

Select Board
Tuesday, June 27, 2023
Clark Room, Town Hall
66 Westford St, Carlisle MA 01741

HYBRID Meeting

The Select Board met remotely via Zoom on Tuesday, June 27, 2023, at 7:00 p.m. In attendance were the chair Kate Reid, Barney Arnold, David Model (via remote), and not present were Nathan Brown and Travis Snell.

Staff Present:

Ryan McLane, Town Administrator
Jennifer Gibbons, Executive Assistant

The Open Meeting Law regulations governing remote participation, 940 CMR 29.10 - All votes must be taken by roll call. This meeting was live-streamed. Video recording is available at <https://www.youtube.com/channel/UCwJiQYrfa7zAvD3O9jOm-ew/videos>

Community Input :

1. Jeannie Geneczko (898 Maple Street) – spoke in support of a Community Center. See attached written comments submitted to the Select Board for their consideration.

Appointments and Resignations

Community Appointments (*New)

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to appoint Ariella Rebbi (52 Indian Hill Road) to serve on the Cranberry Bog Working Group with an indefinite term.
ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to appoint Craig Leelman (266 East Street) to serve on the Finance Committee with a term that will expire on June 30, 2026.
ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to approve the recommendation of the Historical Commission to appoint Alternate members Ed Rolfe (916 Maple St) and Colby Mauke (180 Concord St) to serve as F/T members with terms that will expire on June 30, 2026.
ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

Employee Appointment

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to appoint Tyler Sponaugle to the Laborer/Driver position with the Department of Public Works subject to successful salary negotiations.
ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

Annual Appointments

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to approve the FY24 List of Appointments as presented.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

Vote To Open Special Town Meeting Warrant

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to open the October 16, 2023 Special Town Meeting Warrant and to close the warrant on August 8, 2023.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

Review of Minutes & Warrants

Minutes

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to approve the following Select Board meeting minutes as presented on 6/27/2023:

- March 28, 2023
- April 11, 2023
- April 18, 2023
- April 25, 2023
- May 8, 2023 (Pre-Town Meeting)
- May 9, 2023
- May 23, 2023
- June 13, 2023

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

FY23 Warrants

23PR25 (Town & School payroll) – total \$905,453.78

- May 2023 fire payroll \$33k
- School stipends \$91k

23TE25 (Town bills) – total \$444,910.44

- \$181k MIIA – health & dental insurance
- \$68k MTRS
- \$54k Middlesex County Retirement
- \$14k Harbor Networks – phone system (ARPA funded)
- \$7k Miyares & Harrington – April legal fees
- \$6k Bergeron Protective Clothing – fire department gear

Joint Meeting: Select Board & Finance Committee

FY23 Budget Transfers

7:35 PM Finance Committee chair Lynne Lipinsky called the Finance Committee meeting to order.

Finance Committee members present were chair Lynne Lipinsky, Victor Liang, James Catacchio and Heidi Sjoberg.

Also present was the Town Accountant Kelly Beyer to request that the Select Board vote, pursuant to MGL C. 44, Section 33B, to approve year-end transfers between various line items of the Fiscal Year 2023 budget, as follows:

Department Appropriation	Increase (Decrease)
Police	\$80,000
Blanket Insurance	35,000
Public Celebrations	500
Vocational	(15,000)
Fire	(10,000)
Group Insurance & Medicare	(80,000)
Unemployment Insurance	(8,000)
Dog & Animal Control	(2,500)

On the motion made by Barney Arnold and seconded by David Model, the Select Board VOTED pursuant to MGL Chapter 44, Section 33B, to approve year-end transfers between various line items of the Fiscal Year 2023 budget as detailed in a memo from the Town Accountant dated June 27, 2023.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye.

Finance Committee Vote:

On the motion made by James Catacchio and seconded by Victor Liang, the Finance Committee VOTED to concur with the approval of the Select Board pursuant to MGL C. 44, Section 33B, to approve year-end transfers between various line items of the Fiscal Year 2023 budget as presented on 6/27/2023.

ROLL CALL VOTE: L. Lipinisky-Aye, V. Liang-Aye, J. Catacchio-Aye, and H. Sjoberg-Aye.

PUBLIC HEARING: Transfer of License (ABCC)

Ferns Country Store, 8 Lowell St

7:40 pm Chair Kate Reid opened the scheduled hearing on the application for a Transfer of Retail Package Goods Store License to Expose, Keep for Sale, and to Sell Wine and Malt Alcoholic Beverages Not to be Drunk on the Premise at 8 Lowell Street, Carlisle MA 01741 from Berry Barns LLC Store License, Matthew Herweck, Manager d/b/a Ferns Country Store to Art’s Specialties, LLC, Artur Nergaryan, Manager d/b/a Ferns Country Store.

No proposed changes regarding the sale of alcoholic beverages by the new owner.

No objections or concerns from Chief of Police Andrew Amendola.

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to approve the application for a Transfer of Retail Package Goods Store License to Expose, Keep for Sale, and to Sell Wine and Malt Alcoholic Beverages Not to be Drunk on the Premise at 8 Lowell Street, Carlisle MA 01741 from Berry Barns LLC Store License, Matthew Herweck, Manager d/b/a Ferns Country Store to Art’s Specialties, LLC, Jennifer Bonislawski,

Manager d/b/a Ferns Country Store.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

Bog House Lease:

The Select Board met with Conservation Commission Administrator Sylvia Willard along with Member Alex Parra and former member Steve Hinton to discuss the Bog House Lease Agreement.

Recently, the Land Stewardship Committee conducted an inspection of the Bog House on June 14. The inspection confirmed that the current use of the house includes two apartments (one studio apartment on the first floor and one three-bedroom apartment on the second floor) with the remaining areas designated as storage areas.

Through an agreement with Conservation Commission, the use of the Bog House, including the two apartments, is controlled by Mark Duffy, of Great Brook Farm, with the apartments intended to be used by individuals supporting his farming efforts. The report said that the apartments appeared to be in good shape and the storage areas contain a mix of old cranberry farming material and farm equipment. While the house is currently inhabited, Parra said that there has been no formal agreement or lease in place on the property since 2012.

Steve Hinton explained that the 2012 license agreement was a successor to a previous document dating back to 1994. Conservation Administrator Sylvia Willard clarified that the lower two floors were originally leased for storing harvesting equipment, the third floor licensed for agricultural services, and the upper floor reserved for town use since it was not authorized for occupancy because of lead paint. Mr. Duffy no longer farms the bog but does perform some annual maintenance work at an annual fee of \$12K.

The Conservation Commission has requested that the Select Board decide whether the town should renew the occupancy agreement for the third floor noting that the Bog house is really not inhabitable for tenants and needs to be brought up to code. The inspection report noted some repairs that need to be made, including exposed wires in the ceiling, expired fire extinguishers, a wobbly staircase, and evidence that some of the tenants may be smoking in the building. The apartments have no heat, other than a wood pellet stove that seems to provide the tenants with adequate heat.

Carlisle Historical Commission member Jack Toast confirmed that the house is a historical asset of the town and is eligible to receive a listing on the national registry.

Former Municipal Facilities Committee member Jon Lavery explained that according to his research, there has been no lease between tenants and the town since 1990 and there was only one apartment occupied at that time. In 2008, the Conservation Commission learned that two apartments were occupied, pellet stoves had been installed without permits, and modifications to the first floor to create the second apartment were done off the record. Lavery also said that there were no sprinklers installed and the septic system had not been inspected. Lavery requested the town rectify these issues and convert the building into three apartments that could be used for town purposes such as Fire Department housing. Most of the building maintenance over the past 20 years was performed by Mr. Duffy. The town installed a new water supply well at the Bog House using Community Preservation funds were approved by Town Meeting in 2018 and the fire alarm system was upgraded in 2022 by the Municipal Facilities Committee.

Warren Lyman of the Land Stewardship Committee also suggested that Town Counsel review changes to Massachusetts Article 97 could affect how a town converts conservation property to a different purpose.

Note: The Select Board agreed no action would be taken this evening pending legal advisement from Town Counsel.

Greenough Dam Amendment

The Select Board met with Conservation Commission Administrator Sylvia Willard, Conscom chair Alex Parra and Steve Hinton.

The new Greenough Dam spillway has three sections, with only the center section able to take boards. The purpose of that board, which is currently installed, is to allow for the water level to drop even further to conduct a dam repair if necessary.

Last year during the drought the pond was exceptionally low and there was no way to provide for a modest rise in the level of the pond. Adapting the two outer spillway sections to take up to one foot board would allow the pond to rise up to a foot more. The Commission received several comments of concern from the community about how low the water level was, including from longtime residents and also the Greenough abutting owners who do own part of the pond.

The Commission received reports from H.W. Heusmann, Waterfowl Biologist for Massachusetts Department of Fisheries and Wildlife. Dr. Heusmann and the Commonwealth have been monitoring the wood duck boxes (currently 30) at Greenough Pond since 1979. The boxes were installed even earlier; Carlisle is one of about 50 sites under the state's study and one of the largest sites. It was reported that for the first time, he was unable to get to some of the boxes due to low water. Conservation Commission seeking permission to allow for additional boards

The Conservation Commission intends to amend the Green Dam Repairs to add boards to control water flow in the adjacent pond.

DPW Director James Hall has agreed to have the DPW manage the boards seasonally and during an unusual storm event, should one occur when the boards are installed.

Barney Arnold questioned if there has been an ongoing discussion with the abutters upstream of the dam regarding the amendment.

Sylvia Willard explained that she has had held many conversations with area residents both before and after the Greenough Dam Repair.

The most recent complaints were from residents upset about the low water levels.

Town Administrator Ryan McLane explained that the Conservation Commission seeks the support of the Select Board and there is a 90-day action request pending from the date of the quote received on May 4, 2023.

Note: The Select Board agreed not to take action on this matter this evening and to schedule a vote at their next meeting to be held on July 25, 2023.

Center Park Sign & Funding Approval

The Select Board met with Alison Saylor, President of the Friends of Center Park seeking approval and funding for a new sign at Carlisle Center Park.

The expected price for the sign is \$250 for the bracket and \$350 for the sign.

The Carlisle Historical Commission voted to amend the previously issued Certificate of Appropriateness on May 17, 2023.

The following is an excerpt from the Amended Certificate of Appropriateness...

Sign - The amendment provides specifications for changes in the fabrication of the Center Park sign as described below. The mounting of the sign remains unchanged.

1. The PVC frame is 1x2 (actual dimensions: 3/4" x 1-1/2"). The corners should be mitered and constructed to prevent gaps from forming due to expansion and contraction. Please utilize compatible glue and fasteners to form these joints. Each side of the frame should be continuous, no joints.
2. The PVC sign is 1/2" thick.
3. The overall sign width with the added 1x2 frame will not exceed the approved 41" width. The overall sign height with the added 1x2 frame will not exceed the approved height (roughly 15 inches) and shall be proportional in terms of size and design elements (type) to the sign most recently presented. The approved sign design will need to be reduced proportionately to accommodate the added dimension from the frame.
4. The PVC must have a white matte finish. If not, it must be painted to a white matte finish.
5. The attachment of the sign to the frame should be done to prevent gaps from forming due to expansion and contraction. The sign maker may want to consider routing the 1x2 frame pieces to receive the 1/2" thick sign and applying a compatible glue.

Mounting - The sign shall be mounted from the designated tree using the black powder-coat bracket which will best support the sign. The sturdier triangle with a ball-hanging bracket was preferred. Approval was made with the following conditions: 1. the bracket should be adjusted periodically to maintain parallel mounting of the sign to Grade and 2. should the tree start to fail, the applicant or a Center Park representative will come back to the Historical Commission to request post/ground mounting.

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to approve the sign and funding request as presented by the Friends of Center Park on 6/27/23 and further described in the Historical Commission Certificate of Appropriateness amended on 5/17/23.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye.

Master Plan Implementation

The Select Board met with Town Planner Julie Mercier and Master Plan Steering Committee chair Jack Troast for guidance and goals for the Carlisle Master Plan in the coming year.

In January, the Select Board agreed that the Master Plan implementation process should not involve the

creation of a new committee but instead be a coordinated response by staff and designees from lead boards and committees.

Several administrative steps have already occurred, including coordination with town boards and committees to assign recommendations and identify committee leads, creation of an online organization, and document management system, as well as plans to reconnect with the community through public engagement sessions.

Town Administrator Ryan McLane provided a brief PowerPoint presentation describing the Master Plan Implementation process.

Plan Accountability

- Connect recommendations to board and committee goals
- Assign recommendations to staff and boards
- Quarterly reports on progress

Public Engagement

- Town-wide survey
- Kickoff event to communicate “big questions”
 - Overall tax tolerance for future improvements
 - Service levels by department
 - Town structure and governance
 - Long-term building needs
 - Recreation needs
 - How to support the town’s aging population
 - Approach to sustainability
 - Approach to affordable housing
 - Approach to maintaining open space
- Ongoing “big question” engagement sessions

Town Planner Julie Mercier provided a memo to the Select Board as an update on the Master Plan Implementation and the recommended next steps.

Plan Recommendations: Assigned Tasks and Feedback

Town Planner Julie Mercer recommends the use of Microsoft’s One Drive file-sharing system for reporting on assigned recommendations. Each recommendation will have its own shared One Drive folder. To avoid potential Open Meeting Law violations, participating boards, and committees will designate a single member with access to the One Drive folder for a specific recommendation. The designated member of the lead board/committee, the designated member of each collaborating board/committee, and the staff will get a link to the shared folder. Everyone who has the One Drive link will be given full access to edit documents and add documents to the folder.

Accountability to Select Board, Planning Board, and Community

Town Planner and Town Administrator will report back to the Select Board and broader community, as follows:

- Annual Report
- State of the Plan address at Town Meeting (printed in Warrant Report as well)
- Presentations to Select Board and Planning Board a minimum of twice per year
- Updates in Monthly Newsletter

Town-wide survey

Town-wide survey outlining the key questions, such that the kick-off event would then include a presentation of survey findings, discussion, and ratification or refinement.

Jack Troast clarified that the Kick-off event is to reconnect with the community and help get the word out about other upcoming events that will involve much deeper conversations on specific topics.

Barney Arnold stated referred to the Master Plan as a roadmap which will take a lot of input to move forward to affect change and volunteered to help create an outreach plan to get more residents involved.

Julie Mercier suggested putting out a survey first to hone in on specific questions in order to get a consensus on how to proceed.

David Model recommends looking at the data already collected before gathering more on the same topics.

It was agreed that community outreach presentations should involve real numbers and costs so that residents can make informed decisions.

The Select Board supports having a Fall kickoff event and including Master Planning in their FY24 Goal Setting scheduled to begin on July 11th.

Public Safety Facilities Study:

The Select Board met with Town Planner Julie Mercier for a continued discussion on separate processes and scopes of work involved in obtaining Construction Documents for the Police Station and Fire Station.

Police Station

Goal: Accreditation for Police Department

SCOPE OF WORK:

1. Kickoff Meeting with Stakeholders: TA McLane, J. Mercier, Police Chief Amendola, Fire Chief Sorrows
2. Constraints Identified:
 - a. Zoning setbacks, wetlands, driveway, and easement limit on-site expansion area
 - b. Maintaining on-site parking for critical vehicles further limits expansion area
 - c. Historic District: jurisdiction over all changes to site and building visible from public way
 - d. Conservation Commission: wetlands at rear of site

- e. Board of Health: impacts to well and septic capacity.
3. Review/Revise Program Needs with Stakeholders
 - a. Consider opportunities for shared spaces, not necessarily on the Police Station site, with the priority of accommodating certain needs of both the Police Department and the Fire Department (i.e., training/community room, gym, etc.).
 4. 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 other off-site.
 - d. Consider whether additional operational deficiencies can be remedied.
 - e. Update for operational functionality and modernization where possible within existing footprint or previously identified expansion areas
 - f. Update to meet current building, fire, energy, and accessibility codes.
 5. Review 100% of Construction Documents with Stakeholders
 - a. Make any final edits.
 6. Bring Construction Documents through Local Permitting Process
 - a. Land Use Boards: Historical Commission, Planning Board, Conservation Commission, Board of Health – some will require formal hearings, and others will have an informal discussion
 - b. Additional Stakeholder Entities: Select Board, Municipal Facilities Committee, Finance Committee, individual citizens who previously served on the Public Safety Facility Task Force and wish to stay involved.
 7. Final Deliverables:
 - a. 100% Construction Documents, including edits reviewed/approved by LU Boards.
 - b. Estimate of probable project cost, itemized to best of ability.
 - c. Other BID documents, as needed.

On the motion made by Barney Arnold and seconded by David Model, the Select Board VOTED to authorize the Town Administrator to consult with TBA Architects to amend the construction documents prepared in 2019 for the Police Station to reflect the new scope of work.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye.

Fire Station

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

SCOPE OF WORK / CONCEPTUAL DESIGN

1. Kickoff Meeting with Stakeholders:
2. Document Review:

- a. Memo from Town Planner to Select Board dated 5/4/23, updated to correct errors.
- b. 2017 TBA Report including Program Review, Site Plan/Concept Plan
- c. 2017 TBA Cost Estimate
- d. 2022 Roome & Guarracino Structural Analysis
- e. 2022 JRA Preliminary Program
- f. 2023 Select Board Recommendations for Program/Design for 2-story Annex.

3. 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

4. Prepare Conceptual Design based on 2023 Select Board Recommendations for Program/Design for 2-story Annex [in coordination with the Fire Chief, which will include a tour of the facility]:

- a. Prioritize the program for on-call Department, specific to Carlisle's needs.
 - i. Within the proposed footprint, or with slight expansion to the proposed footprint, identify potential areas for flexibility to allow a combination or full-time Department in future
- b. Redesign of parking layout and site circulation, as needed based on Annex footprint.
- c. Consider opportunities for shared spaces, not necessarily on the Fire Station site, with the priority of accommodating certain needs of both the Fire Department and the Police Department (i.e., training room, gym, etc.). [It is possible that these spaces may also be used by other Town entities (i.e., COAHS, Town staff)].
- d. Consider alternative sites to storing little-used equipment (i.e., retired trucks, tankers) off-site.
- e. Additional Options to Design/Price Out:
 - i. Any upgrades to services, as identified in TBA Report, or otherwise, that make economic sense as part of the Annex design, including minor changes to the current building for program and code issues (i.e., routing existing floor drains into a tight tank, sprinkling it as part of the annex sprinkler system, re-use of 2nd ambulance bay for red zone needs, etc.)
 - ii. Design strategies for managing/mitigating impacts of annex to site operations (i.e., circulation, parking, radio tower, septic/well, resource areas, etc.)
 - iii. Consider rooftop solar, relocating the radio tower to the roof of the 2-story Annex, etc.

5. Review/Revise Program Needs with Stakeholders, Revise Design as Needed

6. Final Deliverables

- a. Conceptual Design
- b. Estimate of Cost for Design Development and 100% Construction Documents

Responsiveness/Rule for Award

Typical metrics used to evaluate proposals:

- Responsiveness to all requirements of RFP
- Number of years doing similar work
- Completed projects of similar size and scope
- References

SCOPE OF WORK / DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

1. Kickoff Meeting with Stakeholders: TA McLane, J Mercier, Chief Sorrows, Chief Amendola
2. Prepare Schematic Design for Annex, including estimate of probable project cost
 - a. Review Schematic Design with Stakeholders
 - b. Make any recommended changes to design and cost estimate.
3. Bring Schematic Design through Local Permitting Process
 - a. Land Use Boards: Historical Commission, Planning Board, Conservation Commission, Board of Health - some will require formal hearings, others will have an informal discussion.
 - b. Other Stakeholder Entities: Select Board, Municipal Facilities Committee, Finance Committee, individual citizens who previously served on the Public Safety Facility Task Force and wish to stay involved.
4. Prepare 100% Construction Documents for Annex, including any reviewed/approved changes by LU Boards, and as follows:
 - a. Note spaces to be shared with or located at Police Station or off-site.
 - b. Meet current building, fire, energy, and accessibility codes.
5. Review Construction Documents with Stakeholders
6. Public Forum with Community
7. Final Deliverables:
 - a. 100% Construction Documents for Annex based on Recommended Program (on-call)
 - b. Estimate of probable project cost
 - c. Other BID documents, as needed.

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to authorize the Town Administrator to solicit requests from qualified firms for designs to renovate the Fire Station.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to authorize the Town Administrator to establish a Selection Committee to be comprised of members of the Municipal Facilities Committee, town staff, a local architect, and any citizens who served on the Public Safety Facilities Task Force.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

*The Selection Committee will help choose a firm to prepare a scope of work and conceptual designs for the renovation.

Parking Analysis

Goal: Adequacy of parking for Police and Fire operations in consideration of parking demand, utilization, and management for all Town facilities and within ½ mile radius of the Town Center.

SCOPE OF WORK

1. Kick-Off Meeting with Stakeholders
2. Review of Existing Studies
 - a. Adams Beasley Parking Analysis
 - b. Traffic Circle Complete Streets information
 - c. Parking/Traffic Studies for any projects within ½ mile of Town Center
3. Create Inventory, as a GIS layer, and on the map, include:
 - a. Existing public parking resources (paved, pavers, grass, or otherwise) within ¼ mile and ½ mile of the Town Center, and all Town Facilities Town-wide
 - b. Existing private parking resources (paved, pavers, grass, or otherwise) related to commercial, institutional, and multi-family uses within ¼ mile and ½ mile of Town Center
 - c. GIS layer attributes to include ownership, regulation (if any), surface type, etc., and to be coordinated with Town's GIS consultant.
4. Meeting with Stakeholders to confirm Study Area and Inventory
5. Data Gathering – Utilization & Operational Needs
 - a. Gather parking utilization data during a typical week across 3 full days (i.e., Tues, Thurs, Sat, hours TBD based on level of activity within study area), and at a pre-determined time interval that makes sense to the pace of Carlisle's Town Center
 - b. Gather data from official Town stakeholder entities (i.e., Police, Fire, Town Hall, Library, COAHS) about operational needs, potential future uses/expansions that may impact parking, peak times, user groups (i.e., employees, visitors)
 - c. Gather data from other stakeholders within the study area including but not limited to businesses and entities that host large events (i.e., Clark Farm events, Old Home Day, etc.)
6. Zoning Analysis
 - a. Review parking requirements in Zoning Bylaw Section 5.3
 - b. Compare utilization and operational needs to zoning requirements, identify inconsistencies, potential mitigation strategies, and process for relief or deviation from requirements
7. Problem Identification
 - a. Is there a supply problem, a parking management problem, or both?
 - b. What is unmet demand, how is it currently being resolved, and are there echo effects?
8. Exploration of Solutions
 - a. Explore on-site or nearby solutions to unmet parking demand for official Town entities.
 - b. Consider whether current workarounds can be formalized solutions.
 - c. Investigate solutions used in the past to accommodate large events.
 - d. Consider shared parking or leasing arrangements with local entities (i.e., churches) that may only need their parking during key times.
 - e. Look at other ways to manage existing supply.
9. Meeting with stakeholders to discuss Data, Potential Solutions, and Public Forum

10. Public Forum to Review Data and Potential Solutions

11. Formulate Recommendations

- a. Formulate recommendations to present to appropriate volunteer boards and committees.
- b. Establish a timeline for implementation.
- c. Determine capital needs, etc.

12. Final Deliverables

- a. GIS layers
- b. Maps & Presentations prepared for the Public Forum
- c. Utilization Analysis
- d. Recommendations

On the motion made by Barney Arnold and seconded by David Model, it was VOTED to authorize the Town Administrator to solicit quotes on the scope of work for a parking analysis of the Town Center.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

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>

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

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye

MEETING ADJOURNED.

Prepared by:

J. Gibbons

Documents reviewed during the meeting:

- Select Board Meeting Packet:
https://www.carlislema.gov/DocumentCenter/View/5001/SB_06272023_Agenda_Packet
- Community Input – Written statement read by Jeannie Geneczko as part of the record.
- Bog House Discussion - Documents referenced by John Lavery were submitted to be part of the record.