

Select Board  
Tuesday, August 8, 2023  
Gleason Public Library  
22 Bedford Road, Carlisle MA 01741

In-person Meeting

The Select Board met in person on Tuesday, August 8, 2023, at 6:30 p.m. In attendance were the chair Kate Reid, Vice-chair Travis Snell, Barney Arnold, Nathan Brown, and David Model.

This meeting was open to the public to attend in person only. This meeting was not live-streamed or recorded.

**Staff Present:**

Ryan McLane, Town Administrator

Julie Mercier, Town Planner

Community Input

1. Maureen Cosgrove Deery (575 South Street) submitted a statement requesting the Select Board postpone adding a warrant article on the Oct 16, 2023, Special Town Meeting Warrant to change the Town Clerk from an elected to an appointed position.
2. Nancy Kroneberg (152 Wolf Rock Road) submitted a statement opposing the proposed to changing the Town Clerk from an elected to an appointed position.
3. Frank Golis (282 Brook Street) – Requested the Select Board extend the deadline to submit a Citizen’s Petition for the upcoming fall town meeting.

***Employee Appointments:***

COAHS Van Driver

MOVE, that the Select Board vote to appoint Sharon Brown to the Council on Aging & Human Resources Van Driver position subject to a pre-employment physical exam and background check.

***Community Appointments & Resignations:***

Environmental Sustainability Committee

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to amend the existing Environmental Sustainability Committee member terms as follows:

- Glenn Reed to a 3-year term expiring June 30, 2026
- Dave Boettcher to a 3-year term expiring June 30, 2026
- Christina Christodouloupolos to a 3-year term expiring June 30, 2026
- Eric Balles to a 2-year term expiring June 30, 2025
- Launa Zimmaro to a 1-year term expiring June 30, 2024

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

Sarah Dunleavy (159 Fiske Street) to serve on the Environmental Sustainability Committee with a 2-Year term expiring June 30, 2025.

On the motion made by Barney Arnold and seconded by David Model, it was unanimously VOTED to appoint Eloisa Marquez-Gonzalez (67 Ledgeways) to serve on the Environmental Sustainability Committee with a 1-Year term expiring June 30, 2024.

***Close Fall Town Meeting Warrant (VOTE) – Postponed to August 22, 2023***

The Select Board agreed to extend the Citizen's Petitions submission deadline for the Fall Special Town Meeting until Tuesday, August 22nd.

- Citizen's Petitions are due to the Town Clerk's Office by 3:00 p.m. on August 22nd.
- One Hundred (100) valid signatures are required.

***Town Administrator's Report***

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

<https://www.carlislema.gov/1033/Town-Administrator-Reports>

Action Items:

**IAGB Indian Flag Raising Request and Proclamation**

On the motion made by Barney Arnold and seconded by Travis Model, it was unanimously VOTED to approve the request from the India Association of Greater Boston (IAGB) to use the Town Common on Sunday, August 13th at 11:45 am. for a brief ceremony and authorize raising the flags of India and the U.S to celebrate the 77th Independence Day of India.

On the motion made by Barney Arnold and seconded by Travis Model, it was unanimously VOTED to proclaim August 15, 2023, as INDIA DAY and encourage all residents of the Town of Carlisle to join the Select Board in raising the flags of India and the United States at the Town Common taking place on Sunday, August 13, 2023.

**DPW Dump Truck – Request to declare as surplus**

On the motion made by Barney Arnold and seconded by Travis Model, it was unanimously VOTED to approve the request from the DPW Director James Hall to declare the 1999 International Dump Truck as surplus and to donate said vehicle to the Carlisle Fire Department for training purposes, and afterward dispose of the remaining materials.

***FY2024 Goal Setting Continuation***

The following is a DRAFT List of Goals for FY 2024 as discussed to be finalized at the next Select Board meeting:

1. Financial Sustainability

- A. Continue to work toward creating a comprehensive capital plan.
    - i. Capital capacity estimate.
    - ii. Long-term facilities management plan.
      - a. Develop a planned preventive maintenance strategy.
      - b. Continue to review the integration of a joint Town/School Maintenance Department.
    - iii. Comprehensive Facilities Plan.
      - a. Evaluate space needs for Town Government and Community programs and Select Board to discuss possibilities and priorities.
      - b. Select Board tour all facilities.
  - B. Select Board evaluate regionalization/consolidation opportunities.
2. Environmental Stewardship
- A. Select Board Clarify the ESC goals.
  - B. Review the hiring of a new Sustainability Coordinator to safeguard the community from the impacts of climate change through the implementation of the recommendations in the Town's Municipal Vulnerability Preparedness Report and Hazard Mitigation plan.
3. Connectivity and Access.
- A. Continue and refine the new Onboarding Program for all board, committee, task force, and working group members.
    - i. Develop training for all new chairs.
    - ii. Establish a transparent policy and procedure for meeting minutes for all committees.
  - B. Select Board to meet with boards and committees regularly;
    - i. Review charters and amend as needed;
    - ii. Review Town Bylaws and align with committee charters;
    - iii. direct TA to develop and implement a plan for staff support for all volunteer boards and committees.
  - C. Continue periodic Chairs' Meeting to share board missions, Town goals, and understand requirements and opportunities for collaboration among committees.
  - D. Select Board Discuss and create a policy around the regular review of bylaws and policies.
  - E. Town-Staff alignment
    - i. Celebrate excellence through performance recognition and evaluation.
      - a. Select Board support and provide explicit scaffolding for HR admin to see that required annual performance reviews are conducted for ALL employees.
      - b. Select Board review and take to town meeting a Town Administrator Bylaw to strengthen the Authority of the Town Administrator in the Evaluation process of all department heads.
    - ii. Continue the pursuit of digitization of archived records to increase public accessibility.
    - iii. Institute cross-training/administrative sharing of work across departments.
    - iv. Select Board continues to work with Master Plan Implementation Work Group and receive their reports.
4. Carlisle Character
- A. Select Board review and take to voters at town meeting a proposal for fire station improvements.

- B. Select Board review and take to voters at town meeting a proposal for police station improvements.
- C. Select and Planning Boards develop land use and space plan to serve community needs.
- D. Select board review and take to voters, at town meeting and/or election, a bylaw change to make the Town Clerk an appointed position.
- E. Select Board develop ideas to generate more involvement in Town Meeting.

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.

***Documents reviewed during the meeting:***

- Select Board Meeting Packet:  
[https://www.carlislema.gov/DocumentCenter/View/5192/SB-08082023\\_Agenda\\_Packet](https://www.carlislema.gov/DocumentCenter/View/5192/SB-08082023_Agenda_Packet)
- Written statement submitted by Maureen Cosgrove-Deery
- Written statement submitted by Nancy Kronenberg

Prepared by  
J.Gibbons