

Select Board  
Tuesday, July 25, 2023  
Clark Room, Town Hall  
66 Westford St, Carlisle MA 01741

HYBRID Meeting

The Select Board met remotely via Zoom on Tuesday, July 25, 2023, at 7:00 p.m. In attendance were the chair Kate Reid, Barney Arnold (via Remote), David Model, and Travis Snell. Not present was Nathan Brown.

**Staff Present:**

Ryan McLane, Town Administrator  
Jennifer Gibbons, Executive Assistant

The Open Meeting Law (OML) 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>

***Caroline Hill Scholarship Award Recommendations:***

The Select Board received a request from the Carlisle Scholarship Advisory Committee to award \$10,000 in scholarships from the Caroline Hill Scholarship Fund for the 2023-2024 academic year.

There were five scholarship recipients, all living in Carlisle, three of whom are current college students, and the remaining two recent CCHS graduates.

On the motion made by David Model and seconded by Travis Snell, It was unanimously VOTED to approve the award of \$10,000 in scholarships from the Caroline Hill Scholarship Fund for the 2023-2024 academic year, to be dispersed as follows:

<b>Scholarship Recipient's Name:</b>	<b>Amount:</b>
Remy Bailey, Concord Street, Carlisle	\$2,000
Marjorie Haddad, Bingham Road, Carlisle	\$2,000
Gabrielle Shieh, Heald Road, Carlisle	\$2,000
Elizabeth Walsh, Robbins Drive, Carlisle	\$2,000
Ariana Mostoufi, North Road, Carlisle	\$2,000

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

***Employee Appointments:***

COAHS Van Driver

On the motion made by Barney Arnold and seconded by Travis Snell, it was unanimously VOTED to appoint Steven Haddad to serve as the new Council on Aging & Human Services (COAHS) Van Driver subject to a pre-employment physical exam and background check.

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

## Police Department

The Select Board was joined by Police Chief Andrew Amendola and other members of the department for a brief promotional ceremony for the Carlisle Police Department. Family members pinned on the officers' new badges with their rank on them.

### Deputy Police Chief - Andrew Booth

Andrew Booth has a BS in Criminal Justice and Law Enforcement Administration, is a resident of Carlisle and has spent his entire police career here. He joined the Police Department as a Patrol Officer in 2002 after graduating from the Reading Police Academy. He was promoted to Police Sergeant in 2013, completed Fire Line Supervisory Training at Roger Williams University in 2014, is a certified dispatcher, and completed a 40-hour death and homicide training. He also took a two-week detective course from the Northeastern Massachusetts Law Enforcement Council (NEMLEC). As Sergeant, his responsibilities included patrol supervision, criminal investigations, liaison with prosecutors and the courts, recommend police training, firearm licenses, grant writing, and develop policies and procedures with the Chief of Police. He has received commendations for handling complex calls for service "in an exemplary manner." He was awarded an Eagle Scout in 1994, and was a Merrimack Youth Baseball Coach.

On the motion made by David Model and seconded by Travis Snell, it was unanimously VOTED to appoint and promote Andrew Booth to the position of Deputy Chief of Police with the Town of Carlisle Police Department.

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

### Police Sergeant – Chris Arguoyan

Chris Arguoyan, a resident of Hudson, New Hampshire, worked as an Emergency Medical Technician from 2009 to 2011, and joined the Carlisle Police Department in 2012 as a Patrol Officer after graduating from the Lowell Police Academy in 2011. He has a Master's Degree in Criminal Justice from the University of Massachusetts and a Bachelor's Degree from Merrimack College in Biology. He served in the Massachusetts Army National Guard for three years as an electrician, having received his Army training at Fort Leonard Wood in Missouri in 2017. His commendations include a Life Saving Award from the Carlisle Police Department, Outstanding Office in Defensive Tactics from the Lowell Police Academy, and three Army Achievement Medals. In his application, he explained: "It is my intention to take the next step into a supervisory role at this department and help with shaping the future of our department."

On the motion made by David Model and seconded by Travis Snell, it was unanimously VOTED to appoint and promote Chris Arguoyan to Police Sergeant with the Town of Carlisle Police Department.

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

### Police Sergeant – Kerry Baxter

Kerry Baxter lives in Nashua, New Hampshire. She joined the Carlisle Police Department in 2020, serving as Detective overseeing investigations and evidence. Baxter has a Bachelor of Science in Criminal Justice from the

University of Idaho and took financial studies at Bentley College. Throughout her career she has received numerous promotions, and stated on her resume that she received “supervisory training at each promotional level.” Prior to joining the Carlisle Police, she was a member of the Nashua Police Department for 22 years, last serving as the Detective Bureau Commander. Before that, Baxter served with the Townsend Police Department and the Groton Auxiliary Police. In her application, Baxter explained that she would welcome more responsibilities. Having grown through the ranks of the Nashua, NH Police Department, I have had the opportunity to develop and apply policing expertise in both field and administrative roles.” She received a Medal of Valor for Bravery in 2003, a Commendation Bar for Lifesaving in 2003 and 2005, and was voted Nashua’s favorite Police Officer in 2014

On the motion made by David Model and seconded by Travis Snell, it was unanimously VOTED to appoint and promote Kerry Baxter to Police Sergeant with the Town of Carlisle Police Department.

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

### ***Community Appointments and Resignations:***

Town Counsel – Miyares and Harrington LLP

Contractual changes include:

- (1) Hourly Rate vs. monthly retainer
- (2) Annual Appointment / Contract begins July 1, 2023 – ends June 30, 2024

On the motion made by Travis Snell and seconded by David Model, it was unanimously VOTED to appoint Miyares & Harrington, LLP to provide legal services as Town Counsel for Fiscal Year 2024 effective July 1, 2023, through June 30, 2024.

### ***Joint Meeting with Planning Board***

7:30 p.m. Joint Meeting with Planning Board in accordance with Sec. 7.2 of the Carlisle Zoning Bylaws and MGL Chapter 41, Sec. 11 for the joint appointment of Associate Members

On the motion made by Travis Snell and seconded by David Model, it was unanimously VOTED to appoint Jason Walsh and Rob Misek to serve as Associate members of the Carlisle Planning Board with 3-year terms expiring on June 30, 2026.

JOINT ROLL CALL:

Select Board: B. Arnold-Aye, D. Model-Aye, T. Snell-Aye, and K. Reid-Aye

Planning Board: E. Adams -Aye, J. Gushue-Aye, C. Herschelman -Aye, S. Smith-Aye, and P. Yelle-Aye

Trails Committee

On the motion made by Travis Snell and seconded by David Model, it was unanimously VOTED to appoint the following individuals to serve on the Trails Committee as follows:

#### Full-time Members:

- Sarah Carmichael (700 South St.) as a Full-time member with a term expiring June 30, 2026
- Adam Chojnacki (29 Suffolk Ln) as a Full-time member with a term expiring June 30, 2026

#### Associate Members:

- Kath Hardcastle (Litchfield Dr) as an Associate Member with a term expiring June 30, 2026
- Merritt Maxim (481 Heald Rd) as an Associate Member with a term expiring June 30, 2026
- Mark Longwell (1 Kay's Walk) as an Associate Member with a term expiring June 30, 2026

#### Environmental Sustainability Committee

The Select Board has received two letters of resignation from members of the Environmental Sustainability Committee.

On the motion made by Travis Snell and seconded by David Model, it was unanimously VOTED to accept the resignation of the Environmental Sustainability Committee members Debbie Bentley and Kath Hardcastle effective immediately.

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

#### ***Housing Production Plan (HHP) Approval:***

View a copy of the Carlisle Housing Production Plan Update (Final Draft Report)

<https://www.carlislema.gov/DocumentCenter/View/4438/Carlisle-Housing-Production-Plan>

The Select Board met with Town Planner Julie Mercier and members of the Planning Board. The Planning Board recently approved the plan. By state statute, the HPP must be updated every five years and can be amended at any time. The current plan describes the history of affordable housing in Carlisle, the demographics of the town, and goals regarding affordable housing.

Planning Board Chair Court Herschelman confirmed that the Planning Board voted [4-1] to approve the plan.

Kate Reid explained that the initial review of the Housing Production Plan Final Report by the Select Board and Planning Board was conducted back in January and some of the recommendations in the final draft were changed after receiving feedback.

Town Planner Julie Mercier said that the plan had public vetting and much of the language is phrased as “explore the possibility of.....” similar to plans she has worked on for other towns.

The plan lists five goals:

- Create community awareness of the housing need.
- Produce and preserve Affordable Housing
- Diversify housing options to provide affordable housing.
- Affirmatively further fair housing
- Expand and leverage infrastructure for smart growth.

The plan also lists strategies for achieving the goals:

- Adopt a new cluster/cottage housing zoning bylaw.
- Add affordability requirements to key zoning districts and work toward a town-wide inclusionary zoning policy.
- Create a vision to define the Town Center
- Plan to comply with Mass. General Law Chapter 3A.  
*This statute mandates that towns located near mass transit stations create zoning districts that allow by-right creation of multi-family housing. Carlisle is included in this category, because of the nearby train station in Concord.*

The plan includes recommended strategies supported by the Carlisle Affordable Housing Trust:

- Utilize the Local Initiative Permitting (LIP) process and other state tools to facilitate Affordable Housing development in opportunity areas.
- Create a coalition of development partners to help produce affordable housing opportunities.
- Establish a joint commission to procure land for affordable housing development with public open space and to dispose of publicly owned land for this development.
- Work with development partners to prepare a Mass Works application that provides funding for water and sewer upgrades.
- Join a Shared Housing Service Office
- Establish a first-time homebuyers and housing assistance program.

On the motion made by David Model and seconded Barney Arnold, it was VOTED [3-0-1]to adopt the Housing Production Plan prepared by the Metropolitan Area Planning Council (MAPC) as presented on 7/25/23.

ROLL CALL VOTE: B. Arnold-Aye, D. Model-Aye, and K. Reid-Aye. Travis Snell abstained from voting.

MOTION: PLANNING BOARD

Eric Adams motioned to adjourn the Planning Board meeting, seconded by Peter Yelle.

ROLL CALL VOTE: E. Adams -Aye, J. Gushue-Aye, C. Herschelman -Aye, S. Smith-Aye, and P. Yelle-Aye

### ***Transfer Station Action Committee Update:***

The Select Board met with Transfer Station Action Committee (TSAC) chair Tom Bilotta for a status update. The TSAC achieved the objective of a 10% reduction in solid waste. The first half of 2023 indicates further substantial reductions. Our focus going forward is to continue working to further reduce solid waste. The TSAC has completed most of the objectives identified in the TSTF Final Report.

Transfer Station changes include:

- Community engagement and education
- Updated Transfer Station policy for all
- New enforcement policy for local private haulers
- Reorganization of swap shop
- DEP filings on time and correctly reflect user base
- Fees
- C&D
- Local Hauler Policy

#### Solid Waste tonnage

Solace Waste tonnage dropped to 1620 tons (a 10% reduction) which was the objective set by TSTF to be achieved in the first 2 years of TSAC. This objective consisted of 3 components.

Reduction of about 90 tons due to new recyclables (compost, textiles, mattresses)

Reduction of about 45 tons due to Transfer Station improvements and community engagement

Reduction of about 45 tons due to users migrating to Orifice Recycling

#### Recycling Tonnage

Recycling tonnage decreased in 2022 (approx. 5.8%)

Amazon has been reducing cardboard density and quantity in their packaging (about 7-8%) and we suspect this is a major contributor to the reduction in recycling.

Commercial use of the Transfer Station appears to be reduced (as indicated by the sharp reduction in C&D) and likely results in reduced solid waste and recycling as contractors dispose using commercial alternatives.

Some of the TSAC initiatives do result in reduced recycling through increased reuse (for example the swap shop)

#### Revised TSAC Charge

Transfer Station Action Committee

REVISED CHARGE

Mission: Respect for the environment is an important value to Carlisle residents. The Carlisle Transfer Station is an essential town asset that provides opportunities to properly dispose of solid waste, reuse useful items, and recycle.

Charge: The Transfer Station Action Committee will continue to identify and implement programs which will reduce solid waste tonnage, provide improved service to the community, and which support the efforts of the DPW in the operation of the Transfer Station. Specific responsibilities include:

- Reduction of the town's solid waste tonnage.
- Improvements in the town's recycling efforts.
- Improvements in the layout and appearance of the Transfer Station.

- Improvements in the reuse of re-usable items.
- Community education both with respect to use by individual residents and organizations running events.
- Monitoring and reporting on progress.
- Support for DPW initiatives which is appropriate for a volunteer organization – (note: ongoing necessary functions which are required for the operation of the Transfer Station will be the responsibility of DPW personnel, the role of the TSAC with respect to such operational activities is limited to supporting activities if requested).
- Coordination with Environmental Sustainability Committee

The TSAC will provide regular progress reports to the Carlisle Select Board as requested. Membership: 9 initially staggered: 3-year term, 2-year term, 1-year term; thereafter 3-year terms

On the motion by David Model and seconded by Travis Snell, it was unanimously VOTED to approve the revised Transfer Station Action Committee charge as presented on 7/25/23.

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

***Fiscal Year 2022 Audit – Final Report:***

The Select Board met with Matt Hunt from Clifton Larson Allen (CLA) regarding the Fiscal Year 2022 Audit Report.

SUMMARY: The assets and deferred outflows of resources of the Town exceeded its liabilities and Deferred inflows of resources at the close of the most recent fiscal year by \$18,692,362 (net position); The town’s total net position increased by \$302,757; At the end of the fiscal year, unassigned fund balance for the general fund totaled \$5,305,210, or 15.9%, of total general fund revenues and other financing sources of \$33,443,135; The Town’s total bonded debt outstanding was \$12,472,264 at June 30, 2022, a decrease of \$1,571,825 during the fiscal year.

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to accept the Town of Carlisle FY 22 Audit Report prepared by CliftonLarsonAllen (CLA) LLP.

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

Upon the recommendation of David Model, it was agreed that the Select Board going forward schedule the review of the prior fiscal year audit report during the month of March.

The board further agreed to add a future agenda item/discussion to reconstitute the Audit Committee.

***Fall Town Meeting – Review Warrant Articles***

Town Administrator Ryan McLane briefly reviewed the list of potential warrant Articles for the upcoming Fall Special Town Meeting as follows:

Elimination of Committees Referenced in Bylaw

- Long-Term Capital Requirements Committee

- Town Building Committee.

*Both committees require a Town Meeting vote because they involved bylaw changes:*

**Change Town Clerk from an elected to an appointed position**

MGL Chapter 41, section 1B, allows the change to be made through a Town Meeting vote, followed by an approval vote at the annual Town Election.

\* Town may still be required to file a petition with the Massachusetts Statehouse.

The Town Administrator will work closely with Town Counsel to confirm the best way to proceed.

**CPA Recommendations:**

1-Library Trustees request for Community Preservation Act (CPA) grant for a renovation project

The Gleason Public Library Trustees had requested CPA funding for the library's \$2.3 million renovation project. Last spring the Community Preservation Committee (CPC) recommended allocating \$400K. In April, the library's CPA funding was removed from the Town Warrant just prior to the 2023 Annual Town Meeting. At the June 14 CPC meeting, the committee discussed raising the library's CPA funding request to \$767K.

2- Historical Commission request for Community Preservation Act (CPA) grant to upgrade Central Burying Ground

The Historical Commission is requesting CPA funds for the restoration of the Central Burial Ground next to the Police Station. Work at the cemetery would include masonry, preserving historical stonework, landscaping, and general upkeep.

In preparation for the Fall Town Meeting, the Select Board discussed adding TM presentations:

- Review proposed by-law changes
- Master Plan Update; Official Kick-off and upcoming public forums

It was agreed to enlist the help of the Town Clerk to prepare for potential questions asked by TM voters.

***Town Administrator Report:***

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

<https://www.carlislema.gov/DocumentCenter/View/5188/Town-Administrator-Report---July-25-2023>

**Action Item:**

On the motion made by Barney Arnold, seconded by David Model, it was unanimously VOTED to declare excess IT equipment at Town Hall resulting from computer and screen upgrades as surplus. Said excess IT equipment shall be brought to Drivetech for recycling and repurposing in the Carlisle Town Offices.



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

It was further agreed that Town Staff will coordinate with the Council on Aging & Human Services and town outreach groups to repurpose/donate any of the laptops, monitors, etc. declared as surplus to residents/seniors that are in need prior to disposing of equipment/property.

**Liaison Assignments for FY2024:**

Below is the Draft FY 2024 List of Select Board Liaison Assignments to be finalized at the next meeting in August:

Type	Name of Committee, etc.	FY23	FY24
Town Department	Carlisle Public School	n/a	n/a
Town Department	CCHS	n/a	n/a
Town Department	Accounting/Treasury/Collection	n/a	n/a
Town Department	COAHS	n/a	n/a
Town Department	DPW	NCB	n/a
Town Department	Library	n/a	n/a
Town Department	Fire and Police	TJS	TJS
Town Department	Communications/Dispatch	NCB	NCB
Town Department	Library	KTR	n/a
Board/Committee	Carlisle Public School	TJS	SDM KTR or
Board/Committee	Regional School Committee	SDM	BTA
Board/Committee	Finance Committee	BTA	KTR
Board/Committee	COAHS Board	SDM	SDM
Board/Committee	Transfer Station Action Committee	BTA	BTA
Board/Committee	Library Trustees	KTR	KTR or TJS
Board/Committee	Agriculture Commission	NCB	NCB
Board/Committee	Audit Committee	SDM	n/a
Board/Committee	Board of Appeals	TJS	TJS
Board/Committee	Board of Assessors		BTA
Board/Committee	Board of Health	SDM	SDM
Board/Committee	ConCom/Land Stewardship/CRAC Environmental Sustainability Committee	TJS	NCB
Board/Committee	Friends of Center Park	BTA	BTA
Board/Committee	Historical Commission	NCB	NCB or TJS
Board/Committee	Planning Board	NCB	KTR SDM or
Board/Committee	Recreation Commission	SDM	NCB
Board/Committee	Youth Commission	n/a	BTA
Working Group/Task Force	Public Safety	NCB	n/a
Working Group/Task Force	Governance	KTR	n/a

Working Group/Task Force	IT	NCB	n/a
Working Group/Task Force	Regionalization	KTR	n/a
Appointed Representatives	ARPA	KTR	KTR
Appointed Representatives	Affordable Housing Trust	KTR	KTR
Appointed Representatives	Community Preservation Committee	BTA	BTA
Appointed Representatives	Highland Building Committee	SDM	BTA
Appointed Representatives	Insurance Advisory	KTR	n/a
Appointed Representatives	LEPC	BTA	n/a
Appointed Representatives	MAPC/MAGIC	KTR	KTR
Appointed Representatives	Municipal Facilities Committee	TJS	TJS
Appointed Representatives	River Stewardship Committee	NCB	NCB
Appointed Representatives	Traffic & Pedestrian Safety Committee	Luke	KTR

Kate Reid will reach out to Nathan B. to confirm his preferences for liaison assignments.

**Review Minutes & Warrants:**

On the motion made by Barney Arnold and seconded by David Model, it was VOTED [3-0-1] to approve the Select Board meeting minutes from June 27, 2023, as presented.

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

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to approve the Select Board meeting minutes of July 11, 2023, as presented.

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

**Review of recently approved FY 2023 Warrants:**

23TE26A (Town bills) – total \$105,345.05

- \$13k Joyce Contract Interiors – town hall reorganization (ARPA)
- \$8k Miyares & Harrington – May legal fees
- \$5k Capeway Roofing – library roof (MFC)
- \$3k Gale Associates – library roof & ventilation (MFC)
- \$2k Bedford Charter – June bus service (voc school)

23TE28 (Town bills) – total \$249,430.35

- \$107k MTRS – teachers’ retirement
- \$52k Middlesex County retirement
- \$11k Tyler Technologies – chart of accounts upgrade
- \$10k Gale – Library roof & ventilation system (MFC)
- \$7k Miyares & Harrington – June 2023 legal services

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 and T. Snell.

MEETING ADJOURNED.

*Documents reviewed during the meeting:*

- Select Board Meeting Packet:

[https://www.carlislema.gov/DocumentCenter/View/5180/SB-07252023\\_Agenda\\_Packet](https://www.carlislema.gov/DocumentCenter/View/5180/SB-07252023_Agenda_Packet)

Prepared by  
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