1 & 2 Anne Marks, 439 Bedford Road, Carlisle, MA 01741

***Approval of Minutes:***

Note: This agenda item has been posted to the next regular meeting.

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to adjourn.

MEETING ADJOURNED.

Documents reviewed during the meeting:

- **Select Board Meeting Packet:**  
<https://www.carlislema.gov/DocumentCenter/View/4992/SB-06132023-Agenda--Packet>

Prepared by J. Gibbons