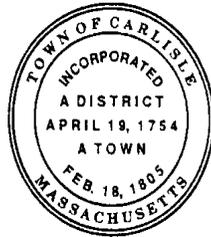


ANNUAL REPORT

Of the  
SELECT BOARD and OTHER OFFICERS

TOWN OF CARLISLE



FOR THE YEAR ENDING  
DECEMBER 31, 2021

## Middlesex County

The Town of Carlisle was incorporated as a District on April 19, 1754, and as a Town on February 18, 1805.

**Miles of Road: 55**

**Area: 15.4 square miles**

### Population

1950	876	2013	5,396
1960	1,488	2014	5,195
1970	2,287	2015	5,166
1980	3,306	2016	5,356
1990	4,379	2017	5,424
2000	4,923	2018	5,279
2010	5,602	2019	5,370
2011	5,198	2020	5,396
2012	5,282	2021	5,419

### Registered Voters 2021

American Independent	1
Conservative	1
Democrat	1,139
Green Rainbow	4
Inter 3 <sup>rd</sup> Party	3
Libertarian	7
MA Independent Party	2
Pizza Party	1
Republican	361
Socialist	1
Twelve Vision Party	2
Unenrolled	2,437
United Independent Party	4
We The People	1
	=====
TOTAL	3,964

### Senators in Congress

Edward J. Markey	(D)
Elizabeth A. Warren	(D)

### Representative in Congress *3<sup>rd</sup> Congressional District*

Lori L. Trahan	(D)
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### State Senator *3<sup>rd</sup> Middlesex District*

Michael J. Barrett	(D)
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### State Representative *14<sup>th</sup> Middlesex District*

Tami L. Gouveia	(D)
-----------------	-----

### Governor

Charles D. Baker	(R)
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# ELECTED TOWN OFFICIALS

## Moderator

3-yr. term  
Wayne Davis 2024

## Town Clerk

3-yr. term  
Margaret "Peggy" Wang 2024

## Select Board

5 members/3-yr. terms  
Nathan Brown 2024  
Luke Ascolillo 2022  
Barbara "Barney" Arnold 2022  
Seth "David" Model 2023  
Kate Reid 2023

## Board of Assessors

3 members/3-yr. terms  
Kenneth Mostello 2024  
Teresa P. Kvietkauskas 2022  
David Boardman 2023

## Board of Health

5 members/3-yr. terms  
Patrick Collins 2024  
Dave Erickson 2024  
Cathy Galligan 2022  
Anthony Mariano 2022  
Jean Barry 2023

## Library Trustees

3 members/3-yr. terms  
Christine Stevens 2024  
Dale Joachim 2022  
Karen Gettings 2023

## Planning Board

7 members/3-yr. terms  
Adelaide Grady 2024  
Peter Yelle 2024  
Edward Rolfe 2022  
Edwin "Rob" Misek 2022  
Jason Walsh 2022  
Madeleine Blake 2023  
Sara Cassidy Smith 2023  
Richard Terry, Associate 2022  
Tom Lane, Associate 2022

## Carlisle School Committee

5 members/3-yr. terms  
Carrie Patel 2024  
Sara Wilson 2022  
Eva Mostoufi 2022  
Amanda Comperchio 2023  
Johnston Huntress 2023

# APPOINTED BOARDS & COMMITTEES

## Appointed Boards, Commissions, Committees and other Groups

### ADA Task Force

Timothy D. Goddard  
Fire Chief Bryan Sorrows  
Building Commissioner Jon Metivier

### Affordable Housing Trust

Kate Reid [2023]  
Beverly Shorey (Co-Chair) [2023]  
Maureen Cosgrove-Deery [2023]  
Carolyn Ing (Secretary) [2023]  
Gina Fox [2023]  
Kate Reid (Co-Chair) [2022]  
Bertide Neptune [2022]  
Mark Levitan (Treasurer) [2022]

### Agricultural Commission

Peter Mastromarino, Chair [2023]  
David Ely [2023]  
Andrew Rodgers [2022]  
Steven Huberman [2022]  
John Lee [2021]

### Audit Committee

Priscilla Dumka [2023]  
Michael Bishop [2022]  
Benjamin Taylor [2023]

### Board of Registrars

Peggy Wang [2024]  
Ann Gibbs [2024]  
Kay Hurley [2022]  
James Bohn [2022]

### Celebrations & Veterans Committee

Scott Evans, Chair [2022]  
Laura Mullins [2022]  
Heidi Haring [2022]  
Timothy Nickerson [2022]  
Greg Fairbank [2022]  
Christopher Eisenbies [2022]

### Caroline Hill Scholarship Advisory Committee

Frank Krimowski [2022]

### Community Preservation Committee

Luke Ascolillo, Chair [2022]  
Maureen Cosgrove-Deery [2024]  
Kathy Keller [2022]  
Helen Young [2022]  
Samantha Rottenberg [2023]  
Addie Grady [2022]

### Conservation Commission

Nick Ognibene [2022]  
Navneet Hundal [2024]  
Brian Murphy [2023]  
Alex Parra, Chair [2023]  
Lee Tatistcheff [2024]  
Dan Wells, Vice Chair [2023]  
Helen Young [2022]

### Conservation Restriction Advisory Committee (CRAC)

Nancy Cowan [2022]  
Ken Harte, Chair [2022]  
Marc Lamere (Trails) [2022]  
Rich Oches (CCF) [2022]  
Jason Walsh (Planning Bd) [2022]  
Lee Tatistcheff (ConsCom) [2022]  
Jeannie Genezcko (Citizen) [2022]

Council on Aging

Ann Quenin, Chair	[2023]
Ann James, Vice chair	[2024]
Verna Gilbert , Secretary	[2024]
Jerome Lerman ,Treasurer	[2022]
Abha Singhal	[2022]
Maxine Crowther	[2022]
Abha Singhal	[2022]
Elisabeth Bojarski	[2023]
Sally Hayen	[2023]
Wendy Barrow	[2024]
Elisabeth Bojarski	[2023]
<i>Associate Members</i>	
John Ballatine	[2022]
Deborah O'Kelly	[2022]
Amy Livens	[2022]

Cultural Council

Alain Bojarski, Treasurer	[2023]
Jennifer Sagalyn	[2022]
Mark Levitan, Chair	[2022]
Dan Lennon, Vice-Chair	[2023]
Jenn Albanese, Clerk	[2023]
Deborah Bentley	[2024]

Hanscom Feild Advisory Committee

Lars Benard	[2021]
-------------	--------

Finance Committee

Victor Liang	[2023]
Scott Triola	[2023]
James Darr, Chair	[2022]
Lynne Lipinsky	[2024]
James Catachio	[2024]
Melissa McMorrow	[2023]
Aaron D'Elia	[2022]

Household Recycling Committee

Rob Peary, Chair	[2023]
Daniel Scholten	[2024]
Robert Wallhagen	[2024]
Launa Zimmaro	[2022]
Gary Davis, DPW	

Insurance Advisory Committee

Kimberly Kane, Finance Dir.	[2022]
Timothy Goddard, TA	[2022]
Steve Mack, (Police)	[2022]
Kirk Bishop (Dispatch)	[2022]
Linda Vanaria, (Teacher's)	[2022]
<i>Non-union</i>	
Anush Coates (Town Hall)	[2022]
Chris Sireen (DPW)	[2022]
Jennifer Pike (Library)	[2022]
Nancy Harvey Carlisle Retiree	[2022]
James Darr, Fincom	[2022]
Kate Reid, Select Board	[2022]

Land Stewardship Committee

Debby Geltner	[2023]
J. Thomas Brownrigg,	[2023]
Rhonda Michaud, Co-Chair	[2022]
Dwight DeMay	[2023]
Warren Lyman, Co-Chair	[2024]
Judy Asarkof	[2024]
Nick Ognibene	[2023]

Local Emergency Planning Committee

John Fisher, Police Chief
Bryan Sorrows, Fire Chief
Alan Lewis, BoS/HAM Radio Officer
Timothy Goddard, Town Administrator
Jon Metivier, Bldg Commissioner
Joan Ingersoll, COA Director
Linda Fantasia, Health Agent
Gary Davis, Supt. of Public Works
Kate Reid (Select Board)
Martha Feeney-Patten, Library Director

Municipal Facilities Committee

Jerrone Lerman, Chair	2021
Kate Reid	2022
Carrie Patel, School Cte	2022
Christine Lear	2024
William Risso	2024
Stephen Bastek, Town Facilities Mgr	

Personnel Board

Vanessa Brown, Chair [2022]  
Kacy Hurley [2021]  
Snehal Patel [2022]  
Ben Perry [2021]  
Tim Goddard, Ex-Officio

Recreation Commission

Andrew McMorow (Chair) [2022]  
Courtney Miles Bittelari [2024]  
Philip Gibson [2024]  
Amy Smack [2023]  
Scott Jamison [2024]

Senior Tax Advisory Committee

Kimberly Kane, Finance Dir [2022]  
Brian Macdonald Assessor [2022]  
Joan Ingersoll, COA Director [2021]  
Rueben Klickstein, Citizen [2022]  
Barbara Culkins, Citizen [2022]

Traffic & Pedestrian Safety Committee

Timothy D. Goddard, [2022]  
Luke Ascolillo, Select Board [2022]  
Gary Davis, DPW [2022]  
Chief of Police John Fisher [2022]  
Fire Chief Bryan Sorrows [2022]  
Ann de Saussure Davidson, [2022]  
Lee Storrs [2022]

Trails Committee

Alan Ankers, Chair [2022]  
Marc Lamere, Treas [2024]  
Warren Spence, Clerk [2024]  
Stephen P. Tobin, Vice-Chair [2022]  
Chris Chiapella [2024]  
Roy Herold [2023]  
Charlene Hinton [2023]  
Helen Young, Assoc [2023]  
Christian Hedlund, Asso [2023]

Youth Commission

Lauree Cameron Eckler [2023]  
Stefani Keene [2022]  
Durairaj Babu [2022]  
Kathy MacDonald [2022]  
Amy Smack [2022]  
Cady Audette [2022]

Zoning Board of Appeals

Travis Snell (Chair) [2023]  
Emmanuel Crespo [2023]  
Steve Hinton [2024]  
Eric Adams (Assoc.) [2023]  
Gretchen Anderegg (Assoc) [2024]  
W. Jay Lee (Assoc. ) [2023]  
Vacant (Assoc. ) [2024]

# TOWN CLERK/BOARD OF REGISTRARS

**TOWN CLERK:** Elected for a term of three years: Margaret “Peggy” Wang, term expires 2024. Staff: Gretchen Gallimore (Assistant Town Clerk).

**ROLE:** The Office of the Town Clerk serves as a central information point for the Town.

- Chief elections officer
- Public records officer
- Licensing officer
- Notary Services
- Burial Agent
- Certify Planning Board and Zoning Board of Appeals Decision
- Registrar of vital statistics
- Administer oaths of office
- Maintain a record of adopted bylaws
- Maintain a record of resignations and appointments
- Certify Annual Town Budget

**BOARD OF REGISTRARS:** Approved by the Select Board for 3-year terms: James Bohn (Republican, exp. 2022), Kay Hurley (Democrat, exp. 2022), Anne Gibbs (Democrat, exp. 2024), and Margaret Wang (Town Clerk, exp. 2024)

## HIGHLIGHTS:

- Updated Annual Town Census.
- Published Annual Street List of Residents and confirmed voter registration.
- Complied with State Laws regarding Ethics/Open Meetings/Public Records compliance including the posting of Agendas and Minutes.
- Fulfilled numerous Public Records Requests via email.
- Fulfilled goal set to improve the organization of storage in the vault.
- Remained open to the public during the COVID-19 pandemic.

## ELECTION:

- Held Caucus on May 13, 2021, for the nomination of candidates for Town Offices
- Held Annual Town Election on June 22, 2021, 319 registered voters participated, 9.75 % turnout.

## TOWN MEETING:

- Annual Town Meeting convened in person outdoors at the school parking lot on June 6, 2021. Under the authority granted in Section 7(a) of An Act Relative to Municipal Governance during the COVID-19 emergency, the Select Board lowered the meeting quorum required pursuant to Town Bylaws Article II Section 2.3 from 150 voters to 100 voters.

The Office of the Town Clerk continues to be an office that strives to serve the residents of Carlisle in a friendly and professional manner. It is our goal to improve services as we meet the needs of the community and comply with the laws of the Commonwealth.

## VITAL STATISTICS

<b>Vital Records</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Births</b>	26	26	28	38	30
<b>Marriages</b>	4	11	8	8	15
<b>Deaths</b>	28	16	26	18	26
<b>Registered Voters</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Democrat</b>	1,139	1,171	1,107	1,062	1,045
<b>Republican</b>	361	396	431	465	505
<b>Libertarian</b>	7	8	7	7	6
<b>Green-Rainbow</b>	4	5	7	6	6
<b>All Other Political Designations (including United Independent)</b>	16	19	22	20	22
<b>Unenrolled (no party designation)</b>	2,437	2,471	2,370	2,366	2,358
<b>Total Registered Voters</b>	<b>3,964</b>	<b>4,070</b>	<b>3,944</b>	<b>3,926</b>	<b>3,942</b>

<b>Dog Licenses Issued</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Individual Tags</b>	915	597	683	618	597
<b>Kennels</b>	5	5	7	3	7

	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Business Certificates Issued</b>	26	18	20	24	25

	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Population by Year</b>	5,419	5,396	5,370	5,279	5,424

**TUESDAY, JUNE 22, 2021**  
**ANNUAL TOWN ELECTION**  
**TOWN OF CARLISLE, MASSACHUSETTS**

Early Voting In-person was optional for any Annual Municipal Election held before June 30, 2021, in accordance with Chapter 255 of the Acts of 2020.

On April 13, 2021, the Select Board voted to approve Early Voting In-person

Thursday June 17, 2021, 7:00 AM to 11:00 PM

Friday June 18, 2021, 3:00 PM to 8:00 PM

Saturday 19, 2021, 2:00 PM to 4:00 PM

Early Voting by Mail was required for the 2021 Municipal Elections in accordance with Chapter 5 of the Acts of 2021

The Election was held at 66 Westford St. Town Hall, Clark Room, Precinct 1  
The Warrant was properly executed, by Constable John Fisher, Chief of Police.  
The ballot box was set at zero and checked by the Carlisle Police Department to state that there were no ballots in the box. Election Warden, Charlene Hinton, declared the polls to be open at 2:00 PM and so declared closed at 7:00 PM.

The results of the election are as follows

**ANNUAL TOWN ELECTION**  
**Tuesday June 22, 2021**

**Town Clerk – One for 3 years**

Margaret Wang	315
Blanks	76
Write Ins	0

**Board of Assessors – One for 3 years**

Kenneth P Mostello	329
Blanks	62
Write Ins	0

**Board of Selectmen – One for 3 years**

Nathan C Brown	216
Joshua Kablotsky	161
Blanks	12
Write Ins	2

**Board of Health – Two for 3 years**

Write In: David B Erickson	109
Write In: Patrick J Collins	50
Blank Seat 1	291
Blank Seat 2	326
Write Ins (Other)	6

**Library Trustee – One for 3 years**

Christine M Stevens	330
Blanks	60
Write Ins	1

**School Committee – One for 3 years**

Carrie Dwan Patel	314
Blanks	72
Write Ins	5

**Planning Board – Two for 3 years**

Adelaide Markham Grady	315
Peter Yelle	288
Blanks Seat 1	89
Blanks Seat 2	90
Write Ins	0

**Moderator – One for 3 years**

Wayne H Davis	340
Blanks	51
Write Ins	0

**Planning Board – One for 2 years**

Sara Cassidy Smith	322
Blanks	69
Write Ins	0

**Question 1**

Yes	203
No	161
Blanks	27

**Total ballots cast – 391**

**Total number of registered voters – 4014**

**Percent – 9.75%**



**ANNUAL TOWN MEETING**

**Sunday June 6, 2021**

Pursuant to the Governor’s Executive Order concerning open meetings during the COVID-19 crisis, the meeting was held outdoors with the proper distancing and facial covering of those who attended. Under the authorization granted in Section 7(a) of An Act Relative to Municipal Governance During the COVID-19 Emergency, the Select Board lowered the Meeting quorum requirement pursuant to Town Bylaws Article 11 Section 2.3 from 150 voters to 100 voters.

The Annual Town Meeting on Sunday June 6, 2021 was called to order at 1:00 pm by Moderator Wayne Davis in the Carlisle Public School Plaza at 83 School Street according to the Warrant. A quorum was not met. Due to the weather and lack of quorum, the Moderator moved to adjourn the Meeting to be continued at 1:10 PM in the Carlisle Public School parking lot under the solar panels. Town Clerk Margaret Wang seconded the motion, and all voted in favor of the motion, Davis (aye) and Wang (aye).

A quorum of 100 voters was reached and the Meeting that was continued was called to order by the Moderator at 1:10 pm in the school parking lot under the solar panels. **There were 155 voters present.**

Before the meeting began the Moderator explained how the meeting would be conducted and thanked the below list of retiring Town Employees and Elected/Appointed Official not seeking reappointment.

### **Town Employees (Retiring)**

Council on Aging Outreach and Program Manager, Angela Smith (15 years)  
Council on Aging Social Worker, Peter Cullinane (13 years)  
Department of Public Works Equipment Operator, James Proctor (23 years)  
Gleason Public Library, Librarian, Kay Edelberg (38 years)  
Planning Board, Planning Administrator, George Mansfield (26 years)  
Police Department, Patrolman, Richard Tornquist (35 years)  
Finance Department, Town Accountant, Priscilla Dumka (21 years)

### **Elected & Appointed Officials (Not seeking reappointment)**

Affordable Housing Trust, George Payne (2 years)  
Agricultural Commission, Desiree Ball (4 years)  
Meredith Peirce (1 year)  
Celebrations Committee, Douglas Stevenson (33 years)  
Conservation Commission, Angela Verge  
Council of Aging, Walter Hickman (7 years)  
Donna MacMullin (7 years)  
Cultural Council, Jill Henderson (1 year)  
Abigail Zimmerman (2 years)  
Energy Task Force, Bob Zogg (5 years)  
Laura Zimmaro (1 year)  
Adelaide Grady (2 years)  
Recreation Commission, Mark Spears (29 years)  
Senior Tax Advisory Committee, Barbara Culkins (10 years)

School Committee, Christine Lear (4 years)

Scholarship Advisory Committee, Diane Powers (10 years)

Trails Committee, Alan Blevins (1 year)

Zoning Board of Appeals, Lisa Davis Lewis (10 years)

Moderator Davis then stated that he had inspected the return of service of the Warrant and determined that it was properly served. He noted that unless there was an objection, he would like to dispense with the reading of the Warrant. There being no objections, the Warrant Articles were then called in order.

**ARTICLE 1**  
**Consent Agenda** (Majority vote required)

The ayes have it and the motion carried to have Articles 2 through 9 be considered in one motion, and that the motions for Articles 2 through 9 be hereby adopted as printed in the Motions booklet.

**ARTICLE 2**  
**Town Reports\*\*** (Majority Vote – Consent Article)

The ayes have it and the motion carried to have the reports of the Town Officers, Boards, Committees, Commissioners and Trustees as published in the Town Report for the Year 2020 be accepted and placed in the permanent records of the Town, it being understood that such acceptance does not constitute a ratification of the contents of those reports.

**ARTICLE 3**  
**Salaries of Elected Officials\*\*** (Majority Vote – Consent Article)

The ayes have it and the motion carried to have the salaries of these elected officers of the Town be established as provided by Chapter 41, Section 108 of the General Laws, as amended, for Fiscal Year 2022, beginning July 1, 2021, as follows:

	<u>Voted FY'20</u>	<u>Voted FY'21</u>	<u>Recommended FY'22</u>
<b>Moderator</b>	\$50	\$50	\$50
<b>Assessors</b>			
<b>Chair</b>	\$100	\$100	\$100
<b>Second</b>			
<b>Member</b>	\$100	\$100	\$100

**ARTICLE 4**  
**Actuarial Valuation of Post-Employment Benefits\*\***  
(Majority Vote – Consent Article)

The ayes have it and the motion carried to have Three Thousand Dollars (\$3,000) be raised and appropriated from the FY 2022 tax levy and other general revenues of the Town to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 75 actuarial valuation of post-employment benefits obligations for the Town.

**ARTICLE 5**  
**Revaluation\*\* (Majority Vote – Consent Article)**

The ayes have it and the motion carried to have Ten Thousand Dollars (\$10,000) be raised and appropriated from the FY 2022 tax levy and other general revenues of the Town to be spent by the Board of Assessors for the purpose of professional services and other related expenses in connection with the property revaluation process.

**ARTICLE 6**  
**Real Estate Tax Exemption\*\* (Majority Vote – Consent Article)**

The ayes have it and the motion carried to accept the provisions of M.G.L. Chapter 59, Section 5C 1/2 to provide an additional real estate tax exemption of one hundred (100%) percent of the exemption provided under M.G.L. Chapter 59, Section 5, Clause 41C, in the fiscal year beginning July 1, 2021.

**ARTICLE 7**  
**FY 2021 Chapter 90 Authorization\*\* (Majority Vote – Consent Article)**

The ayes have it and the motion carried to have the Treasurer of the Town, with the approval of the Selectmen, be authorized to borrow Two Hundred Fifty-Two Thousand One Hundred Dollars (\$252,100) to be expended by the Board of Selectmen for the reconstruction and improvement of public ways in the Town as provided for pursuant to the provisions of Section 34(2) (a) of Chapter 90 of the General Laws, such borrowing to be in anticipation of, and conditioned upon, reimbursement by the Commonwealth pursuant to said Chapter 90.

**ARTICLE 8**  
**Department Revolving Funds Authorization\*\* (Majority Vote – Consent Article)**

The ayes have it and the motion carried to reauthorize and set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2022 as follows:

- a. School Bus Revolving Fund: \$60,000.00
- b. Board of Health Inspections Revolving Fund: \$70,000.00
- c. Hazardous/Solid Waste Revolving Fund: \$70,000.00
- d. Trails Committee Revolving Fund: \$10,000.00
- e. Foss Farm Revolving Fund: \$3,000.00
- f. Conservation Comm. Building Maint. Revolving Fund: \$30,000.00
- g. Historical Commission Revolving Fund: \$3,000.00
- h. Youth Commission Revolving Fund: \$10,000.00
- i. Building Department Revolving Fund: \$165,000.00
- j. Council on Aging Events Revolving Fund: \$30,000.00
- k. Council on Aging Transportation Revolving Fund: \$15,000.00
- l. Deer Control Committee Revolving Fund: \$1,000.00

**ARTICLE 9**  
**PEG (Public, Educational, Government) Local Access Appropriation\*\***  
 (Majority Vote – Consent Article)

The ayes have it and the motion carried to appropriate the sum of \$100,000 from the PEG (Public, Educational, Governmental) Local Access Receipts reserved for appropriation special revenue account for the purpose of providing local cable access services, equipment and programming for the Town of Carlisle.

**ARTICLE 10**  
**Town Clerk Salary Adjustment (Majority Vote)**

The ayes have it and the motion carried to fix the salary of the Town Clerk, as provided by M.G.L. c. 41, §108, as amended, for the Fiscal Year 2022, beginning July 1, 2021, at \$75,000 annually, as presented in the table below.

	<u>Voted FY'20</u>	<u>Voted FY'21</u>	<u>Recommended FY'22</u>
Town Clerk	\$64,452	\$65,741	\$75,000

**ARTICLE 11**  
**Fiscal Year 2021 Budget Transfers**

NO MOTION

**ARTICLE 12**  
**FY2022 Operating Budget (Majority Vote)**

The ayes have it and the motion carried that a total of Thirty One Million Four Hundred Forty-Six Thousand Eight Hundred Ninety-Three Dollars (\$31,446,893) be appropriated for FY2022, as set forth in the column entitled "FY2022 Recommended" as printed below; and to meet this appropriation Fifty Three Thousand Dollars (\$53,000) be transferred from the Ambulance Fund, Twenty-Seven Thousand Six Hundred Seventy-Five Dollars (\$27,675) be transferred from the Reserve for Bond Premiums Account and that the balance be raised from the FY2022 tax levy and other general revenues of the Town.

	<i>FY2021</i>	<i>FY2022</i>
<i>Department</i>	<i>Budget</i>	<i>Recommended</i>
<b>General Government</b>		
General Expense & Town Hall	834,428	931,720
Citizen Recognition	275	275
Treasurer	260,555	277,479
Town Clerk (including Article 10 wage adjustment)	106,734	114,888
Assessors	154,903	170,296
Planning Board	116,759	120,200
Energy Task Force	3,500	3,500
<b>sub-total</b>	<b>1,476,974</b>	<b>1,618,358</b>
<b>Protection of Persons &amp; Property</b>		
Police	1,753,977	1,825,226
Fire	630,591	675,349
Communications	418,339	438,847
Conservation	156,357	169,373
Dog & Animal Control	15,274	15,557
Inspection Services	39,444	40,348
Street Lighting	4,000	4,000
<b>sub-total</b>	<b>3,018,087</b>	<b>3,168,700</b>
<b>Public Works</b>		
Department of Public Works	806,292	820,273
Snow & Ice	65,785	90,000
Transfer Station	264,731	264,731
Road Maintenance	88,416	88,416
<b>sub-total</b>	<b>1,225,224</b>	<b>1,263,420</b>

	<i>FY2021</i>	<i>FY2022</i>
<i>Department</i>	<i>Budget</i>	<i>Recommended</i>
<b>Health &amp; Human Services</b>		
Youth Commission	3,936	4,015
Board of Health	110,096	127,036
Council on Aging	229,071	245,585
Veteran's Agent	20,000	20,000
<b>sub-total</b>	<b>363,103</b>	<b>396,636</b>
<b>Education</b>		
Carlisle Public School	11,559,266	12,056,751
CCRSB (w/o debt)	6,418,240	6,199,628
CCRSB debt service	1,040,057	950,726
Vocational	123,119	123,119
Vocational debt service	5,628	4,702
<b>sub-total</b>	<b>19,145,950</b>	<b>19,334,926</b>
<b>Culture &amp; Recreation</b>		
Library	645,445	667,080
Recreation	196,191	198,011
<b>sub-total</b>	<b>841,636</b>	<b>865,091</b>
<b>Insurance &amp; Fringe</b>		
Blanket Insurance	272,000	299,000
Group Insurance & Medicare	1,537,505	1,418,138
OPEB Trust	64,697	215,000
County Retirement	1,057,819	1,192,106
Unemployment Insurance	50,000	50,000
<b>sub-total</b>	<b>2,982,021</b>	<b>3,174,244</b>
<b>Unclassified</b>		
Interest, Fees, & Costs	1,000	1,000
Public Celebrations	1,000	1,000
Reserve Fund Balance	300,000	150,000
<b>sub-total</b>	<b>302,000</b>	<b>152,000</b>

	<i>FY2021</i>	<i>FY2022</i>
<i>Department</i>	<i>Budget</i>	<i>Recommended</i>
<b>Debt</b>		
Debt Service	1,344,640	1,473,578
<b>sub-total</b>	<b>1,344,640</b>	<b>1,473,578</b>
<b>Total Operating Budget</b>	<b>30,699,630</b>	<b>31,446,893</b>

<p><b>ARTICLE 13</b> Special Appropriations (Majority Vote)</p>
---

The ayes have it and the motion is carried to raise and appropriate the sum of \$8,500 to be expended by the Select Board to conduct studies, provide services and facilitate projects for the following departments:

<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Assessors	\$5,000	Assessors' Maps Updates
Treasurer/Accountant	\$3,500	Financial Consulting

<p><b>ARTICLE 14</b> Capital Equipment (Majority Vote)</p>
--

The ayes have it and the motion carried to transfer from FY2021 undesignated fund balance the sum of \$318,000, to be available at the close of this Town Meeting for the projects listed in the table below:

**Long Term Capital Requirements  
FY2022**

Department	Project/Program	Amount	Appropriation Expires
Carlisle School	Well and Sewer Pump	\$30,000	June 30, 2023
Carlisle School	Water Filtration System	\$28,000	June 30, 2023
Police Department	Cruiser	\$60,000	June 30, 2023
DPW	Roll off Truck	\$200,000	June 30, 2023

	<b>Totals:</b>	<b>\$318,000</b>	
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**ARTICLE 15**  
**Municipal Facilities** (Majority Vote)

The ayes have it and the motion is carried to transfer from undesignated fund balance the sum of \$500,000 for facilities maintenance and improvement projects at the Town Hall, Police Station, Gleason Library and Department of Public Works facilities, all of which projects being expected to be completed by June 30, 2023.

**ARTICLE 16**  
**CPA Annual Recommendations** (Majority Vote)

**Motion 1 – FY '22 CPA Appropriations:**

The ayes have it and the motion carried to act on the report of the Community Preservation Committee and to appropriate moneys from the Fiscal Year 2022 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Seventy-Two Thousand One Hundred Seven Dollars (\$72,107) to be appropriated to the Community Housing Reserve Fund.
- b. Seventy-Two Thousand One Hundred Seven Dollars (\$72,107) to be appropriated to the Historic Reserve Fund.
- c. Seventy-Two Thousand One Hundred Seven Dollars (\$72,107) to be appropriated to the Open Space Reserve Fund.
- d. Three Thousand Dollars (\$3,000) to be appropriated for Administrative Expenses.
- e. Four Hundred Forty-Eight Thousand Six Hundred Seventy-Nine Dollars (\$448,679) be appropriated to the Fiscal Year 2022 Community Preservation Budget Reserve Account.

**Motion 2— FY '22 CPC RECOMMENDATIONS**

The ayes have it and the motion as amended carried that the Town vote to act on the report of the Community Preservation Committee for Fiscal Year 2022; and, further, to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds a sum or sums of money for the following Community Preservation projects or purposes, and to authorize the Board of Selectmen and Conservation Commission to enter into all agreements and execute any and all instruments necessary to acquire, convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the General Laws, to be in compliance with the requirements of Chapter 44B, Section 12 of the General Laws of the Commonwealth, all as recommended by the Community Preservation Committee:

- A. That One Hundred Thousand Dollars (\$100,000) be appropriated from the Community Housing Reserve Fund to the Carlisle Affordable Housing Trust to for the Community Housing Development Fund, and that such sums may be expended by the Carlisle Affordable Housing Trust, in consultation with the Community Preservation Committee, for community housing purposes pursuant to and in accordance with M.G.L. c. 44, § 55C(c)(1) and pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2021-001; provided, however, that the funds shall not be used on existing community housing properties. Any portion of such sums not expended by June 30, 2024 shall be returned to the Community Housing Reserve Fund.
  
- B. That One Hundred Twenty-Five Thousand Dollars (\$125,000) be appropriated from the Community Housing Reserve Fund to the Neighborhood of Affordable Housing (“NOAH”) for the Benfield Farms Leaching Field Replacement Project, and that such sums may be expended by NOAH, in consultation with the Community Preservation Committee, pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2021-002. Any portion of such sums not expended by June 30, 2024 shall be returned to the Community Housing Reserve Fund.
  
- C. That Forty-Nine Thousand Dollars (\$49,000) be appropriated from the Community Preservation Committee Historic Reserve Fund to the Carlisle Historical Commission for two historic resource restoration projects, divided as follows: Twenty-Five Thousand Dollars (\$25,000) shall be used for the restoration of the railings around the Town Bell in the First Religious Society Steeple, and Twenty-Four Thousand Dollars (\$24,000) shall be used for the restoration of twelve antique windows of historical significance to the Town of Carlisle at the First Religious Society, and that such sums may be expended by the Carlisle Historical Commission, in consultation with the Municipal Facilities Committee and the Community Preservation Committee pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2021-003. Any portion of such sums not expended by June 30, 2024 shall be returned to the Community Preservation Historic Reserve Fund.
  
- D. That up to Seven Hundred Seventy-Five Thousand Dollars (\$775,000) be appropriated from the Historic Reserve Fund and/or Undesignated Funds to the Carlisle Conservation Commission for the restoration of the Greenough Dam, and that such sums may be expended by the Carlisle Conservation Commission pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2021-004; and further that any portion of such sums not expended by June 30, 2024 shall be returned to the Community Preservation Historic Reserve Fund and/or Undesignated Funds.

The ayes have it and the motion by Mr. Luke Ascolillo (Prospect Street) to amend Article 16 Motion 2 section B by inserting the following underlined detail carried:

That One Hundred Twenty-Five Thousand Dollars (\$125,000) be appropriated from the Community Housing Reserve Fund to the Carlisle Affordable Housing Trust for the benefit of the Neighborhood of Affordable Housing (“NOAH”) for the Benfield Farms Leaching Field Replacement Project, and that such sums be expended by NOAH, in consultation with the Community Preservation Committee, pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2021-002. Any portion of such sums not expended by June 30 2024 shall be returned to the Community Housing Reserve Fund.

**ARTICLE 17**

**Establish a New Committee –Town Governance Task Force (Majority Vote)**

The ayes have it and the motion carried to establish a new committee, the Town Governance Task Force, that shall be charged with studying the form, organization and practices of Town government and making recommendations to improve the efficacy, efficiency, responsiveness, and transparent functioning thereof. If established, the Moderator shall appoint a committee of seven members, qualified by their interest, experience and commitment. Further, the committee shall be charged with issuing a report no later than six weeks prior to the scheduled date of the 2022 Annual Town Meeting, such report to include proposed warrant articles for the Town to consider at the 2022 Annual Town Meeting and such other recommendations as the committee deems appropriate. Nothing shall preclude the committee from making minor interim recommendations that do not require Town Meeting approval prior to that date.

**ARTICLE 18**

**Amend the Carlisle Zoning Bylaws – Selectmen to Select Board (Two-Thirds Vote)**

The ayes have it and the motion is carried to amend the Zoning Bylaw as follows:

1. By striking the term “Board of Selectmen,” wherever it may appear in said Bylaw, and inserting, in place thereof, the term “Select Board.”
2. By striking the term “Selectmen” whenever it may appear in said Zoning Bylaws and inserting, in place thereof, the term “Select Board.”

TOWN OF CARLISLE HAS ACCEPTED MG. CH 39 SEC 15  
AT ITS ANNUAL TOWN MEETING NOVEMBER 27, 2001, ARTICLE 4

**ARTICLE 19**

**Amend the Carlisle General Bylaws – Personnel Bylaw (Majority Vote)**

The ayes have it and the motion carried to amend the General Bylaws, by deleting Article XV of the General Bylaws in its entirety, and insert in place thereof, a new Article XV as follows:

#### ARTICLE XV PERSONNEL BYLAW

The purpose of the Personnel Bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration that ensures a uniform, fair, and efficient application of personnel policies.

15.1 The Town Administrator shall have the authority to draft and recommend Personnel Policies to the Select Board. The Town Administrator may consult with the Personnel Board and other boards and commissions in drafting such policies. The policies will be effective upon approval by the Select Board.

15.2 The Compensation and Classification Table, as amended from time to time, shall be incorporated by reference into the Personnel Bylaw. Amendment to the Compensation and Classification Table shall further be approved by Town Meeting, except that in the case of urgent necessity, the Select Board, may establish interim positions and compensation until the vote of the next Town Meeting.

15.3 All Town departments and positions shall be subject to the provisions of this bylaw and policies adopted hereunder except elected officers, elected Town officials, and employees of the school department. Employees with personal contracts and employees covered by collective bargaining agreements shall be subject to the provisions of this bylaw and adopted policies to the extent that those provisions are not superseded by or contrary to any contractual term or condition. Nothing in this bylaw shall be construed to limit any right of employees pursuant to Massachusetts General Laws.

#### ARTICLE 20

#### **Amend the Carlisle Zoning Bylaws – Adult Use Marijuana**

(Two-thirds vote required)

Nayes have it and the motion failed to amend the Zoning Bylaw as follows:

1. By deleting Section 5.11 of the Zoning Bylaw in its entirety and inserting, in place thereof, a new Section 5.11 as follows:

#### 5.11 Marijuana Establishments

##### 5.11.1 Definitions

Marijuana Establishment: A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of marijuana-related business, whether as a principal use, or as an accessory use, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Medical Marijuana Treatment Center shall not be deemed to be a Marijuana Establishment.

##### 5.11.2 Prohibition

All types of Marijuana Establishments, including Marijuana Establishments collocated with a Medical Marijuana Treatment Center, shall be prohibited in the Town of Carlisle.

The ayes have it and the motion by Mr. Claudio Rebbi (Indian Hill Road) to amend Article 20 by adding the following is carried:

Section 5.11.3 The delivery of recreational marijuana will be allowed in Carlisle

**MOTON TO AMEND:** Mr. Jonathan De Kock (Oak Knoll Road) moves to amend Article 20 by the following:

Remove from Section 5.11.1 “marijuana cultivator” and “marijuana product manufacturer”  
**MOTION TO AMEND CARRIES**

The Moderator declared that the motion carries by a 2/3 majority. Vote challenged by seven (7) voters.

**TELLER COUNT CALLED: YES 70 NO 62**

**MOTION FAILS**

**Declared a 2/3 vote by Moderator**

TOWN OF CARLISLE HAS ACCEPTED MG. CH 29 SEC 15  
AT ITS ANNUAL TOWN MEETING NOVEMBER 27, 2001, ARTICLE 4

<p>ARTICLE 21 Amend the Carlisle General Bylaws – Carlisle Affordable Housing Trust (Majority vote)</p>
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The ayes have it and the motion carried that, in connection with the Carlisle Affordable Housing Trust Fund established pursuant to Article 25 of the 2006 Annual Town Meeting, the Town vote to amend the General Bylaws by adopting a new Section 3.27, Carlisle Affordable Housing Trust, to read as follows:

**3.27.1 Board Established.**

There shall be a Board of Trustees of the Carlisle Affordable Housing Trust Fund, consisting of seven (7) Trustees, who shall be appointed by the Select Board, and who shall include no fewer than one member of the Select Board. Only persons who are residents of the Town of Carlisle shall be eligible to hold the office of Trustee. Trustees shall serve for a term of two years and may be re-appointed at the discretion of the Select Board, provided however, that three (3) of the seven (7) appointments initially made after the adoption of this Article shall be for a term of one (1) year, so that as nearly an equal number of the Trustees’ terms as possible shall expire each year.

Any Trustee who ceases to be a resident of the Town of Carlisle shall cease to be a Trustee and shall promptly provide a written notification of the change in residence to the Board of Trustees and the Town Clerk. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee before their term of office expires, a successor shall be appointed by the Select Board to fill such vacancy provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk. No such appointment shall be required so long as there are five Trustees in office.

Any member of the Board of Trustees may be removed by the Select Board for cause after the opportunity of a hearing.

### **3.27.2 Authorization.**

The Trustees are hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Carlisle Affordable Housing Trust Fund, to be recorded with the Middlesex Registry of Deeds and filed with the Middlesex Registry District of the Land Court.

### **3.27.3 Powers.**

The powers of the Board of Trustees, all of which shall be carried on in furtherance of the purposes set forth in G.L. c. 44, § 55C, shall include the following:

3.27.3.1 To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any bylaw or any general or special law or any other source, including money from G.L. c. 44B;

3.27.3.2 To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

3.27.3.3 To sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board deems advisable notwithstanding the length of any such lease or contract;

3.27.3.4 To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages in order to accomplish the purposes of the Trust;

3.27.3.5 To employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;

- 3.27.3.6 To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- 3.27.3.7 To apportion receipts and charges between incomes and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- 3.27.3.8 To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution, to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- 3.27.3.9 To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
- 3.27.3.10 To carry property for accounting purposes other than acquisition date values;
- 3.27.3.11 To incur debt, to borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge Trust assets as collateral;
- 3.27.3.12 To disburse Trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in Carlisle upon such terms as the board shall deem most appropriate to carry out such purposes;
- 3.27.3.13 To make distributions or divisions of principal in kind;
- 3.27.3.14 To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of G.L. Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate;
- 3.27.3.15 To manage or improve real property; and to abandon any property which the Board determined not to be worth retaining;
- 3.27.3.16 To hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- 3.27.3.16 To extend the time for payment of any obligation to the Trust.

3.27.3.17 To disburse Trust funds for the management or improvement of affordable housing in Carlisle as the Board shall deem appropriate whether or not such real property is held by the Trust;

3.27.3.18 To amend the Declaration of Trust, from time to time, except as to those provisions specifically required under G.L. c.44, §55C, by an instrument in writing signed by a majority of the Trustees and approved at a meeting called for that purpose, and approved by the Select Board, provided that in each case, a certificate of amendment shall be recorded with the Registry of Deeds and the Registry District of the Land Court; and

3.27.3.19 To exercise such additional powers, if any, as may be set forth in G.L. c. 44, §55C, as same may be amended from time to time.

Further, the Board of Trustees may, from time to time, make such rules and regulations governing their meetings and the conduct of their work as they may deem best for the interests of the Town, and are not inconsistent with the provisions of G.L. c. 44, §55C.

#### **3.27.4 Funds Paid to the Trust**

Notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with any zoning bylaw, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and to be expended these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the board within one year of the date they were appropriated into the Trust, remain Trust property. Consistent with the provisions of this Section and the enumerated powers of the Trustees in Section 3.27.3, the Trustees have sole discretion to direct the management and disposition of Trust property, provided however, that the Trustees are not otherwise authorized to incur liabilities on behalf of the Trust or the Town of Carlisle in excess of the value of Trust property without specific appropriation therefore by Town Meeting.

#### **3.27.5 Audit**

The Board of Trustees shall provide for an annual audit of the books and records of the Trust. The audit shall be performed by an independent auditor in accordance with accepted accounting practices. Upon receipt of the audit by the Board of Trustees, a copy shall be provided to the Select Board.

Nayes (declared majority by Moderator) have it and the motion to amend by Mr. Brian Cruise (Rodgers Road) fails to amend Article by deleting from the conclusion of proposed Subsection 3.27.4 of the General Bylaws the following phrase:

“provided however, that the Trustees are not otherwise authorized to incur liabilities on behalf of the Trust or the Town of Carlisle in excess of the value of Trust property without specific appropriation therefore by Town Meeting”

And further, by adding a new Subsection 3.27.6 to proposed Section 3.27 of the General Bylaws as follows:

### 3.27.6 Prior Approval of Town Meeting

The Board of Trustees shall obtain prior approval of Town Meeting before undertaking any of the following actions:

3.27.6.1 The purchase, conveyance, sale, transfer, exchange or abandonment of any real property, or of any interest in the same except restrictions that satisfy the requirements of Massachusetts General Laws, Chapter 184, Sections 31-33;

3.27.6.2 The imposition of any mortgage or other encumbrance on the Trust's real property, except the grant of easements for the purpose of connecting utilities and the grant of restrictions that satisfy the requirements of Massachusetts General Laws, Chapter 184, Sections 31-33;

3.27.6.3 The lease of any real property, whether as lessee or lessor, except the lease of individual residential units within multifamily buildings; and

3.27.6.4 Borrowing money, or otherwise incurring debt or liabilities on behalf of the Trust or the Town of Carlisle, in excess of the value of the Trust property exclusive of the Trust's real property.

## ARTICLE 22

### Funding for Public Safety Architectural Programming Study (Majority vote)

The ayes have it and the motion is carried to raise and appropriate the sum of \$15,000 to be expended by the Public Safety Facilities Task Force to engage a consultant(s) to review, assess, and develop recommendations detailing the programmatic specifications and requirements of the Carlisle Fire, Police, and Dispatch Departments, which shall include but not be limited to: potential future facility needs, separate or a single building, and use of the current sites or a new site or sites.

## ARTICLE 23

### FY22 Salary/Wage Table (Majority Vote)

The ayes have it and the motion as amended carried to adopt the Town of Carlisle, Massachusetts FY 2022 Classification & Compensation Plan, as shown below:

**TOWN OF CARLISLE, MASSACHUSETTS**  
**FY 2022 CLASSIFICATION & COMPENSATION PLAN**  
**Permanent Full and Part-time Employees**  
Salaries shown are hourly and annual based on 52 weeks / year

**Grade 1**

*None*

**Grade 2**

*Library Assistant II*  
*Transfer Station Operator*  
*Van Driver*

**Grade 3**

*Administrative Assistant to Historical Commission*  
*Administrative Assistant to Zoning Board*  
*Driver/Operator/Laborer*  
*Library Assistant II*  
*Maintenance Custodian*

**Grade 4**

*Administrative Assistant to COA*  
*Administrative Assistant to Fire Chief*  
*Administrative Assistant to Police Chief*  
*Library Assistant I*  
*Transportation Coordinator*  
*Heavy Equipment Operator/Laborer*

**Grade 5**

*Administrative Assistant to Assessor*  
*Administrative Assistant to BoH*  
*Administrative Assistant to Building Dept*  
*COA Program Manager*  
*Assistant Town Clerk*

**Grade 6**

*Children Librarian*  
*Finance Clerk*  
*Mechanic*  
*Administrative Assistant to Conservation Comm*  
*Staff Librarian*

**Grade 7**

*Assistant to Treasurer/HR Assistant*  
*Executive Assistant to TA/SB*  
*Assistant to Planner*  
*Outreach Coordinator/Program Manager*  
*Assistant Health Agent*  
*General Foreman*

**Grade 8**

*COA Social Services Manager*

**Grade 9**

*Assistant Library Director*  
*COA Director*  
*Conservation Administrator*  
*Planning Board Administrator*

**Grade 10**

*Building Commissioner*  
*Health Agent*  
*Recreation Director*

**Grade 11**

*Chief Assessor*  
*Library Director*  
*Town Accountant*

**Grade 12**

*DPW Superintendent*

**Grade 13**

*Finance Director/Treasurer*

**Grade 14**

*None*

FY22 Town of Carlisle Wage/Salary Schedule					
		FY22	1.02		
STEP	1	2	3	4	5
Grade 1	\$18.80	\$19.12	\$19.45	\$19.77	\$20.10
Grade 2	\$20.49	\$20.85	\$21.20	\$21.56	\$21.91
Grade 3	\$22.34	\$22.73	\$23.11	\$23.50	\$23.89
Grade 4	\$24.36	\$24.78	\$25.20	\$25.62	\$26.04
Grade 5	\$26.54	\$27.00	\$27.46	\$27.92	\$28.38
Grade 6	\$60,170.92	\$61,209.32	\$62,247.71	\$63,286.10	\$64,324.50
	\$28.93	\$29.43	\$29.93	\$30.43	\$30.93
Grade 7	\$66,185.63	\$67,330.52	\$68,475.42	\$69,620.31	\$70,765.21
	\$31.82	\$32.37	\$32.92	\$33.47	\$34.02
Grade 8	\$72,799.40	\$74,058.78	\$75,318.17	\$76,577.55	\$77,836.93
	\$35.00	\$35.61	\$36.21	\$36.82	\$37.42
Grade 9	\$80,803.02	\$82,200.86	\$83,598.70	\$84,996.54	\$86,394.37
	\$38.85	\$39.52	\$40.19	\$40.86	\$41.54
Grade 10	\$89,693.26	\$91,245.53	\$92,797.79	\$94,350.06	\$95,902.33
	\$43.12	\$43.87	\$44.61	\$45.36	\$46.11
Grade 11	\$99,565.99	\$101,288.66	\$103,011.33	\$104,734.00	\$106,456.67
	\$47.87	\$48.70	\$49.52	\$50.35	\$51.18
Grade 12	\$110,517.04	\$112,428.75	\$114,340.46	\$116,252.17	\$118,163.89
	\$53.13	\$54.05	\$54.97	\$55.89	\$56.81
Grade 13	\$122,666.25	\$124,788.30	\$126,910.35	\$129,032.40	\$131,154.45
	\$58.97	\$59.99	\$61.01	\$62.03	\$63.06
Grade 14	\$136,157.39	\$138,511.09	\$140,864.78	\$143,218.47	\$145,572.17
	\$65.46	\$66.59	\$67.72	\$68.86	\$69.99
	1	2	3	4	5

FY22 Town of Carlisle Wage/Salary Schedule Continued					
STEP	6	7	8	9	10
Grade 1	\$20.42	\$20.75	\$21.08	\$21.40	\$21.73
Grade 2	\$22.27	\$22.62	\$22.97	\$23.33	\$23.68
Grade 3	\$24.28	\$24.66	\$25.05	\$25.44	\$25.83
Grade 4	\$26.46	\$26.88	\$27.30	\$27.72	\$28.14
Grade 5	\$28.84	\$29.30	\$29.76	\$30.22	\$30.68
Grade 6	\$65,362.89	\$66,401.29	\$67,439.68	\$68,478.07	\$69,516.47
	\$31.42	\$31.92	\$32.42	\$32.92	\$33.42
Grade 7	\$71,910.10	\$73,054.99	\$74,199.89	\$75,344.78	\$76,489.68
	\$34.57	\$35.12	\$35.67	\$36.22	\$36.77
Grade 8	\$79,096.32	\$80,355.70	\$81,615.09	\$82,874.47	\$84,133.85
	\$38.03	\$38.63	\$39.24	\$39.84	\$40.45
Grade 9	\$87,792.21	\$89,190.05	\$90,587.89	\$91,985.72	\$93,383.56
	\$42.21	\$42.88	\$43.55	\$44.22	\$44.90
Grade 10	\$97,454.59	\$99,006.86	\$100,559.13	\$102,111.39	\$103,663.66
	\$46.85	\$47.60	\$48.35	\$49.09	\$49.84
Grade 11	\$108,179.34	\$109,902.01	\$111,624.68	\$113,347.35	\$115,070.01
	\$52.01	\$52.84	\$53.67	\$54.49	\$55.32
Grade 12	\$120,075.60	\$121,987.31	\$123,899.02	\$125,810.73	\$127,722.44
	\$57.73	\$58.65	\$59.57	\$60.49	\$61.41
Grade 13	\$133,276.51	\$135,398.56	\$137,520.61	\$139,642.66	\$141,764.71
	\$64.08	\$65.10	\$66.12	\$67.14	\$68.16
Grade 14	\$147,925.86	\$150,279.55	\$152,633.24	\$154,986.94	\$157,340.63
	\$71.12	\$72.25	\$73.38	\$74.51	\$75.64
	6	7	8	9	10

The ayes have it and the motion by Mrs. Kate Reid (Carleton Road) to amend Article 23 by adding the following carries:

Grade 6 - Assistant Treasurer/Tax Collector

**ARTICLE 24**  
**Increase Town Share of Employee Medical Insurance premiums (Majority vote)**

The ayes have and the motion is carried to accept the provisions of Section 7A of Chapter 32B of the General Laws so that in addition to the payment of fifty per cent of a premium for contributory group life and health insurance for employees in the service of the Town and their dependents, the Town shall pay a subsidiary or additional rate of 5.0%, increasing the Town share of the premium to 55.0%.

# TOWN ACCOUNTANT

## Combined Balance Sheet - All Fund Types and Account Groups as of June 30, 2021 (Unaudited)

	Governmental Fund Types		Fiduciary Fund Types Trust and Agency	Account Groups		Totals (Memorandum Only)
	General	Special Revenue		Capital Projects	Long-term Debt	
<b>ASSETS</b>						
Cash and cash equivalents	7,365,407.31	5,135,551.67	4,827,658.15	-	-	17,303,940.97
Receivables:						
Personal property taxes	2,559.06	-	-	-	-	2,559.06
Real estate taxes	317,828.99	6,470.22	-	-	-	324,299.21
Allowance for abatements and exemptions	(196,831.68)	-	-	-	-	(196,831.68)
Tax liens	62,486.49	-	-	-	-	62,486.49
Motor vehicle excise	145,023.55	-	-	-	-	145,023.55
Ambulance	-	25,681.67	-	-	-	25,681.67
Departmental	-	13,893.19	13,779.01	-	-	27,672.20
Betterments not yet due	-	12,685.50	-	-	-	12,685.50
Due from other governments	4,037.00	73,675.41	-	-	-	77,712.41
Other receivables	-	425,000.00	-	-	-	425,000.00
Foreclosures/Possessions	88,525.88	-	-	-	-	88,525.88
Amounts to be provided - payment of bonds	-	-	-	-	-	-
<b>Total Assets</b>	<b>7,789,036.60</b>	<b>5,692,957.66</b>	<b>4,841,437.16</b>	<b>(24,676.16)</b>	<b>13,360,000.00</b>	<b>31,658,755.26</b>

**Combined Balance Sheet - All Fund Types and Account Groups  
as of June 30, 2021  
(Unaudited) (cont.)**

	Governmental Fund Types			Fiduciary		Account		Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Fund Types		Groups		
				Trust and Agency	Long-term Debt			
<b>LIABILITIES AND FUND EQUITY</b>								
<b>Liabilities:</b>								
Warrants payable	358,444.31	100,928.04	101,722.46	19.61	-	-	-	561,114.42
Accrued payroll	1,186,007.37	13,595.52	-	6,952.02	-	-	-	1,206,554.91
Withholdings	207,050.33	-	-	-	-	-	-	207,050.33
<b>Deferred revenue:</b>								
Real and personal property taxes	123,556.37	6,470.22	-	-	-	-	-	130,026.59
Tax liens	62,486.49	-	-	-	-	-	-	62,486.49
Foreclosures/Possessions	88,525.88	-	-	-	-	-	-	88,525.88
Motor vehicle excise	145,023.55	-	-	-	-	-	-	145,023.55
Betterments not yet due	-	12,685.50	-	-	-	-	-	12,685.50
Other receivables	-	425,000.00	-	-	-	-	-	425,000.00
Ambulance	-	25,681.67	-	-	-	-	-	25,681.67
Ta filings	51,541.64	-	-	-	-	-	-	51,541.64
Agency Funds	-	-	-	68,670.34	-	-	-	68,670.34
Bonds payable	-	-	-	-	-	13,360,000.00	-	13,360,000.00
<b>Total Liabilities</b>	<b>2,222,635.94</b>	<b>584,360.95</b>	<b>101,722.46</b>	<b>75,641.97</b>	<b>-</b>	<b>13,360,000.00</b>	<b>-</b>	<b>16,344,361.32</b>
<b>Fund Equity:</b>								
Reserved for encumbrances	127,248.59	-	-	-	-	-	-	127,248.59
Reserved for continuing appropriations	866,590.74	-	-	-	-	-	-	866,590.74
Reserved for expenditures	500,000.00	-	-	-	-	-	-	563,293.45
Reserved for CPA open space	-	63,293.45	-	-	-	-	-	167,966.00
Reserved for CPA historic	-	167,966.00	-	-	-	-	-	283,784.58
Reserved for CPA community housing	-	283,784.58	-	-	-	-	-	591,874.12
Reserved for premiums	233,288.97	-	-	-	-	-	-	233,288.97
Undesignated fund balance	3,839,272.36	4,001,678.56	(126,398.62)	4,765,795.19	-	-	-	12,480,347.49
<b>Total Fund Equity</b>	<b>5,566,400.66</b>	<b>5,108,596.71</b>	<b>(126,398.62)</b>	<b>4,765,795.19</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,314,393.94</b>
<b>Total Liabilities and Fund Equity</b>	<b>7,789,036.60</b>	<b>5,692,957.66</b>	<b>(24,676.16)</b>	<b>4,841,437.16</b>	<b>-</b>	<b>13,360,000.00</b>	<b>-</b>	<b>31,658,755.26</b>

FY 2021 General Fund Budget Analysis					
	FY 2021	FY 2021			Closed to
	Revised Budget	YTD Expenditures	Encumbrances	Carry Forwards	Fund Balance
Town Counsel	140,000.00	102,512.00	-	-	37,488.00
Historical Commission	6,414.00	9,384.08	-	-	(2,970.08)
Board of Appeals	11,508.00	10,722.81	362.50	-	422.69
Finance Committee	300.00	180.00	-	-	120.00
Moderator	50.00	50.00	-	-	-
Selectmen	77,594.00	78,347.93	2,075.35	-	(2,829.28)
Copy Machine	9,000.00	22,122.69	1,095.68	-	(14,218.37)
Town/Fincom Reports/Town Mtg	7,000.00	4,932.21	-	-	2,067.79
Flag & Clock Care	1,475.00	1,637.49	-	-	(162.49)
Miscellaneous	17,300.00	25,784.60	-	-	(8,484.60)
Town Administrator	166,973.00	152,452.56	-	-	14,520.44
Small Capital	10,500.00	-	-	-	10,500.00
Town Accountant	128,677.00	126,306.61	46.15	-	2,324.24
Audit	32,500.00	32,500.00	-	-	-
Town Hall	304,174.00	317,333.22	309.99	-	(13,469.21)
<b>Total General Expenses &amp; Town Hall</b>	<b>913,465.00</b>	<b>884,266.20</b>	<b>3,889.67</b>	<b>-</b>	<b>25,309.13</b>
Citizen Recognition	275.00	-	-	-	275.00
Total Assessors	157,246.00	156,001.46	-	-	1,244.54
Treasurer	260,555.00	254,098.41	5,282.32	-	1,174.27
Town Clerk	106,734.00	105,094.53	46.25	-	1,593.22
Planning Board	117,579.00	116,574.88	-	-	1,004.12
Energy Task Force	3,500.00	-	-	-	3,500.00
<b>Total General Government</b>	<b>1,559,354.00</b>	<b>1,516,035.48</b>	<b>9,218.24</b>	<b>-</b>	<b>34,100.28</b>
Police Department & Station	1,763,977.00	1,730,590.34	3,435.00	-	29,951.66
Fire Department & Ambulance	666,506.00	639,757.88	21,919.98	-	4,828.14
Communications	418,339.00	401,987.63	4,264.93	-	12,086.44
Conservation Commission	156,357.00	144,155.31	11,364.10	-	837.59
Dog Officer & Animal Control	15,274.00	7,087.70	86.49	-	8,099.81
Building Inspector	39,544.00	31,016.87	-	-	8,527.13
Street Lighting	4,000.00	2,603.95	-	-	1,396.05
<b>Total Protection of Persons &amp; Property</b>	<b>3,063,997.00</b>	<b>2,957,199.68</b>	<b>41,070.50</b>	<b>-</b>	<b>65,726.82</b>
Board of Health	111,839.00	111,075.33	-	-	763.67
<b>Total Board of Health</b>	<b>111,839.00</b>	<b>111,075.33</b>	<b>-</b>	<b>-</b>	<b>763.67</b>
D.P.W. Admin & Other Highway	806,292.00	737,819.38	74.91	-	68,397.71
D.P.W. Construct. & Maint.	88,416.00	57,147.48	690.58	-	30,577.94
Snow And Ice Removal	90,350.00	90,350.08	-	-	(0.08)
Transfer Station	264,731.00	278,500.48	32,485.00	-	(46,254.48)
<b>Total Public Works</b>	<b>1,249,789.00</b>	<b>1,163,817.42</b>	<b>33,250.49</b>	<b>-</b>	<b>52,721.09</b>
Youth Commission	3,936.00	-	-	-	3,936.00
Council on Aging	229,071.00	204,362.38	796.19	-	23,912.43
Veteran's Agent	20,000.00	19,917.93	-	-	82.07
<b>Total Public Assistance</b>	<b>253,007.00</b>	<b>224,280.31</b>	<b>796.19</b>	<b>-</b>	<b>27,930.50</b>

	FY 2021	FY 2021	Encumbrances	Carry Forwards	Closed to
	Revised Budget	YTD Expenditures			Fund Balance
District Admin	183,539.00	176,059.65	-	-	7,479.35
School Committee	28,054.00	104,128.74	-	-	(76,074.74)
School Administration	331,028.00	304,879.05	-	-	26,148.95
Business Office	116,518.00	116,985.11	-	-	(467.11)
Regular Ed. Program	6,017,753.00	5,909,979.43	-	-	107,773.57
Student Services/Special Education	2,471,876.00	2,429,416.36	-	-	42,459.64
Texts, Regular Education	192,816.00	299,016.46	-	-	(106,200.46)
School Library	14,000.00	15,112.02	-	-	(1,112.02)
School Psychologist	222,191.00	335,081.95	-	-	(112,890.95)
Health Services	148,931.00	151,880.42	-	-	(2,949.42)
Student Activities	390,000.00	418,459.13	-	-	(28,459.13)
Sped Transportation	130,000.00	57,744.63	-	-	72,255.37
Educational Equipment	27,250.00	1,378.82	-	-	25,871.18
Student Activities	4,000.00	-	-	-	4,000.00
Custodial	540,680.00	544,191.56	-	-	(3,511.56)
Heating of Buildings	80,964.00	61,288.25	-	-	19,675.75
Utility Services	189,362.00	200,968.60	-	-	(11,606.60)
Maintenance of Grounds	4,094.00	44,991.11	-	-	(40,897.11)
Maintenance of Buildings	93,077.00	123,655.51	-	-	(30,578.51)
Maintenance of Equipment	66,150.00	70,306.74	-	-	(4,156.74)
Tuition to Mass. Schools	306,983.00	76,668.71	-	-	230,314.29
<b>Total Carlisle Public Schools</b>	<b>11,559,266.00</b>	<b>11,442,192.25</b>	<b>-</b>	<b>-</b>	<b>117,073.75</b>
CCRHS	7,458,297.00	7,458,297.00	-	-	-
Minuteman Regional	163,387.00	151,433.68	-	-	11,953.32
<b>Total Education</b>	<b>19,180,950.00</b>	<b>19,051,922.93</b>	<b>-</b>	<b>-</b>	<b>129,027.07</b>
Library	583,466.00	566,047.98	201.62	-	17,216.40
Gleason Library Building	61,979.00	60,743.57	950.00	-	285.43
<b>Total Library</b>	<b>645,445.00</b>	<b>626,791.55</b>	<b>1,151.62</b>	<b>-</b>	<b>17,501.83</b>
Recreation	196,191.00	180,037.22	-	-	16,153.78
<b>Total Recreation</b>	<b>196,191.00</b>	<b>180,037.22</b>	<b>-</b>	<b>-</b>	<b>16,153.78</b>
Blanket & Workmens Comp.	282,000.00	275,630.72	-	-	6,369.28
Group Insurance	1,383,530.00	1,095,023.26	722.50	-	287,784.24
Unemployment Compensation	50,000.00	12,326.01	-	-	37,673.99
<b>Total Insurance and Benefits</b>	<b>1,715,530.00</b>	<b>1,382,979.99</b>	<b>722.50</b>	<b>-</b>	<b>331,827.51</b>
Short Term Interest	1,000.00	-	-	-	1,000.00
Memorial Day	1,000.00	1,000.00	-	-	-
Reserve Fund	131,471.00	-	-	-	131,471.00
<b>Total Unclassified</b>	<b>133,471.00</b>	<b>1,000.00</b>	<b>-</b>	<b>-</b>	<b>132,471.00</b>
Middlesex County Retirement	1,057,819.00	1,057,819.00	-	-	-
<b>Total County Retirement</b>	<b>1,057,819.00</b>	<b>1,057,819.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
Retirement of Debt	680,000.00	680,000.00	-	-	-
Long Term Debt Interest	412,140.00	405,364.68	-	-	6,775.32
Tax Title Foreclosures	15,000.00	-	15,000.00	-	-
State & County Charges	54,924.00	54,924.00	-	-	-
Encumbrances	62,849.00	39,235.63	12,331.25	-	11,282.12
Transfers to Capital Fund	252,500.00	252,500.00	-	-	-
Transfers to Trust Funds (OPEB)	64,697.00	64,697.00	-	-	-
<b>Total Other Appropriations &amp; Encumbrances</b>	<b>1,542,110.00</b>	<b>1,496,721.31</b>	<b>27,331.25</b>	<b>-</b>	<b>18,057.44</b>
Articles - Town Hall	233,516.00	117,936.02	-	115,579.98	-
Articles - Police	144,424.00	72,689.77	-	71,734.23	-
Articles - Communications	3,112.00	-	-	3,112.00	-
Articles - Fire	89,735.00	10,949.61	-	78,785.39	-
Articles - A.D.A. Compliance	10,981.00	-	-	10,981.00	-
Articles - School	119,535.00	55,836.03	-	58,030.00	5,668.97
Articles - D.P.W.	243,000.00	242,971.00	-	29.00	-
Articles - Board of Health	127,748.00	-	-	127,748.00	-
Articles - Council on Aging	28,122.00	14,622.71	-	13,499.29	-
Articles - Library	19,049.00	12,595.01	-	6,453.99	-
Articles - Center Park	566.00	-	-	566.00	-
Master Plan	99,412.00	19,338.04	-	80,073.96	-
Municipal Facilities	432,978.00	119,270.32	13,707.68	300,000.00	-
<b>Total Articles</b>	<b>1,552,178.00</b>	<b>666,208.51</b>	<b>13,707.68</b>	<b>866,592.84</b>	<b>5,668.97</b>
<b>Total General Fund</b>	<b>32,261,680.00</b>	<b>30,435,888.73</b>	<b>127,248.47</b>	<b>866,592.84</b>	<b>831,949.96</b>

<b>FY2021 General Fund Revenue</b>			
			Variance
	Budget	Actual	Favorable (Unfavorable)
Personal Property Taxes	390,930.00	392,112.16	1,182.16
Real Estate Taxes	27,838,741.00	27,936,407.84	97,666.84
Abatements to Veterans	7,927.00	-	(7,927.00)
Veterans Benefits	5,765.00	15,469.00	9,704.00
Additional Assistance/Unrestricted	232,942.00	232,942.00	-
Chapter 70	1,012,143.00	1,016,719.00	4,576.00
Other State Revenue	162,585.00	168,005.00	5,420.00
Transfer from Special Revenue	53,000.00	69,058.38	16,058.38
Motor Vehicle Excise	875,000.00	960,676.00	85,676.00
Penalties & Interest on Taxes & Excises	50,500.00	89,063.65	38,563.65
Payments in Lieu of Taxes	6,500.00	6,291.00	(209.00)
Other Charges for Services	8,000.00	20,066.69	12,066.69
Fees	25,000.00	47,563.21	22,563.21
Departmental Revenue - Libraries	500.00	529.39	29.39
Departmental Revenue - Cemeteries	3,500.00	4,400.00	900.00
Departmental Revenue - Recreation	15,000.00	34,893.99	19,893.99
Other Departmental Revenue	10,000.00	8,793.53	(1,206.47)
Licenses and Permits	120,000.00	152,934.06	32,934.06
Fines and Forfeits	5,000.00	3,937.50	(1,062.50)
Investment Income	12,000.00	5,023.78	(6,976.22)
Medicaid Reimbursement	2,500.00	8,056.84	5,556.84
Miscellaneous Recurring	4,000.00	3,985.90	(14.10)
Miscellaneous Non-Recurring	10,000.00	30,555.95	20,555.95
	<b>30,851,533.00</b>	<b>31,207,484.87</b>	<b>355,951.87</b>

SPECIAL REVENUE FUNDS						
	Description	Beginning Balance	Revenue	Expenditures	Transfers In/(Out)	Ending Balance
<b>Federal Grants</b>						
19330	Water Holes	562.09	-	-	-	562.09
19376	DEA Forfeiture	13.90	-	-	-	13.90
19398	Food for Vulnerable Residents	-	5,000.00	(5,000.00)	-	-
24301	ESSER I/II (113/115)	-	19,900.00	(20,000.00)	-	(100.00)
24302	COVID School Reopening (102)	-	128,250.00	(122,440.80)	-	5,809.20
24303	Early Childhood SPED (298)	-	1,217.00	(1,217.00)	-	-
24304	FY21 COVID Prev Fund	-	16,125.00	(16,125.00)	-	-
24327	Teacher Quality (140)	-	7,588.00	(7,551.03)	-	36.97
24329	IDEA (240)	-	151,696.00	(151,696.00)	-	-
24330	Special Education (262)	-	9,007.00	(9,007.00)	-	-
24334	Title I	-	15,379.00	(15,379.00)	-	-
24371	SPED Program Improvement (274) FY09	-	2,736.00	(1,136.00)	-	1,600.00
24398	Title IV (309)	-	4,415.00	(3,609.38)	-	805.62
30	CARES	(10,112.16)	333,116.00	(410,089.70)	-	(87,085.86)
31	FEMA	(18,597.96)	63,790.10	(171,043.74)	-	(125,851.60)
32	ARPA	-	274,859.62	-	-	274,859.62
		(28,134.13)	1,033,078.72	(934,294.65)	-	70,649.94
<b>State Grants</b>						
19302	Polling Hours	2,980.17	479.19	(3,459.36)	-	-
19304	COA State Grant	-	12,360.00	(12,360.00)	-	-
19306	Library State Aid	31,144.94	7,415.56	(2,545.17)	-	36,015.33
19307	Arts Council	7,832.84	4,901.67	(4,565.47)	-	8,169.04
19331	Civil Defense	2,667.16	-	-	-	2,667.16
19341	Peer Assistant Grant	39.62	-	-	-	39.62
19346	BOH - Mini Grants	-	10,000.00	(3,245.00)	-	6,755.00
19350	State Firefighting Equipment Grant	-	10,000.00	(10,000.00)	-	-
19355	COA - Mini Grants	-	17,493.20	(17,493.20)	-	-
19361	911 Grants	-	40,079.16	(40,079.16)	-	-
19362	CHNA15 Grant	-	3,500.00	(2,585.00)	-	915.00
19370	LRTA	-	46,986.28	(46,986.28)	-	-
19377	Green Community Grant	1,806.41	-	-	-	1,806.41
19379	Solarize MA Grant	29.27	-	-	-	29.27
19385	State IT Grant	17,547.57	-	-	-	17,547.57
19387	State Grant - Complete Streets	-	-	(250,000.00)	-	(250,000.00)
19392	Med Project Grant	691.12	1,300.00	-	-	1,991.12
19393	Access for All Grant	-	11,935.00	(10,560.44)	-	1,374.56
19394	DPW MIIA Trench Grant	-	6,981.98	(6,981.98)	-	-
19395	MVP Planning Grant	-	27,000.00	(27,000.00)	-	-
19397	State Grant - Small Bridges	-	-	(61,250.00)	-	(61,250.00)
19399	State Recycling Grant	-	3,150.00	-	-	3,150.00
19400	Recreation Commission - Dog Park Grant	-	25,000.00	-	-	25,000.00
		64,739.10	228,582.04	(499,111.06)	-	(205,789.92)
<b>Receipts Reserved for Appropriation</b>						
19315	Conservation Commission Intents	6,638.35	4,399.50	(4,509.24)	-	6,528.61
19316	Cemetery Lots	12,606.48	1,600.00	(2,409.49)	-	11,796.99
19334	Ambulance Receipts	134,548.31	100,869.44	(53,000.00)	-	182,417.75
19383	PEG Access/Cable TV	336,917.32	101,455.62	(48,986.92)	-	389,386.02
19388	Transportation Network - Receipts Reserve	1,043.90	166.50	-	-	1,210.40
19396	Bond Premium Reserve	18,417.97	56,940.97	(46,723.00)	-	28,635.94
		510,172.33	265,432.03	(155,628.65)	-	619,975.71

SPECIAL REVENUE FUNDS (cont.)						
Description	Beginning Balance	Revenue	Expenditures	Transfers In/(Out)	Ending Balance	
<b>Revolving Funds</b>						
19309 Health 53E 1/2	41,027.57	95,514.00	(84,681.11)	-	51,860.46	
19311 Stickers 53E 1/2	124,438.98	47,470.50	(141,248.16)	-	30,661.32	
19312 Recreation 53D	119,789.23	153,567.67	(120,389.74)	(16,058.38)	136,908.78	
19314 Planning Board 53G	52,484.37	25,888.29	(19,054.97)	-	59,317.69	
19317 Insurance Refunds	5,939.19	27,347.46	(27,868.75)	-	5,417.90	
19329 Trail Maps	9,679.21	2,501.60	-	-	12,180.81	
19333 Youth Commission 53E 1/2	10,287.73	-	-	-	10,287.73	
19340 Zoning Board of Appeals 53G	799.34	863.51	-	-	1,662.85	
19342 Historical Commission 53E 1/2	510.00	650.00	(510.00)	-	650.00	
19344 Foss Farms/Garden Plots	3,968.88	2,000.00	(441.35)	-	5,527.53	
19354 Building 53E 1/2	116,907.05	137,811.56	(129,423.57)	-	125,295.04	
19357 Council of Ages 53E 1/2	41,300.50	8,048.00	(1,410.00)	-	47,938.50	
19360 Conservation Commission 53G	2,307.71	9,050.52	(3,653.30)	-	7,704.93	
19381 COA - Transportation 53E 1/2	7,191.40	1,020.00	(852.00)	-	7,359.40	
19389 Deer 53E 1/2	223.50	-	-	-	223.50	
19390 IOD Indemnity Fund (111F)	-	47,571.40	(47,571.40)	-	-	
28312 CEF	2,127.01	0.19	(698.00)	-	1,429.20	
28313 Ed Use of School Buildings	13,778.76	1,268.37	(658.79)	-	14,388.34	
28314 Libri Amissi/Lost Books	3,627.24	226.59	-	-	3,853.83	
28316 Athletic Account	154.86	28,060.00	(18,356.00)	-	9,858.86	
28318 School Gifts	99,348.41	8,953.16	(11,037.02)	-	97,264.55	
28319 Music	15,241.53	380.00	(1,999.00)	-	13,622.53	
28320 CSA	4,167.13	13,737.33	(14,555.56)	-	3,348.90	
28321 Play	665.14	-	-	-	665.14	
28325 Preschool Gift	110,744.74	144,532.50	(5,800.00)	-	249,477.24	
28326 Transportation Fees 53E 1/2	-	24,734.52	(719.13)	-	24,015.39	
28327 Circuit Breaker	289,646.00	165,926.00	(289,646.00)	-	165,926.00	
	1,076,355.48	947,123.17	(920,573.85)	(16,058.38)	1,086,846.42	
<b>Other Special Revenue</b>						
17 CPA - Affordable Housing	94,843.65	24.13	-	-	94,867.78	
20 CPA	2,421,839.82	674,414.29	(22,896.50)	-	3,073,357.61	
23 Title V Betterments	-	3,985.90	(3,985.90)	-	-	
18000 School Lunch	122,469.96	163,751.83	(157,690.88)	-	128,530.91	
19320 Library Gifts	7,797.14	45.63	(20.63)	-	7,822.14	
19321 Conservation Gifts	16,759.90	-	(30.00)	-	16,729.90	
19322 Police Gifts	-	48,000.00	-	-	48,000.00	
19323 Fire Gifts	4,961.65	-	-	-	4,961.65	
19324 COA Gifts	25,260.95	10,786.00	(1,789.80)	-	34,257.15	
19325 Recreation Gifts	5,289.92	-	-	-	5,289.92	
19326 Campbell Flag	19.00	-	(19.00)	-	-	
19328 COA Van/Transportation Gift	8,858.87	907.00	-	-	9,765.87	
19332 Roadway Reconstruction (Chapter 90)	(121,835.93)	57,379.83	(356,844.60)	-	(421,300.70)	
19335 Pathways Gifts	12,187.48	2.76	-	-	12,190.24	
19336 Town Gifts	34,476.84	-	(6,227.31)	-	28,249.53	
19337 Elderly/Disabled Aid	23,224.43	5.27	-	-	23,229.70	
19338 Restorative Justice	492.51	-	-	-	492.51	
19347 Library - Mini Grants	35,693.81	-	(11,001.42)	-	24,692.39	
19348 Trails Grant	54.11	999.00	-	-	1,053.11	
19358 Center Park Gifts	6,385.55	200.14	(723.75)	-	5,861.94	
19363 Wilson/Adresssen Gifts	2.64	-	-	-	2.64	
19365 School Building Commission Gifts	42.07	-	-	-	42.07	
19366 Title V Grant	886.93	-	-	-	886.93	
19367 Honor Roll Gifts	390.00	-	-	-	390.00	
19369 Public Health Grants	579.46	6,724.88	(6,890.57)	-	413.77	
19372 Carlisle Community Chorus Gifts	4,803.22	500.00	(899.00)	-	4,404.22	
19373 Friends of COA Grant	5,787.19	19,862.93	(23,449.62)	-	2,200.50	
19380 Trails Gifts	4,161.75	1,200.00	(2,381.75)	-	2,980.00	
19382 COA - Fuel Assistance Gifts	5,613.46	1,000.00	(500.00)	-	6,113.46	
19384 Veterans Commission Gift Fund	128.62	-	-	-	128.62	
	2,721,175.00	989,789.59	(595,350.73)	-	3,115,613.86	
<b>Total Special Revenue Funds</b>	<b>4,344,307.78</b>	<b>3,464,005.55</b>	<b>(3,104,958.94)</b>	<b>(16,058.38)</b>	<b>4,687,296.01</b>	

CAPITAL PROJECT FUNDS						
Description	Beginning Balance	Bond Proceeds	Bond Premium	Expenditures	Transfers In/(Out)	Ending Balance
60200 School Project	101,579.68	-	-	-	-	101,579.68
60300 Small School Project	5,471.39	-	-	-	-	5,471.39
60400 O'Rourke Land	635.76	-	-	-	-	635.76
60410 Ladder Truck	2,264.00	-	-	-	-	2,264.00
60420 Tanker Truck TM0415	(539,490.56)	464,000.00	39,500.00	-	36,500.00	509.44
60500 Banta Davis Fields	1,520.77	-	-	-	-	1,520.77
60900 Pathways	49,632.26	-	-	-	-	49,632.26
61300 Roll-Off Truck TM0509	107.82	-	-	-	-	107.82
61500 Goff-Moseley Land Purchase	(237,525.00)	204,000.00	17,525.00	-	16,000.00	-
61600 Communications Project	(2,510,378.85)	2,316,000.00	265,100.00	(165,411.15)	200,000.00	105,310.00
61700 One Ton Truck TM0419	(43,105.55)	43,000.00	2,355.31	-	-	2,249.76
61800 Wood Chipper	(47,644.69)	43,000.00	4,644.69	-	-	-
61810 Remove Underground Tank Generator	(7,312.50)	46,500.00	4,400.00	(32,707.75)	-	10,879.75
61820 DPW Septic/Trailer	(12,153.24)	184,500.00	17,600.00	(175,205.31)	-	14,741.45
61830 School Parking Lot Paving	(125,000.00)	214,000.00	24,000.00	(113,000.00)	-	-
65 CPA Capital Projects	39,262.15	-	-	-	(39,262.15)	-
<b>Total Capital Project Funds</b>	<b>(3,322,136.56)</b>	<b>3,515,000.00</b>	<b>375,125.00</b>	<b>(486,324.21)</b>	<b>213,237.85</b>	<b>294,902.08</b>

TRUST FUNDS							
Description	Beginning Balance	Revenue	Expenditures	Transfers In/(Out)	Ending Balance	None spendable Portion	Expendable Portion
82401 Blood School	4,349.12	0.96	-	-	4,350.08	500.00	3,850.08
82403 Gleason Clock	1,785.38	0.41	-	-	1,785.79	600.00	1,185.79
82404 Richardson Library	1,279.09	0.27	-	-	1,279.36	1,000.00	279.36
82406 Litchfield Cemetery	3,246.39	0.75	-	-	3,247.14	500.00	2,747.14
82407 Green Cemetery	6,438.84	1.48	-	-	6,440.32	1,000.00	5,440.32
82408 Green Public Grounds	2,577.58	0.56	-	-	2,578.14	1,000.00	1,578.14
82409 Green Sidewalk/Tree	8,027.04	1.83	-	-	8,028.87	1,000.00	7,028.87
82410 Green Library	1,279.27	0.27	-	-	1,279.54	1,000.00	279.54
82414 Mebne Library	275,231.46	62.55	(10,020.16)	-	265,273.85	81,249.41	184,024.44
82416 Perpetual Care	174,680.33	1,639.74	(3,638.00)	-	172,682.07	-	172,682.07
82418 Conservation	64,208.84	129.99	-	-	64,338.83	-	64,338.83
82420 Hollis Trust Fund	180,899.88	41.07	-	-	180,940.95	-	180,940.95
85822 Gleason Poor	11,909.71	2.71	-	-	11,912.42	8,192.27	3,720.15
85825 Heald Poor	512.17	0.13	-	-	512.30	200.00	312.30
85831 Robbins Loan	59,905.90	13.60	-	-	59,919.50	5,000.00	54,919.50
85832 Caroline Hill	170,260.92	38.16	(5,875.00)	-	164,424.08	62,578.70	101,845.38
85833 Titus Scholarship	15,879.96	3.60	-	-	15,883.56	3,000.00	12,883.56
85839 Lapham Scholarship	41,839.81	9.51	-	-	41,849.32	20,000.00	21,849.32
85841 Vivian Chaput Memorial Scholarship	3,131.38	0.69	-	-	3,132.07	-	3,132.07
29837 Stabilization	1,197,777.62	2,330.50	-	-	1,200,108.12	-	1,200,108.12
86000 OPEB Trust	1,960,207.90	530,923.98	-	64,697.00	2,555,828.88	-	2,555,828.88
	4,185,428.59	535,202.76	(19,533.16)	64,697.00	4,765,795.19	186,820.38	4,578,974.81

**Combined Balance Sheet - All Fund Types and Account Groups**

as of June 30, 2021

(Unaudited)

	Governmental Fund Types			Fiduciary Fund Types		Account Groups		Totals (Memorandum Only)
	General	Special	Capital Projects	Trust and Agency	Long-term Debt			
		Revenue						
<b>ASSETS</b>								
Cash and cash equivalents	7,365,407.31	5,135,551.67	(24,676.16)	4,827,658.15	-	-	-	17,303,940.97
Receivables:								
Personal property taxes	2,559.06	-	-	-	-	-	-	2,559.06
Real estate taxes	317,828.99	6,470.22	-	-	-	-	-	324,299.21
Allowance for abatements and exemptions	(196,831.68)	-	-	-	-	-	-	(196,831.68)
Tax liens	62,486.49	-	-	-	-	-	-	62,486.49
Motor vehicle excise	145,023.55	-	-	-	-	-	-	145,023.55
Ambulance	-	25,681.67	-	-	-	-	-	25,681.67
Departmental	-	13,893.19	-	13,779.01	-	-	-	27,672.20
Beitrifments not yet due	-	12,685.50	-	-	-	-	-	12,685.50
Due from other governments	4,037.00	73,675.41	-	-	-	-	-	77,712.41
Other receivables	-	425,000.00	-	-	-	-	-	425,000.00
Foreclosures/Possessions	88,525.88	-	-	-	-	-	-	88,525.88
Amounts to be provided - payment of bonds	-	-	-	-	-	-	13,360,000.00	13,360,000.00
<b>Total Assets</b>	<b>7,789,036.60</b>	<b>5,692,957.66</b>	<b>(24,676.16)</b>	<b>4,841,437.16</b>	<b>-</b>	<b>-</b>	<b>13,360,000.00</b>	<b>31,658,755.26</b>

# TAX COLLECTOR

## Schedule of Outstanding Receivables

As of June 30, 2021

### **Real Estate & Taxes**

Levy of 2021	\$ 208,079.96
Levy of 2020	\$ 74,951.62
Levy of 2019	\$ 31,010.96
Levy of 2018	\$ 3,747.35
Prior Years	\$ 39.10
<b>Total Real Estate Taxes</b>	<b>\$ 317,828.99</b>

### **Personal Property Taxes**

Levy of 2021	\$ 940.72
Levy of 2020	\$ 578.34
Levy of 2019	\$ 146.32
Levy of 2018	\$ 189.18
Prior Years	\$ 704.50
<b>Total Personal Property Taxes</b>	<b>\$ 2,559.06</b>

**Deferred Property Taxes** \$ -

**Taxes in Litigation** \$ -

### **Motor Vehicle Excise Taxes**

Levy of 2021	\$ 117,356.95
Levy of 2020	\$ 8,544.75
Levy of 2019	\$ 3,760.28
Levy of 2018	\$ 3,709.83
Prior Years	\$ 11,651.74
<b>Total Motor Vehicle Taxes</b>	<b>\$ 145,023.55</b>

**Tax Liens / Tax Title** \$ 62,486.49

**Tax Foreclosures / Tax Possessions** \$ 88,525.88

# TOWN TREASURER

The following is a summary of the financial records and balances of the Town Treasurer for the Fiscal Year ending June 30, 2021.

## CASH BALANCE

Cash Balance, July 1, 2019	Balance July 1, 2020	\$	16,116,920.60
<b>Cash Balance, June 30, 2021</b>	Balance June 30, 2021	\$	<b>17,303,930.99</b>

## ACCOUNT BALANCES

<b>Non-Interest Bearing Accounts</b>	<b>\$</b>	<b>0.00</b>
<b>Interest Bearing Accounts:</b>		
Century Bank	\$	238,404.61      448,664.37
Eastern Bank		3,991,867.64      3,080,465.62
Enterprise Bank		2,843,458.13      6,760,120.46
Unibank		4,746,330.91      589,550.20
Mass. Municipal Depository Trust		287,225.35      286,687.66
<b>Total Interest Bearing Accounts</b>	<b>\$</b>	<b>12,107,286.64</b>
<b>Combined Investment Fund:</b>		
Eastern Bank	\$	215,453.11      215,404.27
<b>Total Combined Investment Fund</b>	<b>\$</b>	<b>215,453.11</b>
<b>Trust Funds</b>		
Eastern Bank	\$	297,274.71      620,095.91
Enterprise		813,775.70      882,663.08
Mass. Municipal Depository Trust		1,314,381.95      1,311,921.46
Bartholomew & Company	\$	2,555,758.88      1,921,347.57
<b>Total Trust Funds</b>	<b>\$</b>	<b>4,981,191.24</b>
 <b>TOTAL CASH AND INVESTMENTS</b>	 <b>\$</b>	 <b>17,303,930.99</b>

# BOARD OF ASSESSORS

The Board of Assessors operates under the authority of Massachusetts General Laws and the Department of Revenue. In Carlisle, the Board of Assessors consists of three members who are elected to three-year terms. The Assessors' primary duty is to value all real estate and personal property in the town that is subject to taxation. The Board is to assess all properties at their full and fair market value as of January 1<sup>st</sup> preceding each fiscal year.

Assessors are required to submit these values to the Commonwealth of Massachusetts Department of Revenue for certification every five years. In the years between certifications, assessors must also maintain values. The assessors review sales and market activity every year and thereby monitor values each year. This is done so that the property taxpayer pays his or her fair share of the cost of local government.

Under Proposition 2 ½, Massachusetts' cities and towns are limited in the total property taxes that can be collected from one year to the next. Tax revenues cannot exceed 2 ½ percent of the prior year's allowable levy, with exceptions for revenue derived from new construction (New Growth), and citizen override elections.

Assessors are elected (in Carlisle) or appointed locally in Massachusetts's cities and towns. Massachusetts State Law requires assessors to list and value all real and personal property. The valuations are subject to an "ad valorem" basis for taxation, which means that all property should be taxed "according to value". Assessed values in Massachusetts are based on "full and fair cash value" or 100 percent of fair market value.

Assessors do not make the laws that affect property owners. Our Massachusetts Legislators enact tax laws. The Department of Revenue establishes various guidelines and regulations to implement the legislation. The assessors, in short, follow the procedures established by others to set the value of property. Market Value is set by buyers and sellers as they establish the worth of comparable properties through their transactions in the real estate marketplace. The Assessors also do not determine taxes. The Town itself determines the level of property taxation through its town meeting by voting on total spending for the Fiscal Year. Whether assessments increase or decrease, tax rates are adjusted annually to raise the revenue required to fund local government operations.

The 2021 fiscal year was a challenging year for the Carlisle Assessors Department. The department's principal assessor, Melissa Stamp, sadly passed away on November 4<sup>th</sup>, leaving the department without an assessor. A month later Melissa's administrative assistant, Marianne McInerney resigned, leaving the department without any staffing. The Board of Assessors and town administrator Tim Goddard subcontracted much of the department's work to Patriot Properties, and members of the board filled in as well on a temporary basis. In January, the town extended an offer to Brian MacDonald, who had been the principal assessor in Stoneham, to manage the assessor's office in Carlisle. The department is now in the early stages of looking for an assistant assessor who will provide additional field resources for the department. The

department's near-term objective is to mitigate the risk of having a situation again where there is no one on duty that can perform routine assessment work.

Kenneth Mostello, Chairman  
David Boardman  
Teresa Pauler Kvietkauskas  
Brian MacDonald, Principal Assessor

# AFFORDABLE HOUSING TRUST

## **What is the Carlisle Affordable Housing Trust?**

The Carlisle Affordable Housing Trust (CAHT) was established by the Town of Carlisle through a Declaration of Trust in 2006 for the purpose of providing for the preservation and creation of affordable housing in the Town of Carlisle. In 2019, the Trust absorbed the responsibilities of the Carlisle Housing Authority. In 2021, Town Meeting approved a bylaw that reorganized the membership of the Trust and reaffirmed its financial and legal powers.

The Trust is administered by seven Trustees, at least one of whom is a member of the Select Board. The remaining six members are Carlisle residents appointed by the Select Board. The Declaration of Trust authorizes the Trustees “to acquire by gift, purchase or otherwise, in accordance with procedures set forth in the Declaration, real estate and personal property, both tangible and intangible, of every sort and description . . .” in furtherance of the Trust’s purpose.

## **Mission**

The Trust (CAHT) voted on its mission statement at its June 2021 meeting:

“It is our goal to purchase or otherwise develop one affordable property per year or whatever the budget will allow in order to provide one family at a time the opportunity to live in Carlisle where they otherwise would be unable to afford it.”

## **Events and Accomplishments**

During the first half of 2021, the CAHT focused on developing its mission statement and the warrant article for the Declaration of Trust which passed in June.

In January, the CAHT applied to the Community Preservation Committee (CPC) for a grant of \$125,000 to help defray costs being incurred by Neighborhood of Affordable Housing, Inc. (NOAH) to repair the septic system at Benfield Farm. The grant was ratified by Town Meeting in June and the Trust continued to monitor progress at Benfield in repairing the malfunctioning septic system which was only finished in late November.

The trust also applied for and received a grant of \$100,000 from CPC to be able to fund hiring a consultant to produce a new Housing Production Plan (HPP), do due diligence on any properties which might come up for sale, and to develop any parcels which may be town owned that would be appropriate for housing.

The Trust was pleased to be informed by the Metropolitan Area Planning Council (MAPC) that their application for a grant to fund the creation of a new HPP was granted in the amount of \$20,000. The CAHT went on to engage with MAPC to write the HPP. Work is underway, and a new HPP committee has been formed which includes representatives

of the School Committee, DEI Committee, Planning Board, Select Board, Council on Aging, a developer, and residents at large.

During the second half of 2021, the Trust spent some time recruiting new members due to the new bylaw which required replacement of three Select Board Members. Effort was made to search for and attract members who had experience with affordable housing, and to extend invitations to residents who represent the BIPOC community.

Unfortunately, little progress was made toward encouraging the bank owner of the foreclosed income-restricted condominium unit at Rocky Point to do what is necessary to prepare the property for marketing and sale to a qualified buyer.

The Trust continues to keep in touch with Habitat for Humanity of Greater Lowell, looking for an opportunity to find a property that can be developed with affordable housing that fits the neighborhood. Habitat works closely with a family advocate, churches, and schools to support new residents in a town and has not had one foreclosure in the 50 homes they have built. Habitat does the land inspection, the work leading up to building and conducts the required Fair Housing lottery. They also have experience with septic systems which is helpful for us in Carlisle. This is would also provide a great opportunity for residents to get involved in community service in town.

Current members:

Maureen Deery  
Gina Fox  
Carolyn Ing, Secretary  
Mark Levitan, Treasurer  
Bertide Neptune  
Kate Reid, Co-Chair  
Beverly Shorey, Co-Chair

# BOARD OF HEALTH

During the Year 2021 SARS-CoV-2 (COVID-19) response activities continued to dominate all aspects of the work of the Carlisle Board of Health as reported below. The Board is grateful to the Citizens of Carlisle for their patience and understanding as the Board worked to guide the Town through the ongoing pandemic.

The Board of Health expresses heartfelt thanks to Health Agent Linda Fantasia and Assistant Health Agent Kris Gines for the dedication they bring to work every day and for their hard work to keep Carlisle residents, employees, and visitors safe. For Linda and Kris, there have been no boundaries between work and home since the beginning of the pandemic, as they stayed on top of the COVID-19 situation seven days a week and put in many uncompensated hours. We thank them for their selfless support.

**COVID-19 – Reopening Massachusetts** was a four-phase approach initiated by Governor Baker the previous year to allow for a safe resumption of social, educational and commercial activities based on public health guidance and community transmission data. Under this plan, lower risk activities were allowed to open before higher risk ones. Massachusetts moved into **Phase IV (“New Normal”)** on March 22, 2021. The reopening plan called for ending restrictions when vaccines became widely available, and effective May 29, 2021, all industries were permitted to open.

**COVID Planning** – Under Sector Specific Protocols, local businesses and organizations were required to file a COVID-19 safety plan with the Board of Health. The Board provided recommendations using CDC Guidance and data on community transmission rates. The Board worked with the School Department on in person summer school plans and with the Recreation Department on the Summer Fun Program. Staff would monitor students and attendees and wellness checks would be conducted when children were dropped off by parents. Both programs ran well without major COVID incidents. The Board met with the Old Home Day (OHD) Committee on the event to be held in June. The OHD Committee proposed a modified event to allow for social distancing with the possibility of a second OHD in September. Throughout the year, the state continued to change local requirements in response to the ever-fluctuating COVID transmission rates. Being able to pivot in response to the pandemic became a never-ending task for the Board and Health Department staff.

**Clinics and Testing** –Pfizer, Moderna and Jansen vaccines became available in early 2021 DPH prioritized vaccination eligibility based on CDC guidelines starting with the elderly, health care workers, essential personnel and people at high risk. Health Dept. staff spent many hours onboarding with PrepMod and Color, software applications used by the state for ordering vaccine and documenting vaccinations in Mass Immunization Information System (MIIS). When an issue arose in the federal supply chain for vaccines, the state turned to mass vaccination sites in place of local clinics. The Towns of Carlisle and Concord organized eight clinics for 400+ First Responders, 700+ high school age students, and 1500+ grade school

students. Booster shots were also made available at the clinics. Vaccines were administered by private vendors with Health Dept. staff responsible for organizing and staffing the clinics. The Board also helped with the planning for a Regional Public Clinic which was later replaced with state vaccination sites. By the end of the year Carlisle had reached an 85% vaccination rate of eligible residents.

In addition to state sponsored “Stop the Spread” testing sites, the Carlisle Fire Dept. offered free PCR testing to residents and workers in Carlisle. Thousands of tests were administered by Carlisle EMS. Rapid at-home antigen tests also became available. One drawback to at-home tests is that they are not reportable to the state and therefore do not get counted in the state’s surveillance system.



The Board is extremely grateful to the Board’s new Public Health Nurse, Tricia McGean RN of Emerson Hospital Home Care, for her help with the clinics. McGean was also responsible for isolation and quarantine follow up in Carlisle. This work went above and beyond the part-time position originally planned. Carlisle residents were very lucky to have access to such a competent and professional medical person during the pandemic.



**Mask Mandate** - Community Transmission rates dropped significantly during the spring of 2021 but rose precipitously in late summer with onset of the Delta and Omicron Variants. In response to this surge in local cases, the Board of Health imposed an Indoor Mask Mandate for all public buildings and facilities open to the public as of September 1st. The Board continued to review the Mandate on a regular basis, but it remained in place throughout 2021 because of the high transmissibility of these variants.

In November twelve petitioners filed a Civil Rights Complaint against the Board of Health, Health Agent, Library Director and Town Administrator over the mandate. The case is still being adjudicated.

### **Thank You**

The Board is extremely grateful to the Council on Aging, Local Emergency Planning Committee, Carlisle Fire and Police Departments, School Department, Select Board and the COVID Task Force for their assistance throughout the year. It was not an easy year for the town, but the pandemic demonstrated the importance of protecting health at the local level. 2022 looks to be a better year.

**2021 COVID Cases (laboratory confirmed)**

	<b>Total</b>	<b>Males</b>	<b>Females</b>	<b>Median Age</b>
<b>18 and older</b>	192	106	86	46
<b>17 and younger</b>	74	38	36	11
<b>Overall</b>	266	144	122	

**Senior Flu Clinic on October 1, 2021** – This was again a drive-thru clinic organized by the Board and Council on Aging. Walgreen’s Pharmacy administered the vaccinations with on-site assistance of the Health Department, Board of Health, COA, and Police. Over 100 seniors received their flu shots. The Board is very grateful to St. Irene’s Church for hosting the event in the church parking lot and to Walgreen’s Pharmacy for offering their professional staff and expertise.

**Grants** – The Board joined with six neighboring communities in receiving a \$300,000 Public Health Excellence Grant from the state for each of the next three years. This funding will be used to supplement local capacity on a regional basis. It will include hiring a PHN, Health Inspector and Health Educator who will work for the region. The Concord Carlisle Community Chest also agreed to extend the timeframe for the \$10,000 received the previous year. A portion of this funding was used to help offset COVID nursing costs and to fund a webinar for parents and teachers on how to deal with children’s anxiety and mental stress because of the pandemic.

**Land Use Permitting** - In April 2021 Garrison Place, a 16-unit age restricted development, reported that all units were finally occupied and requested a Certificate of Compliance (COC) for the septic system. The Board confirmed that the septic escrow was funded, verified the septic sampling data, and the preparation of an Operations and Maintenance Manual (O&M) for the COC. The preponderance of larger multi-family developments and concern about their management teams’ abilities to provide ongoing regulatory reporting and compliance is prompting the Board to establish best management practices within the Health Department for these developments.

System Upgrades for failed single family systems continued to take up much of the Board’s time. Complications arising from winter installations, site limitations and zoning issues required numerous resubmittals of some plans. Requirements for a COC was finally satisfied for a Hanover Road property with a complicated septic installation history. Still Meadow, a 15-lot subdivision off West Street, was reviewed and approved. Soil testing was also conducted for 2 lots off Curve Street, a multi-family development off South Street, 2 lots on Stearns Street, and 5 lots off East Riding Drive. A request for an Accessory Apartment (AA) on Old East Street required a system upgrade agreement to move forward and another AA permit was issued for a barn on Bellows Hill Road. The Board approved four deed restrictions to allow owners to add additional rooms that would not be used as bedrooms.

**Benfield Farms** – The septic system and apartment building are owned by the Neighborhood of Affordable Housing (NOAH). The Soil Absorption System (SAS) has been in Title 5 failure since

May of 2019 due to breakout in the leaching area and inconsistent performance of the nitrogen removal pre-treatment unit. As ordered by the Board in 2019 Benfield Farms is operating as a tight tank system (similar to a septic tank except that the waste is pumped out regularly instead of discharging to a leaching area). NOAH was required to execute an Enforceable Agreement to have the upgrade operational by November 30<sup>th</sup> for having failed to upgrade the system within the two years allowed by Title 5. As of the end of 2021 the system has still not been upgraded and Benfield remains on a tight tank. Representatives of Board of Health, Housing Trust and Select Board are working to find a path to resolution with NOAH. The approximate timeline of events is shown below.

- May 2019 - Title 5 failure. Start of two-year window for replacement, per MA Title 5.
- January 2021 - NOAH and Meridian Engineering proposed design for new leaching field. Extensive testing revealed unsuitable soils in many areas and the replacement field site was chosen accordingly, requiring new groundwater mounding studies and a legal opinion on the use of land under the adjacent Restrictive Agreement and Conservation Restriction.
- May 2021 – Title 5 window for replacement of failed system closed without a new system in place.
- May 2021 – Enforceable agreement signed by NOAH, with November 30, 2021, deadline for replacement system to be operational.
- October 2021 - relocated septic field finally approved; installed in November.
- November 30, 2021 – Deadline missed for operational replacement system.
- End of 2021 - Pre-treatment system not operational and Benfield remained on a tight tank.

**Hazardous Waste Collection** – the annual event was held on 10/23/21. One Hundred Seventy-Six cars attended which was the largest turnout ever experienced by the Board. The Board also considered but did not recommend participating in a Regional Hazardous Waste Agreement as proposed by the Energy Task Force in May. This is a state-organized plan under which towns would agree reciprocally to offer access to their hazardous waste disposal days to those from other towns that belong to this plan.

**Water Quality Issues** - Per-and polyfluoroalkyl substances (PFAS) are a group of chemicals used in the manufacturing of a variety of everyday products. In June the Board met with staff from the MA Drinking Water Section and UMass to assist with the state sponsored well sampling for PFAS. The state was interested in developing a baseline for communities with more than 60% private wells. Thirty-two Carlisle households volunteered for the program. All Public Water Supplies are also required to test. High levels of PFAS were found in the Gleason Library and Town Hall drinking water supplies as well as in some private residential wells. The state is working with homeowners on appropriate mitigations. Ferns Country Store went on a boil water order following a failed drinking water sample. The store owners are working with the Board and the state on a source approval for a new well. The Board also worked with Clark Farm Stand to approve a small grey water septic system for the stand. It was determined that a Public Water Supply would not be required as long as there are no restrooms installed on the property.

**Health Dept. Staffing** – The Board submitted a request for additional hours for the Assistant for FY22, but the request was not supported by the Select Board or FinCom. The COVID pandemic provided one more data point demonstrating the ongoing need to prepare and plan for

emergencies while still managing the burgeoning level of routine public health and land use activities. An aging population, high demand for land use permits, and ongoing non-pandemic health issues continue to strain the 1.75 FTE hours budgeted for the Health Dept. staff.

**Town Elections** - Two candidates moved forward following the Town Caucus. Elections were held on June 22<sup>nd</sup> and David Erickson and Patrick Collins joined the BOH.

<b>Board Members</b>	<b>Term Expires</b>
Tony Mariano, Chairman	2022
David Erickson, Vice-Chairman	2024
Cathy Galligan, Treasurer	2022
Jean Barry	2023
Patrick Collins	2024

The Board would like to thank retiring members Donna Margolies and Todd Thorsen who for many years contributed their time and talents to the Town. The Board is very grateful for their service particularly during the pandemic.

**Health Department Staff**

- Linda Fantasia, Health Agent
- Kris Gines, Assistant Health Agent
- Tricia McGean, Public Health Nurse
- Ralph Metivier, Pump and Well Inspector
- Gene Delano, Animal Inspector
- Matt Svatek, Animal Inspector
- Deb Toher, Field Driver/Barn Inspector

**Consultant Services**

- Rob Frado, Technical Consulting Group

The Board is grateful to Ralph Metivier, Pump and Well Inspector, for his continuous contribution to the private well permitting process and to Gene Delano and Deb Toher for conducting numerous barn inspections for the state. The Board is also grateful to Rob Frado of Technical Consulting Group for his continued support and professional contributions.

**FY 21 Year End Summary of Board of Health Accounts and Grants**

Board of Health Operating Account #01519 –FY 21 Appropriated \$110,096.00

Beginning balance was **\$110,096.00**. Ending balance was **(-\$716.83)**

Returned to General Fund:

- License fees and copies \$2,836.66

BOH Special Articles: #01517. Ending Balance was \$6,394.46

- #52418 Disease Prevention: The beginning balance was \$505.98 with an ending balance of: \$505.98.
- #52421 Water Resource Protect: The beginning balance was \$5,888.48 with an ending balance of \$5,888.48

Board of Health 53E ½ Revolving Account #19309

Beginning balance was \$41,027.57. Income was \$95,514.00. Expenses were \$26,090.00 for wages and \$58,591.11 for contractual. Ending balance was \$51,860.46. This account reflects ongoing engineering, consulting and inspectional services paid for through fees collected.

Community Septic Loan Program (Carlisle no longer participates in the CSLP) –Program total of eight loans were administered: one betterment remains outstanding

- Outstanding Loan Balances \$12,685.50
- Interest from regular tax billing \$713.95

Title 5 Administrative Grant Account #19366

Beginning and ending balance was \$886.93. Funding provided by the state to offset staff costs for administering the Septic Loan Program.

Public Health Grants Account #19369 –

- Mass. Health Officers Association Award \$8,982.00. Expenses: Staffing \$1,999.77; Consultant/vendors \$4,747.00; Supplies \$1,668.23.
- Other Expenses \$567.00. Ending Balance -0-
- Commonwealth Medicine ending balance of \$425.97

Concord Carlisle Community Chest Grant #19346 - \$10,000. Expenses PHN workshops \$1,045.00; “Managing Anxiety & Depression in the Classroom” workshop \$3,000.00. Ending Balance \$5,955.00

Public Health Emergency Preparedness (PHEP) Region 4AB

Verizon cell phone and iPad for 12 months	\$1,799.42
Attendance at Mass. Health Officers Annual Conference (2)	900.00
Mass. Association Health Board Annual Membership	150.00
Annual Membership 2021 Mass. Health Officers Assoc.	120.00
Two Surface Pro 2 with Microsoft 1 year licensing	<u>1,460.32</u>
	<u>\$4,429.74</u>

Miscellaneous Supplies

- 4 sandwich boards
- Signage for Vaccination clinics
- Folding tables
- Rolling cooler
- PPE

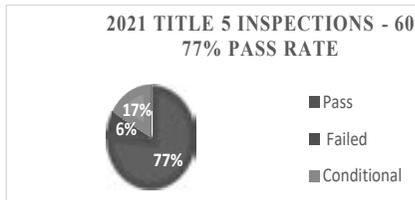
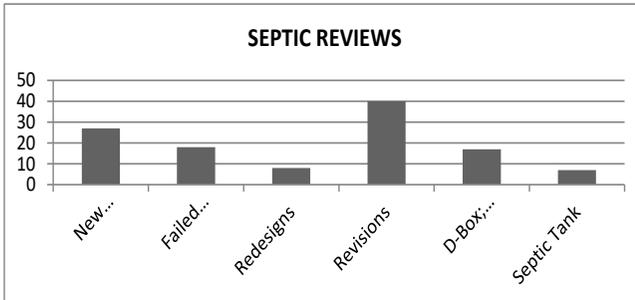
This is a Mass. DPH collaborative grant with the towns of Bedford, Carlisle, Concord, Lincoln, Weston, Sudbury, and Wayland for the purpose of building local capacity through supplemental public health services.

**2021 ANNUAL STATISTICS**

<b>Customer Service</b>	<b>Per Month</b>
Counter Visitors	24
Phone Calls	85
File review Requests (phone and internet)	60

**Septic Permit Allocations – 117 Septic Permits**

27 New Construction, 18 Failed Systems, 8 Redesigns, 40 Revisions, 17 D-Boxes and Other Repairs, 7 Septic Tank



*Title 5 Inspections: 60 Title 5 Inspections, 77% pass, 6% fail, and 17% conditional*

<i>New Wells</i>	<i>Decommissioned</i>	<i>Repairs</i>	<i>Irrigation</i>	<i>Total Fees</i>
<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$2170</b>

<b>Senior Flu Clinic</b>	<b>128</b>
<b>Confirmed Reportable Diseases</b>	
Babesiosis	3
Borrelia Miyamotoi	
Cyclosporas	
Legionella	
Hepatitis B	2
Hepatitis C	
Influenza	4
Lyme Disease	21
SARS (COVID-19)	266
HGA	5

<b>Food Establishments</b>	<b>17</b>
o Churches, School	5
o Residential Kitchens	2
o Farmers Market	1
o Food Service/Retail	1
o Ice Cream Stands	2
o One-Day Food Permits	6
<b>Barn Inspections</b>	<b>76</b>
o Animals Tested	5
o Animal Bites Reported	6
<b>Hazardous Waste</b>	<b>176</b>
<b>Septic &amp; Well Licenses</b>	<b>40</b>
Septage Haulers	15
Water System Installers	2
Septic System Installers	23

# BUILDING COMMISSIONER

During the period January 1, 2021 through December 31, 2021, 248 building permits were issued as follows, and \$98,902.16 collected in fees, which were turned over to the Town Treasurer. The Building Inspector addressed 2 zoning issues and complaints.

## Number of Permits

	2	New Dwelling
3	Addition	
141	Alteration	
1	Garage	
16	Porch/Deck	
1	Barns	
4	Woodstove	
4	Pool	
50	Roof	
29	Solar	

## INSPECTOR OF WIRES

During the period January 1, 2021 through December 31, 2021, 260 electrical permits were issued and \$17,337.50 collected in fees and turned over the Town Treasurer.

## PLUMBING INSPECTOR

During the period January 1, 2021 through December 31, 2021, 114 plumbing permits were issued and \$5,602.50 collected in fees, which were turned over to the Town Treasurer.

## GAS INSPECTOR

During the period January 1, 2021 through December 31, 2021, 124 gas permits were issued and \$4,165.00 collected in fees, which were turned over to the Town Treasurer.

# COUNCIL ON AGING

## **Mission**

The mission of the Carlisle Council on Aging (COA) is to promote active aging by providing services, connection, and enrichment to residents ages 60 and older, and to offer social services and support to residents of any age.

The COA is the human services department within the Town of Carlisle, overseen by a volunteer Board of Directors. The COA provides outreach, social services, advocacy, information, and referral, and plans and implements programs to address the emotional, intellectual, and physical health and wellness needs of seniors. The COA also assists residents of any age with benefits, social services, and emergency needs.

## **Funding**

The Council on Aging is supported through the Carlisle town budget, as well as the Friends of the Carlisle Council on Aging (FOCCOA), the Lowell Regional Transit Authority (LRTA), the Executive Office of Elder Affairs (EOEA), and the Concord- Carlisle Community Chest. We are grateful for the support of these community partners.

## **COA Staff Changes and Reorganization**

Staff transitions and reorganization were completed in 2021. Peter Cullinane, our part-time Licensed Social Worker, retired at the end of May and worked closely with Carol Grueneich to ensure a smooth transition for his clients. Carol and Linda Cavallo-Murphy officially assumed their full-time roles as Social Services Manager and Program Manager in July. Our part-time Transportation Coordinator, Debbie Farrell, retired in August, and Myriam Fleurimond, part-time Program Assistant, was promoted to the new full-time position of Transportation and Office Manager. Having four full-time staff has enabled us to distribute responsibilities in a manageable way while increasing our capacity to develop new programs and projects and increase the depth and breadth of our services.

## **Accomplishments and Highlights**

The ongoing COVID-19 pandemic continued to profoundly impact the landscape on many levels and required flexibility and creativity to recalibrate how best to support Carlisle seniors. Early in the year we worked with the Town Clerk to ensure all residents 60 and older were entered in our database. A request in the Mosquito enabled us to obtain hundreds of email addresses from seniors who wanted to receive ongoing vaccine updates. When the vaccine became available, we emailed eligible residents by age group to alert them when appointments opened at the Lowell General Hospital clinic. We heard from more than 100 people that these emails enabled them to secure appointments when the state website had no availability. COA staff also booked 38 appointments by phone for seniors who were unable to use the online system. Our dedicated COA drivers provided 58 rides to and from vaccine appointments, assisting some of our most vulnerable residents with this critical need.

While responding to the need for vaccine appointments was a priority in the early part of the year, we worked concurrently to address food insecurity, anxiety, social isolation, and loneliness, all of which have increased substantially throughout the pandemic.

### **Nutrition**

We collaborated with Open Table to offer the Healthy Helpings Meal Box program in Carlisle. This program enables seniors in financial need to receive meal boxes twice per month which include healthy prepared meals, produce, and shelf-stable groceries. We also applied for a \$5,000 grant from the Greater Lowell Community Foundation (GLCF) which was awarded in February. The GLCF funds enabled us to supplement the Healthy Helpings program with meal boxes from Lowell-based UTEC which featured fresh chef-prepared meals, seasonal produce, and assorted kitchen staples. We mailed outreach flyers describing these programs, and twenty-seven households received regular distributions of meal boxes.

Through the generosity of the Concord-Carlisle Community Chest and St. Irene Church we were able to provide Market Basket gift cards during the holiday season to 75 households in financial need, including seniors, residents under 60, and families. In addition, our dedicated volunteer Meals on Wheels drivers delivered 2,214 meals to 14 households, providing nutrition as well as ongoing human connection to homebound residents. Thank you to Myriam Fleurimond for assisting our Meals on Wheels volunteers with the transition to a new app-based management system.

We continued to offer monthly drive-through meals with an average of 88 seniors participating at each event. We also held several outdoor, in-person food events during the summer months. We want to thank the Carlisle Fire Department, St. Irene Church, and Carlisle Congregational Church for allowing us to use their sites for drive-through meals.

### **Social Isolation**

Social Services Manager Carol Grueneich led several support groups during the year to offer peer support, connection, and coping strategies for caregivers. She also facilitates a bimonthly virtual coffee hour and Senior Moments at Ferns.

We received a competitive grant from CHNA-15 for a program entitled Voices of Experience, Sharing Your Personal Narrative. This enabled us to run two sessions of a six-week storytelling class led by the Brooklyn Comedy Collective for 12 seniors per session. Participants worked on crafting their personal narratives to share during two community Zoom events. These events were well attended, and participants were enthusiastic and skilled at sharing their stories. Participants reported that the program lessened their focus on the pandemic, reduced feelings of isolation, and led to new social connections.

We also received a grant from the Massachusetts Councils on Aging to develop a movement and dance therapy program to address social isolation, particularly among seniors living with memory loss or Parkinson's disease. COA staff, volunteers, and caregivers received training on movement therapy and non-verbal communication and participated in two Joy of Movement dance events facilitated by a movement therapist. Carol Grueneich did an outstanding job spearheading both grant projects.

We provided weekly Mah Jongg lessons to 22 seniors through two separate sessions, beginning on Zoom in March and moving to in-person during the summer. The two groups continue to play weekly, forging new friendships while enjoying the cognitive benefits of learning and playing this game of strategy, skill, and luck.

Twelve seniors were able to take part in a Boston Symphony Orchestra rehearsal concert series with round trip transportation from Carlisle. This program is subsidized by the Friends of the COA and offered at no cost to those in financial need. Participants were very enthusiastic about this opportunity and greatly enjoyed the first concert in November.

As the holiday season approached, the COA created cheer bags for 100 seniors. These bags included holiday, practical, and creative items purchased through the generosity of the Friends of the Carlisle Council on Aging. COA staff and drivers delivered the bags in mid-December.

### **Programs**

Linda Cavallo-Murphy did an excellent job of creatively curating a dozen virtual programs encompassing travel, history, music, and art, each attended by an average of 40 seniors. Health and wellness offerings covered a range of topics including the aging visual system, plant-based eating, improving posture, and designing an optimal exercise program. A new online Balance and Agility class was added to our fitness offerings, all of which were done through Zoom this year.

On October 1<sup>st</sup> the COA and the Board of Health provided an outdoor, drive-through flu clinic for 126 seniors at St. Irene Church. Vaccines were administered by Walgreens, and the Board of Health, COA, and Police Department worked together to ensure the clinic ran smoothly.

The COA is grateful to the many volunteers who provided 2,344 hours of service this year. Many thanks to Clyde Kessel, who manages our Medical Equipment and SHINE programs. Clyde's efforts enabled seniors to have continued access to essential medical equipment as well as individual phone and Zoom appointments for Medicare information and counseling. Our appreciation as well to Maxine Crowther, COA Board Member and Principal Production Volunteer, who produces the COA's electronic newsletters. These newsletters provided weekly updates on COA and other community events and activities, as well as resources and information of interest to seniors.

### **Initiatives and Advocacy**

The COA medical equipment loan program found a new home, relocating from the Highland Building to a new shed at Town Hall. The shed, which was purchased using COA revolving funds, makes it easier for COA staff to respond to medical equipment requests and provides storage for additional COA items, freeing up our limited office space.

The COA presented a proposal which was approved by the Board of Assessors to increase the annual limit of the Carlisle Senior Tax Worker program from \$1,000 to \$1,500. This increase enables senior tax workers to work an additional 35 hours per year, adding high-value, low-cost labor to the town and increasing property tax relief available to participating seniors.

We established the Community Services Work Group, which includes members from the Board of Health, Police and Fire Departments, Carlisle Public Schools, and local churches. The purpose of the group, which meets bimonthly, is to share information and build relationships among town employees and community leaders who provide support to residents in need, and to address gaps in community services. The group is working to develop coordinated outreach strategies to better identify and support residents in need and researching grants available to address service gaps.

**COA Statistics**

In 2021, Seniors represented 30% of Carlisle’s population with 1624 residents ages 60 and over. The following statistics provide more detail on services provided and numbers served.

<b><u>COA Event Participation</u></b>	<b><u>Duplicated</u></b>	<b><u>Unduplicated</u></b>
Community/Health Education	639	287
Meals/Nutrition	1360	241
Cultural	873	270
Fitness/Exercise	1260	54
Health Screening/Clinics	306	171
Recreation/Socialization	1161	311
Other Programs	427	108
<b>Total</b>	<b>6026</b>	<b>644*</b>

\*Total unduplicated numbers do not equal the sum of each category, as seniors often participate in multiple events.

<b><u>COA Service Statistics</u></b>	<b><u>Duplicated</u></b>	<b><u>Unduplicated</u></b>
Transportation	1220	78
Medical Equipment	145	62
Case Management	318	124
Check-In/Follow Up	470	191
Information/Referral	97	85
Outreach	1571	802
<b>Total</b>	<b>3821</b>	<b>856*</b>

\*Total unduplicated numbers do not equal the sum of each category, as seniors often receive multiple services.

**COA Staff**

Director: Joan Ingersoll  
 Program Manager: Linda Cavallo-Murphy  
 Social Services Manager: Carol Grueneich  
 Transportation and Office Manager: Myriam Fleurimond  
 Drivers: Carl Cline, Lois Hartley, George Payne, Dick Russell, Dana Smith, Emily Stewart

**COA Board of Directors**

Council on Aging Board members provide support, guidance, and insight through monthly meetings and regular communication. Thank you to the following members who served on the COA Board during calendar year 2021:

**COA Board and Associate Members**

Ann Quenin, Chair	Wendy Barrow	Abha Singhal
Ann James, Vice Chair	Elisabeth Bojarski	John Ballantine (Associate)
Jerome Lerman, Treasurer	Maxine Crowther	Amy Livens (Associate)
Verna Gilbert, Secretary	Sally Hayen	Deborah O'Kelly (Associate)

# ZONING BOARD OF APPEALS

In 2021 the Zoning Board of Appeals (ZBA) met eleven (11) times for fourteen (14) new applications. This included eight (8) special permit applications, three (3) variance applications, one (1) Earth Permit, one (1) Amendment to prior decision and one (1) Appeal of Administrative Decision requested as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40A (The Zoning Act) and the Town's Zoning Bylaws.

The ZBA consists of three (3) Full Members that are appointed by the Board of Selectmen. Additionally, the Board of Selectmen may appoint up to four (4) Associate Members to serve on the ZBA. Associate Members may attend all ZBA hearings and can serve as a Full Member when a regular Member or Members cannot sit for a particular hearing. All ZBA hearings are open to the public and are typically held the first Monday of the month at Town Hall when there is a petition to be heard. Pursuant to the Governor's Executive Order concerning Open Meetings during the COVID-19 crisis, there was no in-person attendance for the first five (5) meetings in 2021, participation was entirely remote utilizing the teleconference application Zoom Meeting. Beginning with the July meeting, the Board returned to in person meetings. All hearings are advertised in the Concord Journal, Lowell Sun or Carlisle Mosquito for two consecutive weeks prior to the hearing. Additionally, the ZBA hearing is posted on the Town Clerk's Bulletin Board no less than fourteen days in advance of the scheduled hearing. *The Rules and Regulations of the Town of Carlisle Zoning Board of Appeals* and the *Town of Carlisle Zoning Bylaws* are available from the Office of the Town Clerk for a nominal fee. These documents are also available on the official Town of Carlisle website, [www.carlislema.gov](http://www.carlislema.gov), under the "Community Resources" menu, "A-Z Directory".

The ZBA is charged with granting variances and certain special permits as identified in the *Town of Carlisle Zoning Bylaws*. Additionally, the ZBA is charged with the issuance of comprehensive permits as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40B. The ZBA is not charged with the enforcement of the Town's Zoning Bylaws. Rather, the Building Commissioner has the initial responsibility for interpreting and enforcing the zoning bylaws. This responsibility includes the duty to enforce the conditions of a variance or special permit issued by the ZBA. If a townspeople has reason to believe that the Zoning Bylaws or conditions directed under a special permit or variance are not being complied with, the appropriate process is to make a written request to the Building Commissioner to enforce the Zoning Bylaw or conditions in question. The Building Commissioner's decision is subject to review by the ZBA.

In 2021, the Board granted seven (7) special permits, two (2) variances, one (1) Amendment of a prior decision and one (1) Earth Permit. The Board denied one (1) Appeal of Administrative Decision, accepted one (1) withdrawal without prejudice of a variance and continued one (1) Special Permit into 2022. Table 1 provides a summary of the petitions heard by the ZBA. Table 2 summarizes the outcomes of each petition heard by the ZBA during 2021. Table 3 provides a list of all active special permits and includes the expiration date for each one.

The Board would also like to offer our sincerest thanks and appreciation to the other Town departments, staff and Boards that have provided their guidance and leadership upon various

occasions.

Looking forward, the Board, in its adjudicative role in support of land-use planning for Carlisle, will remain mindful of its responsibilities to be fair and equitable in the application and administration of local and State zoning ordinances.

Members:

Travis J. Snell, Chair

Manuel Crespo, Clerk

Steven W. Hinton

Gretchen Anderegg, Associate

Eric Adams, Associate

W. Jay Lee, Associate

**Table 1 : 2021 Petitions heard by Zoning Board of Appeals**

	Granted	Denied	Withdrawn	Extended/Review	Active
Petitions for Variance	2		1		
Applications For Special Permits	7				
Comprehensive Permits					
Comprehensive Permits Modifications					
Appeals of Administrative Decision	1				1
Earth Moving	1				
Amended Permit	1				
Total	12				

**Table 2 – 2021 Zoning Board of Appeals Hearings**

<b>Applicant</b>	<b>Date of Hearing</b>	<b>Date of Decision</b>	<b>ZBA Action</b>	<b>Expires</b>
NOW Carlisle 225 LLC	1/4/21	1/18/21	Grant in accordance with Article VIII of the General Bylaws an Earth Moving License to cut and fill earth material from portions of the property located at Bedford Road/Kay's Walk	
Eric Hamilton	2/1/21	2/15/21	Grant Variance under Section 7.5 to build a deck 34 feet from the lot line where 40 feet is required under section 4.3.2 at 652 Lowell Street	
Peter Donohoe	2/1/21	2/15/21	Grant Special Permit under Section 3.2.2.9 to continue teaching small group class at 41 Trillium Way	11/4/23
Cheryl and Daniel Fouche	4/5/21	4/20/21	Grant Variance for relief from Section 4.1.3.2 to allow a single Family dwelling on a lot where the depth of the lot is less than 40 feet to the street at 1139 Westford Street	
Gretchen and Peter Nelson	4/5/21 5/3/21	5/17/21	Grant Special Permit to increase the habitable space in existing house from 2115 sq ft to 2792 sq ft and build unheated porch on a cabin under Section 6.3 at 868 Concord Street	
Emma Boettcher	5/3/21	5/17/21	Grant Special Permit to operate part-time all outdoor nursery school under Section 3.2.2.3 at 60 Ledgeways	5/3/22
Lauren and Matt Marolda	6/7/21 7/12/21 8/8/21		Withdrawn without prejudice application for Varianceto build a garage at 190 Lowell Street	
Justin and Elizabeth Daglish	6/7/21 8/8/21	8/22/21	Deny petitioners' request for zoning enforcement 27 Old East Street	
Lauren and Matt Marolda	9/13/21	9/27/21	Grant Special Permit to replace existing non-conforming garage 22 feet from lot line where 40 feet is required under Section 4.3.2 at 190 Lowell Street	
Kevin Walker	10/4/21	10/18/21	Grant Special Permit under Section 3.2.2.9 for the continued operation of a landscape business at 305 Rutland Street	11/21/26
Eric Adams Angus Beasley	10/4/21	10/18/21	Grant amendment to Petition BOA 1909 SP to reconfigure parking spaces in rear of property withoutincreasing number of spaces at 21-23 Bedford Street	

Robert Kvietkauskas	11/1/21	11/15/21	Grant Special Permit under Section 3.2.3.1.6 for continued operation of insurance brokerage business at 50 School Street	11/7/26
Steven Robinson	12/6/21		Continued to 1/3/22 application for Special Permit to increase habitable space at 87 Bingham Road	
Joel Port	12/6/21	12/20/21	Grant Special Permit under Section 3.2.2.9 for the operation of garden design and garden construction business at 57 Wolf Rock Road	12/6/23

**Table 3 – 2021 Zoning Board of Appeals Active Permits**

\*These permits require periodic review of conditions for adequacy, without which the permit expires prematurely. The first date is the expiration date for the permit; the asterisked date is the premature expiration date if no review of conditions has been applied for by the business.

Name	Location and Type of Permit	Expiration Date
Blake Duffy	Landscape Business 247 North Street Special Permit	2/4/22
Scott Jenney	Landscape Business 303 Brook Street Special Permit	4/1/22 *4/1/21
Eric Lawson	Landscape Business 239 Lowell Street Special Permit	5/6/22
Linda Rubenstein Carlisle Canines	Operation of Commercial Kennel 134 Ember Lane Special Permit	6/3/20 Appeal Pending
Kendra Thyne	Yoga Classes 46 Concord St Special Permit	8/5/22
Barney Arnold	Riding Academy and Stable 225 Lowell Street Special Permit	8/5/22
Peter Donohoe Donohoe Training At the Barn	Training Classes 41 Trillium Way Special Permit	10/4/23
Robert Kvietauskas	Professional Office 50 School Street Special Permit	11/7/26
Kevin Walker	Landscape Business 304 Rutland Street Special Permit	11/21/21
Nadia Puttini	Yoga Classes 518 Rutland Street Special Permit	10/4/22
H. La Rue Renfroe Assurance Technology	Professional Offices 68-84 South Street Special Permit	1/22/24
Red Magnolia Realty Trust William and Dean Luther Carlisle Auto Body	Automotive Body Repair Shop 673 Bedford Street Special Permit	2/5/28 *2/1/23
70 Bedford Road LLC Robert Koning	Building for the U.S. Post Office 70 Bedford Road Special Permit	6/30/38 *6/30/28
Emma Boettcher	Operation of All outdoor nursery school 60 Ledgeways Special Permit	5/3/22
Joel Port	Garden design and Garden construction Business 57 Wolf Rock Road Special Permit	12/6/23

# POLICE DEPARTMENT

Annual Report for the Year Ending December 31, 2021

To the citizens of Carlisle, I am honored to present this report detailing the work accomplishments and achievements of the Carlisle Police Department for the year 2021.

The Police Department utilizes traditional enforcement methods, Community Policing concepts, and Problem Solving strategies to combat crime in Carlisle. The Police Department employs ten (10) full time sworn officers and eight (8) part-time sworn officers to deliver an exceptional level of law enforcement services to our community. We also have 3 retired police officers that serve as Traffic Officers to assist with traffic related needs in town. From January to December 2021, the Police Department handled 13,401 calls for service, an increase of 1,641 calls when compared to 2020.

Our mission remains: “ To provide professional police service in partnership with the community through mutual respect and cooperation.” Our department takes a proactive approach to solving crimes as well as deterring them before they happen.

The COVID-19 pandemic changed some important aspects of how we provided service to our residents and other customers, but it did not change the commitment and dedication our members served with each day. We took an active role with the Local Emergency Planning Committee (LEPC). The Committee met either weekly or bi-weekly to plan Carlisle’s response to the pandemic. Members of the Committee dedicated hundreds of hours keeping Carlisle residents and guests safe.

We appreciate the support of our community partners including: the citizens of Carlisle, town departments, The Central Middlesex Police Partnership (CMPP), Communities for Restorative Justice (C4RJ), Domestic Violence Victim Assistance Program (DVAP), and the Northeast Massachusetts Law Enforcement Council (NEMLEC).

Department members received important annual use-of-force and firearms training. The required 4-day annual in-service training was moved from an on-line format back to the Lowell Police Academy. Some of the specialty training received by members included: Firearms Instructor, Search & Seizure Updates, Publics Records Law, Criminal Law Updates, NEMLEC SWAT & RRT training, Sexual Harassment, Police Prosecutor, Accreditation, and Conflict of Interest.

There are sixty-two cities and towns that make up the Northeast Massachusetts Law Enforcement Council (NEMLEC). Carlisle has been a member of the organization since 2003. Regional law enforcement councils provide an effective resource for towns and cities of all sizes. NEMLEC provides assistance to member communities with Special Weapons & Tactics (SWAT), Regional Response Team (RRT), School Threat Assessment Response System (STARS) and Critical Incident Stress Management (CISM). Sergeant Stephen Mack is currently assigned to the

Regional Response Team (RRT) and Chief Fisher is currently assigned as the Control Chief for SWAT & RRT.

The COVID-19 pandemic continued to have an affect on the landscape of police work in Carlisle. Members did not stop as many cars for motor vehicle infractions, but other work, calls, and infractions either increased or stayed consistent. Officers continued to patrol of course and calls like property checks at Carlisle buildings actually increased (8537 in 2020, 10,259 in 2021).

Identity Thefts, including unemployment scams, continued to be an issue. This followed nationwide trends. Freedom of information requests (FOI) increased dramatically also and will be tracked going forward. In 2021 we answered over 50 requests, many of them were very time consuming.

The accomplishments set forth in this report could not have been met without the extraordinary contributions of the police officers and civilian dispatchers at the Carlisle Police Department. I am very proud of the dedicated and compassionate work they perform each day.

We look forward to providing Carlisle residents and guests the highest level of professional law enforcement services. We will strive for crime reduction through proven techniques and approaches. Solving quality of life issues and working closely with the public is our goal. We sincerely appreciate the support we receive from our community. It is this cooperative effort that makes our community a special place to live and work.

<b>STATISTICS</b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b>Accidents</b>	37	46
<b>Alarms</b>	222	260
<b>Animal Complaints</b>	132	144
<b>Assault and Battery</b>	9	0
<b>Sexual Assaults</b>	0	1
<b>Breaking and Entering</b>		
Residence	2	4
Vehicle	2	1
<b>Court Activity:</b>		
Arrests	27	17
Citations	68	19
Warnings	49	417
Restraining Orders	5	1
<b>Disturbances Calls</b>	30	18
<b>Domestic Disputes</b>	12	13
<b>Property Checks</b>		
House checks	604	1274
Business/town buildings	7933	8985
<b>Larcenies</b>		
General	26	34
Motor Vehicle	0	1
ID Theft	94	24
<b>Liquor Violations</b>	2	0
<b>Drug Violations</b>	0	5
<b>Log Entries</b>	11,760	13401
<b>Missing Persons</b>	7	5
<b>Malicious Destruction</b>	9	18
<b>Motor Vehicle Stops</b>	622	469
<b>Psychiatric Concerns</b>	9	13
<b>Suspicious Activity</b>	289	353
<b>Obscene/Harassing Phone Calls</b>	42	36
<b>Traffic Complaints</b>	56	76
<b>Car Seat Install</b>	0	6

**POLICE DEPARTMENT  
FOR THE YEAR ENDING**

**DECEMBER 31, 2021**

**EMERGENCY TELEPHONE: 9-1-1  
BUSINESS TELEPHONE: (978) 369-1155**

**FULL-TIME OFFICERS**

John C. Fisher	Chief of Police
Leo T. Crowe	Lieutenant
Scott Barnes	Sergeant
Stephen M. Mack	Sergeant
Andrew Booth	Sergeant
Paul Smith	Patrol Officer
Christopher Arguoyan	Patrol Officer
Andrew Corwin	Patrol Officer
Michael Fauteux	Patrol Officer
Kerry Baxter	Detective

**SPECIAL OFFICERS**

Mark A. Schofield  
Royce Taylor IV  
William Burgess  
Christian Seminatore  
Richard Tornquist  
Jared Layman  
Christopher Peach  
Gregory Balzotti

**TRAFFIC OFFICERS**

Steven F. Otto  
Thomas Whelan  
Richard Hodgson

**CONSTABLES**

John C. Fisher  
Scott Barnes  
Leo Crowe

## FIRE DEPARTMENT

This year the department worked to fill the needs of the town brought on by the Covid-19 pandemic in addition to our regular mission. We were able to provide staff for a number of functions that were not required before the pandemic. This included a gatekeeper for Town Hall and staff to assist in keeping town functions safe. A service that we provided the town this year was free PCR tests at the fire station. We had a number of members who made sure it was staffed daily and did a very efficient job handling the testing. The members who did much of this work were Amanda Shorey, Alden Harring, Katherine Sorrows, Kai Tang, Ann Mulgrew and Deb Kablotsky. Burt Rubenstein as EMS coordinator handled the administration of the service and called all of the residents who tested positive.

During the pandemic, the station has also become a place where town activities are able to continue in a safe manner. On any given day, the bays were used for haircuts, exercise or dance classes, a pinewood derby, or food distribution. The groups who used our facility understood the need to not interfere with emergency response, and it allowed activities to continue that were needed for the mental, physical and social health of our residents.

The department continues to have challenges recruiting and training personnel. Community members who believe that they have an aptitude for Fire or EMS service to our community should speak to a member of the fire department or contact the Fire Chief. A number of personnel have retired or moved away including long time members Tom Bishop (25 years), Douglas Stevenson Sr (39 years) and Doug Torgerson (5 years). We were glad to bring on a number of new members this year: Lauren Herschelmann, Kai Tang, Grace Schneider, Meletios Dounis and Andrew Keene. In 2020 we focused heavily on recruiting and training EMTs and now have number of them trained. This year we focused heavily on training firefighters. The pandemic posed some difficulties in training this year and new approaches needed to be utilized at times to keep the members safe. In addition to our training, Doug Stevenson Jr, Dan DeRoche, Katherine Sorrows and Deb Kablotsky completed the Firefighter I/II class and certification at the Massachusetts Fire Academy in Stow. Our fire officers also completed a number of both online and in person professional development opportunities to strengthen their skills, and Deputy Svatek completed a substantial amount of the work toward his Master's degree in the area of Fire Service Administration.

We obtained a \$100,194 federal grant for new extrication tools and a new Self Contained Breathing Apparatus (SCBA) compressor which is essential for our operation. We were fortunate to obtain the funding within weeks after our 35 year old compressor suffered catastrophic failure. Deputy Svatek specified the requirements of the new system and oversaw its installation. We also obtained a state grant for communications and disaster preparedness equipment and obtained the gift of a 1995 era rescue boat from the Maynard Fire Department, which is a great improvement over the 1950's era rowboat it replaces.

We have fully implemented the new state of the art radio system that the town invested in. The system provides full coverage in the town as well as to the hospitals. With our new system being fully interoperable and meeting the newer standards we have also been able to obtain state funds for additional equipment. Deputy Svatek has also taken the lead on the implementation and

programming of the new radio system. The fully interoperable radios will also greatly help us in both providing and receiving mutual aid, as was shown in the extreme situation when we were able to communicate when the department sent a team mutual aid team to southern Louisiana after their hurricane.

Our aging fleet of vehicles has been maintained in very good condition by a team led by Captain Koning. Our first due (first to respond to a structure fire incident) engine was built in 2000 and the ladder truck was built in 2001. Keeping all of our vehicles and equipment excellent condition is essential to our success when there is an emergency and we are thankful for the care and hard work the maintenance team puts into their work.

We have challenges with the size and configuration of the station. We have set up the structures that were obtained for Covid Vaccinations to help temporarily house equipment, but the station will require significant investment to fit the current needs. We are looking forward to working with the Public Safety Facility Committee on how this can be resolved in the future.

We did hold a number public education events with children at the public schools and the scouts. Some of these were virtual but we were able to safely have some of them here at the station. We hope to be able to return to offering public events going forward as the pandemic restrictions are lifted.

I want to recognize the men and women who serve the town as members of the Fire Department. Their willingness to train extensively and provide availability to respond to calls means that we can continue to operate as an on-call department and provide the dynamic response required for a town without pressurized water sources. It is an honor to lead a team as dedicated and capable as the Carlisle Fire Department.

Bryan Sorrows

Chief of the Fire Department

## FIRE AND EMS STATISTICS

Fire Call Type	Count
Appliance Fire/Problem	3
Assist at medical	2
Assist Police	4
Brush Fire	3
Fuel Leak	2
Gas Leak	4
Inv'n by Officer Only	11
Inv'n: Alarm - CO	21
Inv'n: Alarm - Commerical	2
Inv'n: Alarm: Master Box	11
Inv'n: Alarm: Residential	57
Inv'n: Electrical Inside	1
Inv'n: Inside/Outside Odor	3
Inv'n: Odor Inside	6

Inv'n: Smoke/Fire Inside	3
Inv'n: Smoke/Fire Outside	6
Invest'n Gas Alarm inside	4
Lightning Strike W/No fire	1
Lockout - House	1
Motor Vehicle Collision	13
Motor Vehicle Fire	1
Mutual Aid given	1
Prepare Landing Zone	1
Rescue, Water, etc	2
Special Service/Lock Out	8
Structure/Building Fire	2
Water Problem	4
Wire Fire/ Problem Outside	10
<b>Total Fire Calls</b>	<b>196</b>

EMS Transport:	172	71.37%
ALS Dispatched:	129	53.30%
ALS Treat/Transport	72	29.88%
<b>Total EMS Calls</b>	<b>241</b>	

Emerson	88	51.16%
Lahey	76	44.19%
(Mass General, Beth Israel, Childrens', BMC, Lowell)	8	4.65%

Inspections:	
Alarm/bldg plans +Review	3
Courtesy SD/CO Inspection	8
Elevator Inspection Fire Alm	1
Fire Drill	1
LP Gas Inspection	18
Oil Burner Inspection	8
Oil Tank Insp	11
Other Inspection/Permit	5
Public Building Inspection	4
School Inspection	4
Smoke/CO Alarm Final	109
Smoke/CO Alarm Prelim	4
Sprinkler System Review/Inspect	2
Tank Removal Inspection	3
<b>Grand Total</b>	<b>181</b>

## CONSERVATION COMMISSION

The Carlisle Conservation Commission was established in 1965 as a seven-member town board with volunteers appointed by the Board of Selectmen for three-year, renewable terms. In addition to administering the Wetlands Protection Act and Carlisle Wetlands Bylaw, the Commission provides the town with experience in engineering, farming, environmental law and education, wildlife biology, wetland science and habitat protection. This year two new members joined the Commission, Nick Ognibene filled the vacancy of retiring Angie Verge and Brian Murphy filled the position of retiring Ken Belitz. During this second year of Covid-19 Pandemic the Commission again continued to hold its hearings virtually via Zoom. Agendas, meeting dates, deadlines and filing information, including full wetlands applications and plans were posted on the Town of Carlisle website: [www.carlislema.gov](http://www.carlislema.gov) for public review. In recent years the Commission had been reviewing particularly challenging projects. This did not end because of the pandemic. One particularly challenging project was submitted in November 2019 and a decision only issued in August 2021 because of extended drought complications. The Commission met 21 times during 2021, on par with pre-covid meeting schedules and addressed not only wetlands permitting, but also management of approximately 1175 acres of Town-owned Conservation lands.

**Wetlands Permitting:** As can be seen in the chart below, this was a busy permitting year for the Conservation Commission. Most of the Conservation Commission's work is wetlands permitting for projects proposed that could alter protected wetland resource areas or proposed within the 100-foot Buffer Zone. Alterations include tree and shrub removal as well as construction projects that may include grading and filling close to or within wetlands. Because water travels beyond property lines, wetland law, bylaw and the regulations were promulgated to provide a process to ensure protection of these sensitive public resources from damage during and after projects and to protect other properties from damage by the proposed work. It allows abutters and other residents a chance to review what is proposed to assess any potential negative impacts. Failure to apply to the Commission for a permit can lead to enforcement action, a potentially time-consuming activity for both the property owner and the Commission. COVID-19 restrictions did not change requirements but new procedures for site visits, holding remote hearings, approving and issuing permits had to be adapted and adopted.

This year many wetlands filings were submitted for permitting lots and common driveways associated with the subdivision of the nearly 130-acre Valentine family farm known and Stillmeadow Farm, located on West and Acton Streets.

The Commission receives fees from applicants under both the WPA and the Bylaw to help offset the expenses to the town for implementing applicant's wetlands filings. In 2021 the Commission returned \$15,450.50 to the Town's General Fund and increase of 58% from 2020. WPA Fees for filings are separately managed by the Commission under the direction of the Select Board. This year \$5,528.61 were received, an increase of 32% from 2020.

To assist property owners who need to remove up to two or three trees in a 100-foot Buffer Zone or other jurisdictional area, the Commission now provides an Administrative Approval procedure. In 2021 nine residents took advantage of this streamlined procedure.

In 2020, the Commission had the following wetlands permitting activity:

ACTIVITY	2019	2020	2021
Applications			
Notice of Intent/Order of Conditions	23	15	32
Amendments to Orders of Conditions	3	2	4
Request for Determination (RDA/DOA)	8	7	5
Resource Area Delineation (ANRAD)	1	1	1
Order of Resource Area Delineation (ORAD)	0	1	3
Certificates of Compliance	20	27	14
Extensions to Orders of Conditions/ORAD	9	3	2
Enforcement Orders	7	6	7
Emergency Certificates/Administrative Approvals	4	13	14
Conservation Restriction Violation	3	1	0
Project Denials/Appeals	2	1	0
Conservation Land Use Permits	15	13	17
Camping Permits	1	1	2

### Conservation Land Management Challenges

With the onset of COVID-19, the value and appreciation of Carlisle’s many public open spaces and trails became apparent; their use was significantly increased by the public for dog walking, family outings, hiking and biking. In concert with the Trails Committee signs had been posted to remind visitors to keep socially distanced, to wear a mask and to maintain control of their dogs. By the end of the year the signs could be removed. In addition to the challenge of heavy public use, this year two conservation lands were subject to significant construction.

**Carlisle Cranberry Bog:** The ongoing challenge for the future of the management of the former Cranberry Bog on the Cranberry Bog Conservation Land continued under the Cranberry Bog Working Group (CBWG) via Zoom meetings. When active cranberry harvesting ceased after 2016, the Cranberry Bog Alternatives Committee (CBAC) researched several options for this popular conservation land as outlined in the 2019 Town Report. The CBWG was formed and sought and received \$5,000 through a warrant article to fund a consultant to assist with a wetlands filing for a restoration and management plan to convert the land to open wetland meadow habitat. While the Commission develops its management plan long-time farmer Mark Duffy maintains the bog area. Meanwhile the Commission continues its communication with the Chelmsford Conservation Commission regarding management of our abutting Cranberry Reservation conservation land.

**Greenough Dam:** This 20-year repair challenge was finally resolved this year and resulted in the first of two major construction projects undertaken on conservation land. Since the year 2000 the Conservation Commission has worked toward stabilizing the 90-year-old Greenough dam. Over the years it sought and received funding for the required studies, a design for a new spillway and other needed repairs and all applicable, multi-agency permits. This year it secured \$775,000 in CPA funds and the repair was finally undertaken and nearly completed, stabilizing a critical piece of infrastructure on the Greenough Conservation Land for well into the future. Although not all bills are in at year's end, a substantial amount of CPA funds will be returned to the CPA. The Commission was well-represented on the site by resident and civil engineer Bill Risso. The Department of Public Works (DPW) also gave essential support to this project. Early in the year the DPW removed trees that had grown on the dam and while the project was underway, cleared vegetation along the access driveway to the dam from Maple Street. The Greenough dam not only creates Greenough Pond but also provides a critical link in the trail system extending from Foss Farm Conservation land up through the U.S. Fish and Wildlife Refuge through Greenough Conservation Land to Maple Street near the boundary with the Town of Billerica. With 255 acres, the Greenough Conservation Land is the Commission's largest conservation property and provides a significant length of an important protected corridor along much of the eastern side of Carlisle along the Concord Wild and Scenic River.

**Russell Conservation Land:** At the beginning of the year this relatively new 22-acre property on Russell Street was still in a recovery stage from construction work undertaken for wetlands replication/compensatory storage constructed in support for the Garrison Place Senior Residential Open Space Community. By the end of the year a planned boardwalk over a tributary to Spencer Brook to complete pedestrian trail access was built by the Trails Committee. Treatment of a dense stand of Japanese knotweed located near wetland was undertaken. Monitoring for regrowth of the knotweed will continue to be challenge. The Russell Conservation Land abuts Spencer Brook and features a large mature forest, open fields and riverine and pond habitat. There is currently no on-site parking area for trail visitors. Although the meadow areas are available for agriculture such as hay or grazing, a farmer has not yet been licensed.

**Benfield Conservation Land:** This conservation property became the second property owned and managed by the Conservation Commission to undergo a major construction project in 2021. The open fields support the 26-unit Benfield Farms housing septic field and the public water supply well. Because of the continuing evidence of breakout from the septic field the Carlisle Board of Health required further testing on the land which confirmed the need to replace and relocate the septic field. The Neighborhood of Affordable Housing (NOAH), owner of the housing submitted a Notice of Intent for replacement of the system which was approved once both the Commission and the Carlisle Conservation Foundation (CCF), the grantee for the Conservation Restriction on the property, were convinced that it met the requirements of both the CR and the Wetlands Protection Act. The installation occurred during the late fall of 2021. For this project, again the DPW provided help with the access to the site. The Commission's planned work to complete restoration of the field edges along the stonewall had to be postponed.

**Foss Farm Conservation Land:** The Conservation Commission continued to provide multiple activities for the public. Over 100 community garden plots are disked in the spring by farmer

Mark Duffy, who has held the license agreement for farming approximately 20 acres of Foss Farm Conservation Land for many years. Volunteer Garden Manager, Jack O'Connor, continued to maintain the hand pump water supply wells (non-potable), assign plots to new and long-time gardeners and, with some other volunteer help, stake out plots in the spring. He was assisted this year by Jonathan DeKock, Assistant Garden Manager. The Community Gardens are a volunteer driven activity with administrative support provided by the Commission staff. In 2021 the Community Gardens continued to be a particularly valuable way for people to interact safely distanced in-person with fellow gardeners during the pandemic. Area youth and adults use the property's riding rings for horse jumping and dressage training and help with Foss Farm maintenance by mowing the non-agricultural field area near the rings. In November, after the harvest, the Carlisle Cub Scouts held their annual all-day rocket launch event. Other outdoor Boy Scout gatherings, including outdoor evening meetings and a camp out were also held to allow them to gather outdoors during COVID. Another long-time activity on this property has been sled dog training. However, this year was the first year where no one requested a permit to train sled dogs, an activity that has taken place on this property since the early 1940's. Foss Farm provides an important and a popular trail connection to the 321-acre Carlisle section of Great Meadows National Wildlife Refuge, the former O'Rourke property off Maple Street, and to the 255-acre Greenough Conservation Land beyond.

**Woodward Conservation Land.** In 2017 Carlisle purchased two agricultural lots from the Woodward family totaling 6.05 acres on Maple Street for conservation and agricultural purposes with funds from CPA and from the CCF land trust. These fields are available for grazing and after a two-year interruption in which invasive plants spread, sheep and goats finally grazed during the fall. In 2021 the Commission acquired the deed for an abutting 32.4 acres. The land was an open space parcel that came as part of the Woodward Village Residential Open Space Community (ROSC). The new land is a primarily forested low-lands and wetlands with a large vernal pool. Previously existing trails already connect to trails leading from Foss Farm and Greenough Conservation lands. A newly built trail leads to the top of the only hill. This acquisition adds to the already large, protected land area along the Concord River as noted above, now with over 683 acres.

**Towle Conservation Land:** The Conservation Commission continued its initiative to address invasive exotic plants and noxious poison ivy on the Towle Conservation Land. The Commission has an Order of Conditions for use of herbicide within the wetland jurisdictional areas of Towle. During the summer and late fall Towle field was mowed twice by field mower Jack O'Connor as is the usual practice. Jack again mowed in coordination with licensed applicator, John Bakewell who treated poison ivy and invasive plants on the field; significant improvement has been made over the years. Also underway on Towle is an effort to encourage native pollinators and to explore mowing management alternatives of the field. This year a nearly 2-acre section of the property was withheld from mowing as an experiment. The area will need to be monitored for both invasive plants and poison ivy. Beaver became established in the interior of the Towle Conservation Land during the fall of 2021 dramatically changing the hydrology of the interior of the land. Many trees have been girdled and several beaver dams both within the Towle property and on private land downstream have created an extensive ponded area, requiring a trail to be relocated. Earlier in the year the Commission became aware of unpermitted commercial drone activity underway within Towle field. The Towle land is

outside the 5-mile radius of Hanscom Air base and has intermittently been a target for drone operators, both commercial and private. Because of the potential of impact to both visitors quiet use and to wildlife, especially during bird nesting season, a permit is required for this activity.

**Agriculture:** In March the Commission conducted its annual interview with farmers who hold the agricultural license agreements on several conservation properties and issued new 3-year license agreements to the farmers. These properties are Foss Farm, Fox Hill, both on Bedford Road, Robbins and Hutchins Fields, on Curve Street, Bisbee on Concord Street, Fisk Meadow on Lowell Street, a corn field off Curve Street on the Cranberry Bog land, two fields on Greenough Land and Woodward fields located off Maple Street. The Commission is grateful for our farmers' efforts to maintain the Conservation lands' agricultural value. Farmers Mark Duffy, Dick Shohet, and Andrew Rodgers all have helped provide the Town's long-standing goal to maintain its rural character by supporting, encouraging and promoting agriculture.

**Scientific study:** The Commission continued its support for scientific study on their properties. In 2021 a project begun in 2020 to establish a rare plant, the New England Blazing Star, continued on Foss Farm with expanded plantings including an additional plant, Butterfly Weed. This plant was added to two locations on the property. The Commission approved a request from the North American Bat Study to install a tower with a high-frequency microphone on both Foss Farm and at the Cranberry Bog. The Project is part of a multi-national effort to document bat activity and is anticipated to continue into the years ahead. Another study, the Suburban Wilds Deer Project, begun by the University of Wisconsin and supported locally by Boston University, received approval for monitoring by camera deer activity on several conservation lands.

**Other Activities:** During 2021 the Conservation Commission and its staff continued to be involved in other support activities including the revision to the Open Space and Recreation Report, which had expired at the end of September, 2020, clearly a challenge by remote means. In June, 2021 the final document was fully approved by the Commonwealth and is valid until March 2028, making the town eligible for funding assistance for land purchase. The Commission also participated in the Carlisle's successful application to the Commonwealth's Municipal Vulnerability Preparedness making Carlisle available for grants to address projects to make Carlisle more resilient to climate change impacts. This year the Commission assisted with gaining approvals for installation of Beaver Deceivers under the Maple Street bridge to assist with alleviating upstream flooding of private wells, septic fields and structures.

**Conservation Office:** The Conservation Commission office, like most of the Town Hall, was closed to the public until June 1, 2021. Until then work was conducted remotely at home. Much of the usual communication between applicants, other town boards and departments and state and federal agencies was accomplished by phone or email and virtual meetings.

The conservation staff, Sylvia Willard, Conservation Administrator, and Mary Hopkins, Assistant to the Administrator, continued to provide support to the members of the Commission, its associated committees as well as to the public as they have for many years. The office staff also acts as a communication link between the Commission, project engineers, other town boards and committees, State and Federal agencies and with several land trusts that hold land

or interests in land in Carlisle. Town Boards and Committees include the Carlisle Trails Committee, the Conservation Restriction Advisory Committee, its subcommittees the Land Stewardship Committee and the Cranberry Bog Working Group, The Trustees of Reservations, Sudbury Valley Trustees, New England Forestry Foundation the Massachusetts Department of Environmental Protection, Massachusetts Division of Fisheries and Wildlife and its Natural Heritage and Endangered Species Program and The Department of Conservation and Recreation's Great Brook Farm State Park. Federal agencies include U.S. Fish and Wildlife Service, National Park Service, and the U.S. Army Corps of Engineers. The office staff, especially assistant Mary Hopkins, continued to ensure the Commission's page on the Town's website remains current and beginning in 2020 included all wetland filings, and updated plan changes for the public to review for project hearings. This was especially important while the Town Hall and the Conservation Commission office were closed due to the pandemic. The page also holds information on Wetlands Protection Act filing procedures, information about their Conservation Lands, news, meeting minutes and agendas, Foss Farm Gardening information, invasive plant information and a list of plants native to Middlesex County for wetlands jurisdictional use. There are also helpful links to other environmental information and the new Open Space and Recreation Plan.

**Conservationist of the Year:** The selected honoree for 2021 was Jonathan DeKock who was presented the award at the annual Old Home Day. Jonathan was chosen for his volunteer service on several town boards and committees, including the Planning Board, the Trails Committee, the deer committee and served on the Carlisle Energy Task Force to help increase our energy efficiency and worked on getting EV car chargers installed on municipal properties. He has shown a high regard for the environment. Carlisle is extremely fortunate to have such dedicated and generous professionals like Jonathan who volunteer and work hard to protect its natural resources.

The Commission continues to value the outstanding efforts made by their subcommittee, the Land Stewardship Committee. Their work is outlined in detail in their own report located elsewhere in this 2020 Town Report.

**Commission members in 2021:** Alex Parra, Chair, Vice Chair, Dan Wells, Navneet Hundal, Brian Murphy, Nick Ognibene, Lee Tatistcheff, Helen Young

# CONSERVATION RESTRICTION ADVISORY COMMITTEE

The Conservation Restriction Advisory Committee (CRAC) advises the Town, in particular the Select Board and the Conservation Commission (ConsCom), on new Conservation Restrictions (CRs); it monitors existing CRs held by the Town; and it strives to educate landowners and the general public how CRs can protect open space, scenic vistas, wildlife, and in some locations public walking trails, while often providing tax benefits to the landowner. Due to the COVID-19 pandemic, all meetings were conducted by teleconference on Zoom.

Nine CRs, a record number, were inspected (in person!) during the year:

- CR27 (Hartwell Road) January 24
- CR29 (Mill Pond Lane) April 11
- CR4 (Cranberry Hill Lane) April 25
- CR13 (Fisk Meadow - Litchfield Drive) April 25
- CR22 (Cutters Ridge Road) June 19
- CR53 (Malcolm Preserve - Stearns Street) June 19
- CR48 (Ben's Woods - West Street/Pope Road) September 19
- CR28 (Ice Pond Road) October 17
- CR32 (Russell Street) December 12.

The only violation we found on any of these CRs was an incursion from a neighbor on one, which was quickly acknowledged, with removal promised. This high level of compliance suggests a growing awareness and appreciation of CRs, and how they play a crucial role in the protected open space that maintains Carlisle's rural character.

Other committee activities included support for repair of the Greenough Pond dam, support for the Sudbury Valley Trustees at their Elliott Concord River Preserve, and review of a proposed CR adjacent to the Russell Conservation Land.

At the close of 2021, CRAC members were Nancy Cowan (Secretary), Jeannie Geneczko, Ken Harte (Chair), Marc Lamere (representing Trails Committee), Rick Oches (Vice-Chair, representing Carlisle Conservation Foundation), Lee Tatischeff (representing ConsCom), and Jason Walsh (representing Planning Board). As in past years, Sylvia Willard, Conservation Administrator, provided CRAC with expert guidance on all conservation-related matters.

# HOUSEHOLD RECYCLING COMMITTEE

## Solid Waste / Recycling

Carlisle generated a total of 2,806 tons of solid waste in 2021. There were 1,832 tons of trash taken to the NESWC incinerator for disposal and 974 tons were recycled. This was a recycling rate of 34.7%.

### 2021 and Historical Summary (Tons)

<u>Recycled Item</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Newspaper	68	59	51	41	39	27	----	----	----
Mixed Paper	186	184	196	193	185	178	201	183	179
Cardboard	161	160	182	184	176	186	183	226	223
Wood (Construction)	256	243	250	238	217	222	185	226	178
Metal	83	88	107	88	97	100	97	124	122
Clear Glass	45	45	48	47	44	----	----	----	----
Colored Glass / Mixed	71	70	73	80	75	125	122	144	123
Mixed Plastic	48	56	58	60	57	56	57	66	61
Aluminum/Tin Cans	12	11	12	11	9.6	11.8	11.8	16.4	14.7
Textiles	----	----	----	----	----	----	13.7	19.3	24
Compost	----	----	----	----	----	----	----	----	29
Tires	12	10	6.7	8.0	7.3	5.7	9.7	6.7	10.4
Freon Units	7.9	3.2	4.9	8.4	6.9	5.0	5.9	8.7	9.7
Recycle Total	948	929	989	960	915	917	886	1020	974
Trash Total	1,809	1,855	1,826	1,784	1,811	1,811	1,803	1,934	1,832
Total Material	2,757	2,784	2,815	2,744	2,726	2,729	2,689	2,954	2,806
% Recycled	34.4%	33.4%	35.1%	35.0%	33.6%	33.6%	33.0%	34.5%	34.7%

The NESWC tipping fees for trash disposal under the current contract are:

<u>Contract Year</u>	<u>Tipping Fee (per Ton)</u>
July 2020 - June 2021	\$85.00
July 2021 - June 2022	\$87.75
July 2022 - June 2023	\$90.60
July 2023 - June 2024	\$93.54
July 2024 - June 2025	\$96.58

## **Activities**

The Recycling Committee had a minimal amount of activity this year. This was due to the initiation of the Transfer Station Task Force by the Select Board early in the year. The work of the TSTF significantly overlapped with that of the Recycling Committee.

The Transfer Station Task Force was given the following charge by the Select Board.

### **Purpose:**

To recommend to the Select Board a comprehensive plan for changes to the Town Transfer Station, with the following three objectives in mind:

1. Reduce the overall amount of solid waste collectively generated by the households in Town;
2. Reduce cost of operating the Transfer Station; and
3. Create an equitable system for paying in proportion to solid waste generation by each household.

### **Issues to consider:**

- Signage, traffic flow, general appearance
- Pay As You Throw (PAYT)
- Enhanced re-use via the Swap Shed
- Fee structure and procedure for handling items currently accepted for free but for which town pays disposal fee (appliances, tires, TVs etc.)
- Expanded organics (food waste) composting (Black Earth)
- Construction debris rules, process and cost
- Compliance and monitoring
- Community outreach and education

## **Used Books**

The pick-up of the used books from the Swap Shed by More Than Words Bookstore and Café resumed this year with the reopening of the Swap Shed. More-Than-Words is a nonprofit social enterprise that empowers urban youth by helping them run a business.

### **Members:**

Daniel Scholten  
Launa Zimmaro

Robert Wallhagen  
Gary Davis (DPW)

Robert Peary, Chairman

# MUNICIPAL FACILITIES COMMITTEE

The Municipal Facilities Committee (MFC) was created by the Select Board in 2017 to oversee the maintenance of all Town buildings except for the Carlisle School. It was formed partly in response to a study performed by TBA Architects. They evaluated four (4) Town buildings: the Police Station, the Fire Station, Town Hall and the Department of Public Works (DPW). Their report showed a total of \$7,093,250 in costs both for deferred maintenance and for regular maintenance.

In 2019, the MFC commissioned TBA to perform a similar study of the Gleason Library. This resulted in an additional projection of \$528,000 in maintenance costs.

Given the long and costly list of maintenance projects and the Town's limited financial resources, not all of the maintenance projects can be handled in a single year. The MFC has had to organize the list of projects by priority, with projects that affect health and safety rising to the top of the list. Each year, we address those projects that are most significant.

When the Town hired a Facility Manager in 2019, there already was a Facility Manager and staff in place at the Carlisle School. Since then, the Town Facility Manager and the School Facility Manager have been working together in an informal manner to coordinate maintenance of Town buildings. During 2021, the MFC has been in conversations with the School Administration regarding the formation of a Town-wide Facilities Department that would be responsible for all Town buildings. These discussions have been useful in generating an understanding of the needs of the School and the Town. We are hopeful that in the coming year, we will have a proposal to put before the Select Board.

In 2021, the following major projects have been completed:

## **Town Hall**

- Installed a surge protector to safeguard all of the electronic equipment in the building. Cost: \$5,535.

## **Department of Public Works**

- Purchased and installed a permanent trailer to provide a safe environment for DPW staff. Cost: \$140,287.
- Installed CO/NO2 monitors to protect the health of DPW workers. Cost: \$2,143
- Replaced failing overhead heaters in the DPW building. Cost: \$9,634

## **Police Station**

- Contracted with a vendor to perform extensive modifications to the first floor HVAC system. This project, designed in 2020, was needed to comply with building codes (a safety issue) and provide adequate heating and cooling to first floor spaces (a health issue). Cost: \$36,219

### **Gleason Library**

- Installed a new chiller unit to replace the old failed unit. The chiller provides air conditioning for the entire library building. Cost: \$57,243
- Began a project to design repairs to the library roof. A detailed engineering study was performed and design documents have been produced. The project will go out for bids in 2022. Cost: \$84,500

In 2021, the following projects were initiated, by not yet completed:

### **Department of Public Works**

- Install a sprinkler system in the new trailer.

### **Library**

- Hire a vendor to perform the repairs to the library roof as specified in the engineering drawings.
- Purchase and install a new roof-top ventilation unit to replace the failing unit. It will be installed in 2022 in conjunction with the roof repairs.

In the coming year, the MFC will complete the projects listed above and continue to address the list of prioritized deferred maintenance.

### **Members**

Jerome Lerman, Chair  
Kate Reid, Vice Chair  
Christine Lear  
Steve Hinton  
Carrie Patel  
Bill Risso

### **Non-voting Members**

Steve Bastek, Town Facility Manager  
Rob Fortado, School Facility Manager

# PLANNING BOARD

The Carlisle Planning Board is a seven-member elected board with up to two appointed Associate Members, supported by a part-time Planning Administrator and an Assistant to the Planner.

The Board is responsible under state law to protect the health, safety and welfare of Carlisle residents. The Board reviews and approves the division of land under the Subdivision Control Law (MGL Ch. 41) and the Board's Subdivision Rules and Regulations. It also serves as the Special Permit Granting Authority as authorized by the state Zoning Act (MGL Ch. 40A) and the Carlisle Zoning Bylaws for various types of land use and development petitions. These include those for common driveways, conservation clusters, residential open space community developments (including those with age-restricted housing), personal wireless service facilities, solar photovoltaic facilities, medical marijuana establishments, and accessory apartments. The Zoning Act also requires the Board to guide the process of Zoning Bylaw amendments through Town Meeting. The Planning Board is also charged with Site Plan Review of non-residential development and re-development, coordinating that review with input from all other relevant Town boards and officials. In addition, under MGL Ch. 40, the Planning Board must give its consent before any alterations are made to trees and stone walls along the Town's Scenic Roads. The Planning Board also serves in an advisory capacity to the Board of Selectmen for the acceptance of Town ways, and to the Zoning Board of Appeals for Comprehensive Permits for affordable housing development under MGL Ch. 40B. Finally, the Town's General Bylaws state that, when necessary, the Planning Board shall prepare plans and make recommendations to the Town for the optimum management of future change and growth.

## ***Board Actions and Initiatives***

In 2021 local government operations continued to be affected by the ongoing Covid-19 health crisis, with meetings generally taking place remotely rather than in person. However, the Planning Board saw movement toward a normal level of applications for new development. The Covid-19 pandemic has served to be the impetus for conducting the Board's work electronically to the greatest extent possible.

In its permitting function, the Planning Board saw four applications for common driveways, 4 applications for accessory apartments (with an additional 3 application hearings continuing from 2020), and 9 scenic road consent requests for alterations, 7 of which were related to the development proposal at the Stillmeadow Farm property. The Planning Board continued to oversee the buildout of roadways and other infrastructure at previously approved developments at Lion's Gate (West Street), Garrison Place Senior Residential Open Space Community (Russell Street), and Woodward Village Residential Open Space Community. Late in the year, the Garrison Place project was completed. The Lion's Gate subdivision was completed as well, with the subdivision roadway owner planning to seek Town acceptance of the roadway in 2022.

Early in 2021, the Planning Board received four applications for special permits for four common driveways on a portion of the land at Stillmeadow Farm (at the intersection of Acton

and West Streets). A conceptual plan for the four common driveways had been presented to the Board in mid-2020, and the special permit applications were consistent with that conceptual plan. A large portion (129 acres, 82%) of the farm has already been permanently protected as open space, with the layouts of the common driveways allowing for building envelopes that are screened from view and well set back off the road, and with existing stone walls and cart paths having been used as guidance for the layout of the plan to the greatest extent possible, all by design of the property owners in order to preserve the landscapes. Two of the four common driveways are off West Street, one to serve two lots, and one to serve three lots and named Valentine Way. The other two common driveways are off Acton Street – one serving two lots and one serving four lots and named Stillmeadow Farm Way. The Special Permits for these common driveways were granted by the Board in the mid and late summer of 2021.

Following the approval of these common driveways, 7 Scenic Road Requests for consent to alterations were filed with the Board, these associated with the construction of common driveway entrances, private drive entrances, and certain infrastructure related to the overall Stillmeadow Farm development project. Two additional Scenic Road Requests were filed concerning other individual properties in Town.

Three applications for accessory apartment special permits were filed in 2021, along with one request for renewal of an existing accessory apartment by the new property owner. Two of these applications were for detached accessory apartments, which were first allowed in 2017 due to an amendment to the Accessory Apartment Bylaw. Hearings for three additional accessory apartment applications continued from late 2020, and two of these were for detached accessory apartments. In all cases, the applicants were granted special permits. Under the accessory apartment bylaw, the Planning Board can issue up to 75 special permits for all accessory apartments, and up to 25 special permits for accessory apartments in detached structures. Since 1989, when the bylaw was implemented, there have been 31 accessory apartment special permits granted. There have now been 7 special permits for detached accessory apartments granted, with all of these coming since the 2017 bylaw amendment. It continues to appear that much of the recent interest in constructing accessory apartments relates to those in detached structures.

In June, the Board proposed a Zoning Bylaw Amendment for a Complete Ban on Marijuana Facilities to Annual Town Meeting. While there were several concerns, the main impetus for this recommendation was the small, non-contiguous nature of the Town's business districts which are fully occupied by longstanding businesses, limited parking, and proximity of these districts to either private residences or the Carlisle School and other areas where children congregate. This proposed amendment did not receive the 2/3 majority affirmative vote required to approve a zoning bylaw amendment.

In the fall, a preliminary plan for a 12 unit (6 duplex) Senior Residential Open Space Community (SROSC) for a parcel on South St. was submitted to the Planning Board. However, this submission was withdrawn by the applicant.

In 2021, construction oversight continued for Woodward Village, a Residential Open Space Community (ROSC) on Bedford Road that will provide 18 clustered single-family and duplex

units and 32.4 acres of Town-owned open space. Construction of housing began this year with the first single family home, but roadway construction was not yet begun. Construction oversight also continued regarding the Garrison Place project and Lion's Gate Subdivision, both of which came to completion by year end.

### ***Support for Other Town Offices***

The Planning Board has also continued to focus this year on several internal and/or advisory tasks that are necessary to support development decisions in the town. Most significant among these is the annual updating and correction of the Town's official maps, coordinating with the Assessors and the Town's mapping contractor. These maps contain not only property information maintained by the Assessors, but also information on conservation restrictions and the Wetland/Flood Hazard and Solar Facilities Zoning overlay districts. The Planning Board staff has primary responsibility for compiling and coordinating these updates, which include not only changes necessitated by Board actions, but also all other changes and corrections, as needed. Board staff also oversees the GIS (geographic information systems) licenses for work by volunteers on the proposed Master Plan and the updating of the Open Space and Recreation Plan.

### ***Planning Activities***

During 2021, the Planning Board continued to oversee the efforts of the Master Plan Steering Committee to develop a town-wide Master Plan. The Master Plan is described in a separate section of this Town Report. In early spring, Barrett Planning Group was hired to function as Planner/Project Manager for the Master Plan work, with the Master Plan Steering Committee members having specific work functions toward the plan. In early June, a Community Forum was held remotely to update residents on the Master Plan work, with a post-forum survey to gather further input, followed by a subsequent more detailed survey in the fall. A second Community Form was held in the fall, followed by a survey. Throughout the year, the Board was provided regular updates by the Committee, with detailed discussions to help guide the work. As the year closed, a draft Master Plan was under development, with its presentation planned for January 2022.

Master Plan Steering Committee members as of 12/31/2021: Jack Troast (Chair), Barney Arnold, John Ballantine, Mary-Lynne Bohn, Janne Corneil, Kerry Kissinger, Kate Reid, Bob Zogg, Nancy Shohet-West, Deb Bentley, and Christina Christodouloupoulos.

Also, in 2021, an 8-member Core Team composed of land use staff, Board members, Town officials and community volunteers, in conjunction with a consultant from the Metropolitan Area Planning Council, completed the development of a Municipal Vulnerability Preparedness (MVP) Report as well as the update of the Hazard Mitigation Plan (HMP) as a result of the grant funding received in 2020. In late June, the MVP Report was submitted to the State's Executive Office of Energy and Environmental Affairs, and the HMP was submitted to the Massachusetts Emergency Management Agency for review by the Federal Emergency Management Agency (FEMA). Resident input was incorporated into these documents via a remotely held public workshop early in the year. In September, Carlisle was notified by the

Governor's office of its designation as an MVP Community for its completion of this resilience planning process toward preparing for climate change. The Select Board officially adopted the HMP update in November, and in early December, Carlisle was informed by the Department of Homeland Security that its FEMA Region 1 Mitigation Division had approved Carlisle's HMP update which will be effective through December 7, 2026. The Commonwealth's MVP program is designed to assist communities to prepare for the effects of climate change by building resilience and increasing mitigation measures. The HMP is a similar effort required by the Federal Emergency Management Agency that seeks to increase preparedness by analyzing past disasters.

MVP Core Team members as of 6/30/22 (document submission date): Madeleine Blake, Navneet Hundal, Sylvia Willard, Linda Fantasia, Steve Hinton, Gary Davis, John Golis, and Rosemary Duda.

In addition to these ongoing planning efforts, the Town is in the early stages of updating its Housing Production Plan, and Board members will be contributing to this update.. In the area of Open Space, the Town's 2020/2021 Open Space and Recreation Plan, was completed midyear, and the Plan endorsed by the Planning Board in May.

### ***Construction Management***

The status of all current and proposed residential construction activities as of December 31, 2021, is summarized in Table 1.

**Table 1**

<b><u>Location</u></b>	<b><u>Lots</u></b>	<b><u>Name</u></b>	<b><u>Status</u></b>
<b><u>Subdivisions</u></b>			
81 Russell Street	2 lots	Garrison Place	Approved with SROSC 2014 Completed 2021
542-570 West Street	4 lots	Lion's Gate	Approved 2016 Completed 2021
<b><u>Special Permits - Common Driveways</u></b>			
Off Acton Street	2 lots	unnamed	Approved 2021
Off Acton Street	4 lots	Stillmeadow Farm Way	Approved 2021
Off West Street	2 lots	unnamed	Approved 2021
Off West Street	3 lots	Valentine Way	Approved 2021
61 Judy Farm Road	3 lots	Isaac's Way	Approved 2014, Extended 2018; wetlands protected, roadway staked, no construction begun
48 Bingham Road	2 lots	(no name)	Approved 2018; construction begun
<b><u>Special Permit – Senior Residential Open Space Community</u></b>			
81 Russell Street	16 units	Garrison Place	Approved 2014; appealed to Land Court, remanded & approved 2016 Completed 2021
<b><u>Special Permit – Residential OpenSpace Community</u></b>			
Bedford Road	18 units	Woodward Village	Approved 2019 Construction underway

***Finances***

Planning Board activities during 2021 generated a total income of \$7,600 through application fees, all of which was paid to the General Fund.

Project review fees, which are held in special revenue accounts (“53G accounts”) and limited to payment of the costs of technical review of submitted plans and project construction oversight by engineering consultants, were received in a total of \$17,090 for 2021. At the end of 2021, there were 23 open 53G accounts, six of which were active. These were for the following projects: Garrison Place, Lion's Gate, 48 Bingham Rd, 61 Judy Farm Rd, Woodward Village

and Stillmeadow Farm. Late in 2021, accounts for Garrison Place and Lion’s Gate, both completed projects, were closed with any remaining funds returned to the applicant. Additional 53G accounts were closed, with the Board staff in the process of reviewing and closing all non-active accounts. The following 53G accounts were closed in 2021:

<u>Account name</u>	<u>Remaining balance returned</u>
Garrison Place	\$48.43
Lion’s Gate	\$0.0
Applegrove Ln	\$20.38
Hobblebush Ln	\$23.33
Fiske St CD	\$44.12

Detailed information with respect to specific projects is available upon request from the Planning office.

### ***Membership***

In the 2021 annual election in June, two 3-year positions and one 2-year position were available. Incumbents Peter Yelle and Adelaide Grady ran unopposed for re-election, while appointed member Sara Smith ran unopposed for the remaining 2-year term of a prior member. In addition, long-serving Associate Member Tom Lane and Associate Member Richard Terry continued in their 3-year appointed positions, which will continue until 2022. The Board will be looking at several expiring terms in 2022 - three Board Members and two Associate Members.

The Board also re-organized its 2020-21 leadership, with Madeleine Blake and Peter Yelle serving as Co-Chairs, Ed Rolfe as Vice Chair, Rob Misek as Treasurer, and Adelaide Grady as Clerk.

### ***Support***

The Planning Board benefits from high quality professional assistance, having engineering consultants with a broad range of expertise available to assist in the technical review of the plans brought before the Board, work that is paid out of restricted special 53G accounts funded by the applicants. The Board utilizes the services of Nitsch Engineering, Inc., of Boston, and LandTech Consultants, Inc., of Westford. The Board also relies on the expertise of Town Counsel, Miyares and Harrington, LLP, to help interpret zoning and subdivision law and to represent the Board in litigation. In 2021, an appeal was filed concerning one special permit issued by the Board, and this matter continues, with Town Counsel representation on the Board’s behalf.

The Planning Board is currently supported by one near full-time employee, and a part-time Interim Planning Administrator. Longtime Planning Administrator George Mansfield retired mid-year, after nearly 26 years of service to the Board. Building Commissioner Jon Metivier was appointed as Interim Planning Administrator as the Board reconsiders its staffing structure and needs in a manner that would be best for the Town going forward. Mr. Metivier is spearheading electronic organization of the department, and also working to forward the Town’s GIS capabilities. The Board is also served by Assistant to Planner, Gretchen

Caywood, who has assisted the Board since 2005, and who is administering all applications, organizing Board meetings and addressing the day-to-day business of the Board.

***The Year Ahead***

During 2022, the Board will continue to confront the challenges of the changing needs and resources of the town. The Board continues to be engaged with the Master Plan Steering Committee, its Project Manager consultants and Carlisle residents toward completion of the intensive Master Planning effort, with a draft Master Plan expected early in 2022, followed by a detailed review and formal adoption of the final Master Plan by the Board. With the formation of a Master Plan Implementation Committee, the Board will begin to focus on the near-term goals and recommendations of the Plan for which it has the lead role, as well as assist in overall implementation.

The Board will also devote significant time in 2022 to determining its permanent staffing needs and will recommend the hire of a new employee.

In all matters, the Planning Board will continue to work closely with the Town’s other land development, public health, housing, and environmental protection departments and committees. Due to Covid-19 restrictions, the Planning office has been processing applications electronically as much as possible and is in the early stages of conversion of all planning documents to an electronic format in a managed database that will be accessible to the public. Various application procedures are also being reviewed in an effort to simplify and clarify the processes where possible. With these measures, the Board’s goals are to continue to achieve time savings and cost savings, allowing for additional proactive planning initiatives to be pursued. As always, in the process of reviewing applications, the Board will continue to incorporate measures to preserve Carlisle’s open space and rurality, to provide a diversity of housing choices through a managed process, to safeguard water quality and quantity, and to control the fiscal and other impacts of new development upon the town.

**Planning Board Members:**

Madeleine Blake, Co-Chair  
Peter Yelle, Co-Chair  
Ed Rolfe, Vice Chair  
Rob Misek, Treasurer  
Adelaide Grady, Clerk  
Sara Smith  
Jason Walsh

**Associate Members:**

Richard Terry  
Tom Lane

# RECREATION COMMISSION

The Recreation Commission (RecCom) oversees recreation fields & facilities and develops and administers a diverse selection of fee-based arts & crafts, life skills, personal development and health and fitness programs to Carlisle residents of all age groups. The Recreation Commission works closely with the Carlisle Public School and local sports programs to schedule sports practices and games on the playing fields.

The Recreation Commission consists of: Drew McMorrow (Chair), Amy Smack, Courtney Bittelari, and Scott Jamison. We bid farewell to longtime Recreation Commission member, Mark Spears, in 2021 and also accepted the resignation of Lynette Kelleher. Carlisle resident Scott Jamison was nominated and sworn in as a commissioner in 2021. The remaining open position will be filled by Carlisle resident Phil Gibson.

The Recreation Commission employs a Director, Holly Mansfield, responsible for program development, oversight, coordination of resources, scheduling programs and meetings, attending regional recreation meetings and many varied administrative tasks. We could not ask for a more competent or professional employee, as Ms. Mansfield manages all aspects of her job with the utmost care, and goes above and beyond with participation on the Carlisle Cheer Committee to bring special events to residents.

The Recreation Commission works in close liaison with the Planning Board, Finance Committee (FinCom), Dog Control Committee, Trails Committee, Council on Aging (COA), Community Preservation Committee (CPC), Master Plan Steering Committee (MPSC), Conservation Commission (ConsCom), Open Space & Recreation Plan Committee (OS&RPC), Community Center Advisory Group (CCAG), and the School Committee (SC).

## **Year in Review**

The Recreation Commission held monthly meetings in 2021 and made progress on a variety of initiatives.

Top priorities in 2021:

1. Overseeing field and facility maintenance bids and contracts
2. Program development and oversight
3. Negotiations with the Steinberg-Lalli Charitable Foundation to plan for development of a community complex of a pickleball facility, a community center and other recreational amenities.
4. Participation on the 2020/2021 Open Space & Recreation Plan Committee
5. Formation of a Dog Park Subcommittee for the development of a sustainable dog park
6. Participation in the Master Plan Advisory Committee to advocate for recreation needs to be factored into the Carlisle Master Plan
7. Coordination with the Carlisle Public School for use of the Brick Building and Spalding and Banta-Davis fields for sports and programming.
8. Improvement and repairs to the Brick Building and relocation of the Recreation office

- to the Brick Building.
9. Coordination with a team of researchers from Boston University on deer impact in suburban areas, with research sites at Banta-Davis Recreation Area and Benfield Conservation Area.

The Recreation Commission continues to work toward three important goals:

1. Professionalizing the maintenance of our existing facilities, which have in the past relied on volunteers for much of their maintenance,
2. Upgrading and improving our existing facilities, as funds allow, so that the community can get the best possible use of them, and
3. Planning for a Community Center as a permanent home for Recreation programs.

### **Existing Fields and Facilities**

Currently the Recreation Commission schedules and maintains one 90-ft baseball diamond, one 60-ft baseball diamond, one 50/70 diamond, two softball and two multi-purpose fields. In addition, the RecCom maintains the Brick Building, an asphalt running track, two tennis courts, two tot lot playgrounds, a beach volleyball court and a fitness cluster.

### **Fields and Facilities Maintenance**

The Recreation Commission oversees the current contract with Golf Course Management for field fertilization, pest management, lawn mowing and general upkeep of the grounds at Spalding and Banta-Davis fields. The grass fields are in excellent condition and the Recreation Commission has received high praise from Carlisle Public School Athletics personnel as well as local Concord-Carlisle sports programs.

### **Fields and Facilities Enhancements**

Enhancements to fields and facilities are still needed. The Recreation Commission continues to discuss the best course of action for a rotation of fields to manage overuse. The Commission is committed to increasing user and spectator ADA accessibility and compliance at all recreational fields and facilities. The Spalding field study, which was put on hold during the pandemic, will provide much needed information on future use patterns for this town resource.

In June 2021, members of Boy Scout Troop #135 replaced rotten wood boards, reported by a resident, on the boardwalk in between Spalding and Banta-Davis fields (see attached photos). The Recreation Commission worked with the Trails Committee to identify the number of boards to be replaced and make the necessary purchase of pressure-treated wood.

In coordination with the Recreation Commission, Concord-Carlisle Youth Baseball and Softball (CCYBS) made upgrades to the Little League field at Banta-Davis, installing a scoreboard and shades over the dugouts. CCYBS plans to make upgrades to the Softball field at Banta-Davis, relocating the outfield fence to regulation, adding an enclosed pitcher warm-up area, and improving spectator seating. The Recreation Commission is in support of these efforts and grateful for their continued attention to field investment and improvement.

The Town of Carlisle was approached in June 2021 by a private foundation seeking to donate \$1.5 million dollars to build an indoor/outdoor pickleball facility. The rising demand for

pickleball in our area prompted the Recreation Commission to engage with the donor and begin conversations about fit and suitability of available land. The Moseley land, designated for recreational purposes, was proposed as the possible site for such a facility. The donor entered into exclusive negotiations with the Town of Carlisle in July. As conversations progressed, a larger plan to develop Lower Banta-Davis into a community complex of a pickleball facility, a community center, and other recreational amenities such as basketball courts, began to take shape. A vote at the next Town Meeting will inform next steps.

### **Updates on Fields and Facilities**

**BANTA-DAVIS:** The Recreation Commission has responsibility for maintaining and scheduling the fields and beach volleyball court on the Banta-Davis land. The Rory Bentley Fitness Cluster is also located at Banta-Davis. Gators Volleyball Club offered beach volleyball programs to residents during the spring and summer months in 2021.

On-going discussion among board members is the build-out of the Banta Davis facility. The current fields are a product of the 1998 development activity, of which only the first of four phases were implemented. In 2006, further proposals were considered at Town Meeting but not realized.

The Recreation Commission formed a Dog Park Subcommittee to work on developing a fenced, off-leash dog park at the Banta-Davis Recreation Area. It will be open to all ages and ADA accessible. An off-leash dog park is a public park where people and their dogs can play together, socialize, and build community around healthy pet ownership. The Recreation Commission received a grant from the Stanton Foundation to help fund the park. The Stanton Foundation will provide 90% of hard construction costs and the town will provide the remaining 10%. The Recreation Commission has submitted an application to the Community Preservation Committee for CPA funds to cover the 10% portion of the total dog park cost.

**SPALDING:** The Recreation Commission has responsibility for maintaining and scheduling the playing fields at Spalding. The playing fields at Spalding have on-going challenges with poor quality sub-surface material, resulting in sink holes that are hazardous to field play. A Warrant article was proposed at Town Meeting and funding was approved for a Spalding field study. Development of the bid documents for the Spalding field study is on-going.

**DIMENT PARK:** The tot lot is for young children up to 5 years old. It is one of the only venues in town for young children and their caregivers to meet and socialize. The Recreation Commission coordinated with Boy Scout Tanner Bucklew to clean-up and make repairs at Diment Park in 2019 which improved the overall look, safety and usability of the park.

**BANTA PLAYGROUND:** Carlisle Boy Scout troop 135, with assistance from the Town of Carlisle DPW, recycled the tot lot discarded from the school building project and installed it next to the Banta-Davis Soccer field. This location for the play structure is ideal for young children while their families are watching and playing sports. The structure is sound, located in a shady location, and has many nice features for children to enjoy.

**ENFIELD FARMS:** Boy Scout Charlie Hutchinson established the creation of a new walking trail at Benfield Farms. The new trail was attached to an existing trail. The septic system was

replaced at Benfield Farms in 2021. While the construction was taking place, a gravel path was laid down over a wetland area to help facilitate access to the construction area. The intent was to remove this gravel once the septic construction was complete. However, residents have requested that the gravel path not be removed as it provides easy walking access to Spencer Brook. The Recreation Commission was in support of the gravel remaining on the path.

**ICE SKATING RINK:** The temporary ice skating rink was not installed in 2021 due to on-going challenges with set-up and difficulties mitigating damage to the ice rink equipment by residents during the freezing period. The considerable cost of set-up cannot be justified based on the number of days when conditions are suitable for skating.

**TENNIS COURTS:** Significant improvements were made in recent years to the Town Tennis Courts, due in large part to the volunteer effort of Carlisle resident, David Wiener. With Mr. Wiener's guidance, the court surface has been repaired, wind screens installed, and overhanging trees were trimmed back. A sign was added to the Tennis Courts in 2020 stating the tennis court rules and outlining acceptable/unacceptable use.

Pickleball lines were added to the Tennis Courts in 2020. A storage utility box was added to store pickleball nets. Pickleball lessons have been added to the Recreation program offerings.

Due to high demand for the courts during the pandemic for both tennis and pickleball, the court surface began to crack and break apart in several places. The Recreation Commission has budgeted for a complete resurface of the tennis courts in the near future.

Tennis programs for youth and adults were scheduled during the spring, summer and fall sessions. The Summer Fun recreation program utilized the tennis courts from 9:00 AM to 3:00 PM Monday through Friday over a six-week period for children's lessons.

### **Brick Building**

Superintendent of Schools, Mr. Jim O'Shea, issued a renewal agreement for the Recreation Department's use of the Brick Building for a five-year term: July 1, 2021 through June 30, 2026. The use of this facility enhances and assures the success of afterschool recreation programs for children. Having access to the Brick Building allows community groups, such as Boy Scouts and Girl Scouts, to secure meeting space for monthly meetings and events. Aside from Town Hall meeting rooms, which are already in use for programs, very few viable options exist for Recreation program space. Through a Community Preservation Act grant, the Historical Commission is replacing the windows in the Brick Building. The Recreation Commission has authorized upgrades to the facility in the form of updated bathroom fixtures, a Carlisle Recreation sign affixed to the front of the building, and the repair of a leaky roof. The Director of Recreation is relocating her office to the Brick Building.

Boy Scout Byron Woodman coordinated with the Recreation Commission to complete an Eagle Scout project to spruce up the outdoor areas surrounding the Brick Building. Byron raked and removed dead leaves and weeds, repointed bricks as garden borders, planted hostas at intervals around the building, and built a granite bench. The Recreation Commission was very pleased with Byron's initiative and follow-through on the project.

## **Programs**

With on-going concerns for the global pandemic, many recreation programs were scheduled to take place on-line and outdoors. Programs that could be offered outdoors were scheduled with the upmost care, restricting number of participants, with face coverings at all times, and keeping social distancing intact for the duration of the programs. With these protocol in mind, the Recreation Department was able to offer a variety of recreational opportunities to meet the needs of all segments of our community.

The Summer Fun Program for youth (age 4+) was offered for six weeks during the summer using only outdoor recreation facilities. Tents were set up on Spalding field and children rotated through stations. COVID-19 protocols were established in coordination with the Board of Health for increased vigilance around health and safety during the program. Twelve young people were employed during the summer as counselors. The program was a success with zero virus transmission and families were very appreciative for the opportunity for their children to enjoy outdoor fun, exercise and social engagement.

Partnerships with a number of children's program vendors have yielded new program offerings in the areas of: engineering, electronics, RE/CO robots, world language, science, coding, art, leadership, social skills, dining etiquette, Minecraft, photography, and fitness.

STEM programs, offered on-line and in-person, continue to be highly valued after-school options for students and families. Engineering using LEGO, circuits, chemistry, and science offered opportunities to develop problem-solving skills in a fun, exploratory environment.

The Recreation Director worked closely with surrounding towns to collaborate on various on-line and in-person adult and children's programming, ensuring programs would run when they otherwise might be canceled due to low numbers.

Creative and hip-hop dance, karate, archery, tennis, pickleball and golf were some of the popular outdoor fitness and movement options for students. Gators Volleyball Club offered a beach volleyball program during the summer months, which was well attended. Skyhawks Sports Academy offered some new outdoor sports programs for children, including basketball, flag football, and street hockey.

On-line and in-person Home Alone courses for tweens and teens, babysitting certification courses, social etiquette courses, CPR courses, Zumba classes, watercolor, pottery, and yoga classes were some of the most successful offerings in 2021.

With creativity and tenacity, Carlisle Recreation has offered a wide range of programs for residents at all age levels. Programs for adults included a variety of health and wellness, nutrition, child development, science, arts, sports, and education classes. Popular adult offerings in 2021 included pickleball, archery, watercolor painting, digital photography, CPR, and dog training.

## **Making Life-Long Learning Fun**

The Recreation Commission's goal is to provide quality programs for all residents of Carlisle and to reinvest in our community. Excess fees generated from our programs, gifts, grants and projects are given back to the community. We are fortunate to have many teenagers and adults performing community service as chaperones, coaches and referees. Often their service means a program can run despite low enrollment or at a lower cost. We honor the commitment of our volunteers and ensure their success by planning for future recreation needs, collaborating with peer communities, and maintaining and preserving our resources to the best of our ability.

Respectfully Submitted,

Drew McMorrow, Chair  
Amy Smack  
Courtney Bittelari  
Scott Jamison



## TOWN COUNSEL

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda and the negotiation, drafting or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics. The pending litigation involving the Town includes:

*N. Jon Metivier as Building Commissioner v. Chantal Nouvellon*, Superior Court 2181CV02080. The Town filed suit against the property owner to enforce the State Building Code. Town Counsel obtained a Preliminary Injunction from the Superior Court Ordering that Building Code violations be ceased or corrected. This case is pending and the Court's Order remains in effect while Town Counsel and the Building Department work with the property owner to resolve the matter.

*Justin Robert Daghish et al. v. Carlisle Planning Board*, Superior Court 2181CV00415 L1. This is the appeal of Justin Robert Daghish and Elizabeth Bing Daghish of the special permit issued to Terry Holsinger of 27 Old East Street. This special permit authorizes an accessory apartment within an existing garage located at 27 Old East Street. This case remains active.

*Divine Will Foundation v. Board of Assessors*, Appellate Tax Board Docket No. F341607, F343900. The petitioner is the owner 83 McAllister Drive, a high-end single family residence. It applied for a property tax abatement for Fiscal Years 2020 and 2021, claiming that it was exempt from all real property taxes because the Foundation is a 501(c)(3) organization, and the property was being used in furtherance of its charitable purposes. The assessors disagreed, finding that the available evidence was that it was being used as primarily as a single family residence. After two years of discovery and argument, Divine Will dropped its claims, voluntarily dismissed the appeals to the ATB, and sold the property on February 25, 2022.

We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with specific, direct and responsive representation. Our efforts on behalf of the Town have benefited from the participation of numerous Town officials and private citizens. We thank the Select Board, the Town Administrator, and all other Town officials and citizens for their cooperation and assistance.

Respectfully submitted,

Thomas J. Harrington  
Miyares and Harrington LLP  
Town Counsel

# TRAILS COMMITTEE

For the second year, the Covid-19 pandemic had a big impact on the Trails Committee in 2021. The committee worked to keep the trails in good shape without the benefit of large volunteer work parties. All but one of our public walks were cancelled. Carlisle Trails Day was again virtual, as were committee meetings. Despite the limitations, we completed a number of projects.

Throughout the year the Committee pursued its five major goals: 1) public education, 2) maintaining existing trails on public land, 3) working to preserve trails on private land being developed, 4) creating new trails, and 5) advising the Selectmen on trails issues.

Public education –The committee led one public walk, the Double Sundae Sunday Saunter on Old Home Day weekend. 17 people walked all or part of the 7-mile loop between Carlisle’s ice cream stands on a hot day. The committee had a booth at Old Home Day where 24 trail map books were sold and we talked to many people about trails. The third annual Carlisle Trails Day, cosponsored with the Carlisle Conservation Foundation (CCF), was extended to a week at the beginning of June. Families and individuals signed up for their own walks, rather than having leaders and larger groups. New this year was Trail Marker Bingo, created by David Freedman of CCF. The goal of having every trail in Carlisle walked by someone was met, but numbers were lower than last year, probably a result of poor weather the first weekend.

Volunteer webmaster Lisa Ankers maintains the Trails Committee’s web site, [carlisletrails.pbworks.com](http://carlisletrails.pbworks.com), which links to the Town website ([carlislema.gov/189/Trails-Committee](http://carlislema.gov/189/Trails-Committee)). Individual trail maps are available on the websites, as well as information on the Carlisle Trekker Award and notices for upcoming walks and workdays. Roy Herold keeps Carlisle’s trails up to date as they appear in online Open Street Maps.

The 2018 edition of the Trails Committee’s guide book to the Town’s conservation lands, “Trails in Carlisle”, is available at the Town Hall and Ferns Country Store.

This year 7 people earned their Carlisle Trekker awards for hiking all of Carlisle’s trails: Beth Clarke (#57), Ginny Lamere (#58), Peter Burn (#59), Sharron Kenney (#60), Jeff Johnson (#61), Mary Russell (#62), and Michael Picard (#63). Others completed their walks but were unable to complete the requirement for a trails service project because of pandemic limits on group gatherings.

The anticipated completion of the committee’s multi-year project to add uniquely numbered intersection markers at all major trail junctions in town did not happen this year, again, due to pandemic restrictions at the Carlisle School. Art students were unable to complete the final 13 markers.

Trail maintenance and construction – The first construction project of the year was adding a 40-foot bridge and 72 feet of duckboards through wetlands to allow public access to the Russell Conservation Land. Work was done on April 24 by the Trails Committee and other volunteers. Signs were also added to the trail. The second project completed work under the Partner Grant from the Sudbury, Assabet and Concord Wild and Scenic River Stewardship Council for trail improvements on the Greenough Land, awarded last year. The committee received \$999 from the grant. This year part of the Wood Duck trail was rerouted away from a wet area at the edge of Greenough Pond. Boy Scout Joshua Sun built a 30-foot trail bridge and removed a collapsed chicken coop near the trail as his Eagle Scout service project with help from Troop 135 Scouts and parents and advice from the Trails Committee. The work was done on July 31 with logistical support by the Town DPW. The Trails Committee cut back invasive Japanese Knotweed in the new trail corridor three times in the summer and fall. This eradication effort is expected to continue at least two more years.

Throughout the year the committee cleared numerous trees that fell across trails on almost every parcel of conservation land. The Google Docs spreadsheet the committee uses to keep track of fallen trees had 153 entries for the year, compared to 155 last year and 167 the year before.

Other maintenance projects included repairing multiple broken boards on bridges on the pathway along Cross Street in the Greystone subdivision in September. The committee expects to need to completely replace the decking on the four bridges next year. The DPW agreed to pay for materials. The committee worked with the Recreation Commission and the Boy Scouts to replace rotting boards on the Spalding-to-Banta bridge. A bench on the River Trail was repaired after it was damaged by a rogue ATV in January.

The committee mowed trails including Red Tail, Piggery, and Beaver Loop trails at Great Meadows, Bisbee, Davis Corridor, Elliott, Foss, Fox Hill, Malcolm, Otter Slide, Sachs Greenway, Spencer Brook, Towle, and Two Rod Road. In addition, former committee member Jonathan DeKock mowed trails at Foss. Most trails were mowed multiple times through the summer and fall. In late fall, Committee members raked leaves and pine needles off all the boardwalks and bridges to prevent rot.

Last year's flooding on the Otter Slide Trail was alleviated when beavers were removed in January (coordinated by Great Brook Farm State Park). Beaver flooding on the Sachs Greenway Trail lasted through the rainy summer but receded in the fall. Six new beaver dams in the Towle Land created two major new ponds that flooded a bridge on the Inner Loop and part of the Bingham Connector in the late summer. Late in the year a temporary bridge was installed on higher ground on the Inner Loop (Beaver Bypass). A flooded section of the Blueberry Trail at Greenough was rerouted to higher ground including creating an opening in a stone wall. Part of the Hart Farm trail was rerouted in September to avoid wet spots.

The trail around the South Field at Foss was lost in the spring when the farmer plowed it under and planted corn. The issue was reported to the Conservation Commission who forwarded the complaint to the farmer, multiple times, but the trail was not repaired.

Eight trailside wooden benches were installed this year, at the Towle Land (William Shaw memorial bench), Conant Land (Castle Rock), Sachs Greenway at Two Rod, the Catbriar Trail in the Davis Corridor, a second bench in Towle field, Woodhaven Trail, Malcolm Outer Loop, and the Hilltop Trail in the new Woodward land. The committee had workdays in July and August to create 15 more bench kits, 4 of which have been used.

24 feet of duckboards were added in Towle field at the ends of the existing boardwalk. Duckboards are narrow wooden walkways placed on the ground to get through muddy spots on the trails. They are used in places where the water level does not require our usual raised boardwalks. They are less expensive and quicker to install than boardwalks. Two existing duckboards at Benfield were repurposed to the Cedar Loop and Hidden Pond when the formerly wet access road to the back field was filled with gravel for the Benfield septic work.

Additional trail signs were added on Benfield Conservation Land, Towle, and Holmes-Avery. The committee put up temporary trail closure signs while the Greenough dam was being rebuilt and while a new septic field was being installed at Benfield. “No Bikes” signs were installed at the ends of the Cutter’s Ridge trail easement at the request of the landowner when it was found by the Conservation Restriction Advisory Committee that the easement did not allow bikes.

The owner of Woodhaven Farm reported problems with off-leash dogs on his property in violation of the posted rules for the Conservation Restriction (CR) trail easement. The Carlisle Conservation Foundation (CCF) and Sudbury Valley Trustees, co-holders of the CR, are working with the owner to install a new fence and additional signage to address the problem.

Preserving trails and new trails – (1) A new trail easement through the Valentine property was signed. It gives better access to the Bruce Freeman Rail Trail in Acton from Acton Street than was provided in an earlier Conservation Restriction. The trail is mostly in Acton and requires two wetland crossings. CCF has started the wetland permitting process through the Acton Conservation Commission. (2) The Woodward Village conservation land was deeded to the town. The part of the trail through the subdivision construction zone was temporarily closed. A new Hilltop Trail in the back of the property was cut and marked in July. (3) Bob Goldsmith proposed a new loop trail around the perimeter of Banta Davis. The committee presented the idea to the Recreation Commission and they received it favorably. We asked that they site a proposed Dog Park to be compatible with a loop trail. (4) Two existing bootleg trails at the Cranberry Bog were accepted by Chelmsford and Carlisle as official trails. We named them Shoreline Trail East and Shoreline Trail West. (5) Steve Hinton of CCF negotiated a revocable trail license for the part of the Conant-to-Morse Rd trail that currently passes through the Ansara-Arnold property. There is also a backup permanent trail easement that would require relocating the trail. (6) Steve Hinton of CCF obtained a trail easement across the Spencer Taylor property along the gas pipeline on the Acton border. One day this might be part of a trail from Ben’s Woods to Acton Street along the Acton border.

Interfacing with other boards and committees- Marc Lamere is the committee’s representative on the Conservation Restriction Advisory Committee. Steve Tobin worked with the Conservation Commission on the wetland permit for the Greenough trail bridge and

with the Historical Society to be sure there was nothing of historical interest in the collapsed chicken coop that was removed. Steve also worked with the US Fish and Wildlife Service on improved signage at Great Meadows National Wildlife Refuge. The committee worked with Jack Huntress, organizer of the MTB50 mountain bike ride, to be sure the route was passable and legal for bike use and to get a Cons Com permit. The October ride was successful with 60 riders and no public complaints.

Finances –At year’s end there were \$12,231 in the Trail Maps revolving fund, \$11,521 in the CPA account, \$1,053 in the Trails Grant account, and \$13,303 in the Gifts account. \$1,412 was donated to the Gifts account by a Carlisle mountain bike group after their Carlisle riding tour. An individual donated \$10,000 to the Gifts account, by far the largest gift we have received.

Acknowledgement - The Trails Committee would especially like to thank the many volunteers from the community who have helped in our trail projects through the year. We also wish to acknowledge the unnamed volunteers who quietly maintain trails in their neighborhoods without direct involvement of the Trails Committee. Without volunteers, the Town wouldn’t have its wonderful trail system. We also thank Lisa Ankers for maintaining the committee’s web site.

Current members of the Trails Committee are Alan Ankers (chair), Chris Chiapella, Roy Herold, Charlene Hinton, Marc Lamere (treasurer), Warren Spence (clerk), and Steve Tobin (secretary and vice-chair). Christian Hedlund and Helen Young are Associate Members. Alan Blevins retired from the committee when he moved to another town.

Report submitted by Steve Tobin

# LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee (LSC) was created as a permanent sub-committee of the Conservation Commission (ConsCom) in December 2005. The charter of the LSC is to support ConsCom in managing Town-owned conservation land. The LSC currently has seven members, one more than last year, and met 12 times during the year. Due to the continuing Covid-19 pandemic, all meetings were held via Zoom videoconference with participants at home.

Andrew Wilmot, who had been a member for six years, resigned. He researched regulations on drones, and their use on conservation lands. Judy Asarkof and Nick Ognibene joined the committee. Ognibene is also a member of the Conservation Commission.

In keeping with the mandate to support the Conservation Commission, LSC members have been involved in: (1) reviewing various proposed regulations and requests for activities relating to town-owned conservation parcels, (2) purchase of signs for town-owned conservation parcels, (3) providing input to town-wide planning efforts, and (4) generally monitoring usage and condition of town-owned conservation parcels and addressing various other land management issues. Some of these activities are described below in more detail.

With regard to item 4 above (parcel monitoring), the LSC polled its own members to see which of the 30+ Town-owned conservation lands they visited, and how often. This was done to see if there were any 'orphan' sites that were in need of more monitoring. The survey results led to LSC members volunteering to conduct more visits to the lesser visited sites.

LSC drafted a policy, approved by the Conservation Commission, that operators of drones for recreational use on conservation lands obtain a Land Use Permit, due to potential conflicts with wildlife and human activities. A Land Use Permit is also required for use of metal detectors on conservation lands.

LSC recommended approval of a proposal from the Carlisle Education Foundation that would allow geocaching on certain conservation lands for the educational benefit of school children. A geocaching organization was granted a Land Use Permit for a geocache on the Bisbee Land in 2020.

A group of Acton Street residents proposed to clear vines and other vegetation along the stone wall at Towle Field near Westford Street. After hearing their proposal and a site visit, LSC voted to recommend that the Conservation Commission approve the request, which was granted; work is expected to begin in March 2022.

Judy Asarkof requested and received permission to remove from mowing a section of Towle Field to inventory plants and encourage pollinators and other insects which use the plants. The area is in the south part of the main field and is well marked. The area includes uncommon wetland plants including two species of orchids. Walter Kittredge, a botanist who worked at Harvard University will assist Asarkof with identification of plant species.

Bids for new conservation land signs were received from two companies, and LSC plans to prepare a warrant article for the spring Town Meeting for funding. Rhonda Michaud has started a review of conservation land kiosks, beginning with the Towle Land kiosk. Old materials will be updated, and signs added regarding use of drones and metal detectors. Warren Lyman updated materials in the Cranberry Bog kiosk since commercial cranberry harvesting has ceased.

The Americans with Disabilities Act (ADA) requires that appropriate town-owned lands have handicap-accessible parking spaces. Dwight DeMay and Michaud have begun reviewing ADA regulations as to which conservation lands could accommodate handicapped parking, and how the parking spaces are designed.

LSC recommended a different mowing protocol for Towle Field, based on recommendations from a Sudbury Valley Trustees (SVT) report. The report discusses mowing protocols used for certain Littleton conservation lands, which are mowed to encourage certain types of native plants and animals. LSC members visited several Littleton conservation lands featured in the report and fields in Acton, Lincoln, and Carlisle. The proposed mowing protocol would change the twice-yearly Towle Field mowing to rotationally mowing half the field yearly after the first hard frost. This would allow some native plants to flower through the fall and discourage the growth of trees and shrubs in the field. Smaller areas within Towle Field would be mowed differently to accommodate possible herbicide treatment, passive recreation, shrub borders, etc. The Conservation Commission will review the proposal in 2022.

Lyman proposed that LSC start a Pollinator/Wildlife Habitat project, which might include establishing a small demonstration plot with native plants, signage, and information provided to the public. Project details have not been developed, but work will continue in 2022.

In the past, LSC has been responsible for maintenance of the Cranberry Bog house, including selecting contractors for repairs, and issues related to fire safety and security. Discussions of these activities are planned with the Municipal Facilities Committee, which might assume these responsibilities in the future.

Land Stewardship Committee members:

Judy Asarkof  
Tom Brownrigg  
Dwight DeMay  
Debby Geltner  
Warren Lyman (Co-chair)  
Rhonda Michaud (Co-chair)  
Nick Ognibene

Conservation Administrator: Sylvia Willard

# GLEASON PUBLIC LIBRARY

## **Gleason Public Library Mission Statement**

The Gleason Public Library facilitates life-long learning and growth for all community members through free access to materials and services; collaborative partnerships; and opportunities to engage and learn from one another.

## **General Services**

GPL maintained a wide range of established services, including access to 48,000 locally-held books, audiobooks, music CDs, DVDs, magazines, and newspapers, 49,000 downloadable ebooks, e-audiobooks, and downloadable videos, and about three million items via membership in the Merrimack Valley Library Consortium (MVLC). GPL also provided access to computers, printing, online research databases, and the Internet.

In 2021, GPL added the following services and resources:

### New Collections/Services:

- Book Bundles: Librarian-curated book selections for curbside pickup
- Wall Street Journal Online: Home access to the full site
- “Library of Things” additions<sup>1</sup>: projector + inflatable screen, sporting goods, radon detector, night vision goggles, and more
- Wonderbooks & Playaways: Readalong audiobook players
- Memory Kits<sup>5</sup>: kits designed for caregivers, friends and family members living with persons experiencing memory loss, containing items such as books, puzzles, DVDs, games, sensory activities, and more.
- T-Mobile Hotspots<sup>5</sup>
- O’Reilly Online: includes more than 43,000 books and 30,000 hours of video in areas such as information technology and software; business; digital media; professional and personal development; and desktop and web applications.
- Gettysburg Virtual Exhibit<sup>7</sup>
- Virtual Exhibit of Library History<sup>7</sup>

### New Equipment/Technology:

- Hearing Loop<sup>5</sup>
- Desktop magnifier<sup>5</sup>
- Accessible PC station<sup>5</sup>
- Assabet Interactive Calendar and Museum Pass reservation software<sup>1</sup>
- Conference Cam for hybrid meetings and programs
- Staff PCs and server upgraded
- Network switch upgraded

## **COVID-19 Pandemic, Continued**

The Library began 2021 offering only virtual and curbside pickup services due to the high rates of COVID-19 in the area. In-library appointments for browsing and computer use resumed March 1. After reopening the building, we continued to offer curbside pickup and virtual programs as well as in-person services. The Library resumed full regular operating hours on June 1, and most areas of the library opened fully to the public without appointments or capacity limits on June 21. The Children's Room opened fully on August 2, and the Library remained fully open for the remainder of the calendar year.

Throughout the year, Library staff, Library trustees, and other town officials remained committed to providing excellent service to the people of Carlisle while maintaining the safety of staff and users. Since reopening the building, the Library's circulation statistics have shown a huge increase over the prior year – in the second half of the calendar year, collection usage was up almost 80% over the same period in the previous year.

## **Building & Grounds**

GPL is fortunate to be housed in a beautiful facility that is well used and well loved by the community. In 2021, regular maintenance and improvements included:

HVAC System: Two important upgrades took place in the summer of 2021: the Library's air conditioning chiller was replaced, and the Quiet Study Room on the second floor was connected to the fresh air ventilation system.

PFAS: Testing showed levels of PFAS chemicals in the Library's well water above 100 parts per trillion, after the state set a new limit of 20 ppt. Public water faucets were shut off at the direction of the Department of Environmental Protection.

Space Study: Consultant Ruth Kowal prepared a review of the facility, with recommendations for improvements to address service delivery issues. This study was used to inform a Request for Qualifications seeking an architect to prepare a renovation design proposal.

Roof Study: The Municipal Facilities Committee commissioned an engineering study of the Library's flat roof in preparation for replacement of the roof and rooftop ventilation unit.

## **125<sup>th</sup> Anniversary**

2021 marked the 125<sup>th</sup> anniversary of the Library's dedication in 1896. In celebration of this anniversary, the GPL Endowment held a Garden Gala event in September, raising funds towards future library enhancements. Special Collections Librarian Janet Hentschel curated an exhibit of library history displayed in-person at the library, and virtually at <https://gleasonlibrary.org/virtualexhibit/vex3/index.htm>

## **Love of the Written Word**

From story times for young children to book clubs for kids, adults and seniors, GPL fosters a love of reading for all ages. In 2021, these activities were offered in a variety of venues: virtually, outdoors, and in-person at the library.

Story Times: Story times were offered virtually throughout the year, with outdoor sessions added in the summer and indoor sessions later in the fall. 65 sessions were attended by over 360 people. Story times were led by Jennifer Buliszak and Tahleen Shamlian. Special story times were also offered monthly in partnership with Nature Connection of Concord.

Book Clubs: A variety of book discussion groups met regularly, including the Mysterians Book Club (led by library assistant Janet Hentschel) and the Community Book Club (led by volunteer Mary Zoll) for adults, and book clubs for children in grades 1 through 8 (led by Jenn Buliszak and Tahleen Shamlian.)

Poetry: The “Reading Poetry Anew” group met monthly to read and discuss poetry, led by Mary Zoll.

Winter Reading Challenge: The Library offered Carlisle’s first-ever Winter Reading Challenge. Readers of all ages logged their reading using the Beanstack app<sup>5</sup> to earn prizes<sup>1</sup>.

## **Children’s Events & Services**

In addition to regular story times, crafts, book discussions, and family movies, the Children’s Department offered a variety of special events in 2021. All events were coordinated by Jennifer Buliszak with assistance from Tahleen Shamlian, unless otherwise noted.

Summer Reading: 195 children signed up for this year’s program, themed “Tails and Tales”, and total participation and attendance at events for all ages was almost 700. Kids, teens, and adults participated in book bingos and a virtual reading challenge via Beanstack software<sup>5</sup>, with prizes provided by the Friends of Gleason Public Library. Special summer reading events included a Drive-In Concert with Jeff Jam<sup>1</sup>, Big Joe’s Storytelling Adventure<sup>1</sup>, Animal-Themed Family Trivia with the Trivia Brothers<sup>1</sup>, Flying High Dogs with Mike Piazza<sup>1</sup>, Make Your Own Pet Treats<sup>1</sup>, Summer Night Sounds with Hands on Nature<sup>3</sup>, Family Movie on the Lawn<sup>1</sup>, and several craft activities<sup>1</sup>, both in-person and take-home kits.

37<sup>th</sup> Annual Pumpkin Spectacle<sup>1</sup>: The annual pumpkin contest was held in the Children’s Room, with virtual storytelling performance by Tony Toledo and awards ceremony via Facebook. More than 40 students in grades K-4 carved and decorated pumpkins for the event.

Polar Express Story Time & Gingerbread Houses<sup>1</sup>: Holiday events were held online this year, with craft and gingerbread kits available for pickup at the library and about 150 people in attendance.

Special Events: Other special events included Make Your Own Magic Tricks<sup>1</sup>, Cara Bean Doodling<sup>1,6</sup>, Cheesy Potato Hand Pies<sup>1</sup>, Eyes on Owls<sup>3</sup>, Love Rocks Mosaic<sup>1</sup>, Family Trivia Challenge<sup>1</sup>, and Who Lives in Your Backyard?<sup>1</sup>

Take-and-Makes: Throughout the year, the Children’s Department prepared take-and-make craft kits at least once a month, with almost 800 kits distributed over the course of the year outside of summer reading.

### **Teen Events & Services**

GPL offered a variety of regularly scheduled and special events for Carlisle teens and tweens. Teen and tween events were coordinated by Tahleen Shamlian.

TAB<sup>1</sup>: The Teen Advisory Board met via Zoom most months to gather input from local high school students about what they want to see in the Library. The group has helped by volunteering at events and also provided valuable advice on collections and programs most appealing to a teen audience.

Special Events<sup>1</sup>: Special events, all virtual, included several baking tutorials with Chef Rob, Mosaic Suncatcher Workshop, Art Therapy Workshop, and Book Page Floral Centerpieces.

Take-Home Kits<sup>1</sup>: Kits for grades 5 through 12 included Take-and-Make Crafts, Stress Relief Kits, and Weekend Reading Kits.

### **Adult Programs & Events**

GPL offered a wide-variety of educational and entertainment events for adults throughout the year. Adult events were coordinated by library staff with assistance from the Council on Aging, local organizations, and a variety of volunteers. Most events were held virtually.

Summer Reading<sup>1</sup>: For the 8<sup>th</sup> year, GPL offered a special Book Bingo reading challenge for adults. Participants were encouraged to read books in a variety of genres to earn prizes.

Cultural and Educational Programs included ArtMatters<sup>1,2</sup>, History and Evolution of Botanical Art<sup>1,4</sup>, A Libertarian Walks into a Bear<sup>1</sup>, ASL Basics<sup>5</sup>, Improving our Conversations about Race, Suffragettes in Corsettes<sup>1</sup>, Domestic Lives of Women in the 18<sup>th</sup> Century<sup>7</sup>, Poetry of Popular Song<sup>1,2</sup>, Stepping Stone to Oblivion: A History of the US Vice-Presidency<sup>1,2</sup>, The Play Spirit in Everyday Life<sup>1,2</sup>, America’s Kitchens<sup>7</sup>, Sorrows and Silver Linings Book Launch, and baking classes with Chef Rob<sup>1</sup>.

Nature & Science Programs included The Aging Visual System, The Four Billion Year Story<sup>3</sup>, Gut Feeling, National Parks of the Eastern United States<sup>1</sup>, Finding Easy Walks Wherever You Are, and How to Prepare for Climate Change.

## Saying Goodbye and New Beginnings

Head of Circulation Deena Scaperotta retired in September after 18 years at the Gleason. The library was also sorry to see the following staff move on: Library Assistants Marie Rice, Nicholas Bodanza, and Victoria Fiske.

Rebecca Bromark, Sara Morton, Frances Morgan, and Jane Iwanowicz joined the team as new library assistants.

## Support & Collaboration

GPL could not offer the range and quality of services we do without ongoing support from the community as a whole. The Library staff is greatly indebted to the following:

Friends of the Library: FOGPL continue to support GPL by providing funds for special events and services. Donations from about 300 members supported a variety of museum passes, many special events, and technology enhancements. The Friends fundraised through their annual membership drive and pop-up book swaps. Their annual meeting in November featured Anke Voss of the Concord Free Library speaking on Louisa May Alcott.

Volunteers & Senior Tax Program: In addition to the Friends, dozens of volunteers and tax workers donated their time and energy in 2021. Volunteerism and the involvement of Senior Tax Workers keep GPL rolling by helping with shelving, cleaning, displays, programs, landscaping, marketing, and completion of special projects. Additionally, the Library Trustees and other committees and groups, including the Art at the Gleason Curators, donate countless hours of their time to keep GPL operating. Altogether, over 600 hours of work were contributed by volunteers, boards, Friends, and Tax Workers.

## Library Statistics\*

Hours open per week

January-February (curbside and remote service):	42
March-May (visits by appointment):	42
June, September-December :	55
July-August:	51
Items owned by GPL (physical):	48,353
Items owned (downloadable):	48,729
Items provided by other libraries:	18,726
Items provided to other libraries:	20,604
Carlisle patrons:	5,620
Total direct circulation:	56,086
Digital circulation:	10,605
Number of visitors:	2,961
Number of reference transactions:	1,170
Meeting room uses by public:	2
Public computer sessions / wifi sessions:	260 / 11,076

Number of programs / attendees:

215 / 2,907

**Library Staff**

Director: Martha Feeney-Patten

Assistant Director/Head of Technology: Jennifer Pike

Children's Librarian: Jennifer Buliszak

Teen and Children's/Reference Librarian: Tahleen Shamlian

Reference and Special Collections Librarian: Janet Hentschel

Reference Assistant: Frances Morgan

Head of Circulation: Jane Iwanowicz

Library Assistants: Rebecca Bromark, Linda Dodge (substitute), Leslie Kmiec (substitute),

Helen Lyons, Sara Morton, Ellen Royalty, Deena Scaperotta (substitute), Kathleen Taffel

Assistant to the Director: Kathryn Untermeyer

Custodians: Dan Brainard, Dan Flannery

**Board of Trustees**

Karen Gonzalez Gettings, Treasurer

Term expires 2023

Christine Stevens, Secretary

Term expires 2024

Dale Joachim, Chair

Term expires 2022

Submitted by Martha Feeney-Patten, Library Director.

\*Other than operating hours, data in this section is based on FY2021 (July 2020-June 2021) as reported to the Massachusetts Board of Library Commissioners.

Endnotes denote sponsorship/co-sponsorship by the following organizations:

<sup>1</sup>Friends of the Gleason Public Library

<sup>2</sup>Friends of the Carlisle Council on Aging

<sup>3</sup>Susan Zielinski Natural Science Fund

<sup>4</sup>Carlisle Garden Club

<sup>5</sup>Federal Funds administered by the Mass Board of Library Commissioners

<sup>6</sup>Carlisle Cultural Council

<sup>7</sup>Manton Foundation

# CULTURAL COUNCIL

The Carlisle Cultural Council (CCC) promotes the arts, music, history, culture and the humanities in Carlisle. Our goal is to serve our community by supporting and producing both participatory and audience-based cultural and arts activities that benefit local residents.

The Carlisle Cultural Council is appointed by the Select Board to support local cultural initiatives. The CCC supports local cultural programs in three ways:

- 1) Through an annual grant award process established and funded by the Massachusetts Cultural Council (MCC) that provides funding to deserving organizations and individuals who offer a variety of cultural experiences to the residents of Carlisle.
- 2) Through grants for cultural programs produced by cultural organizations or individual practitioners with funds raised independently by the Council.
- 3) Through programs produced by the Council itself, utilizing both state and local Council funds.\*

\*The Cultural Council historically has not received funding from the Town of Carlisle.

## **What we mean by culture:**

Music, dance, theater, fine art, pop art, sculpture, photography, multimedia, fiber arts, ethnic customs, culinary arts, humanities, literature, poetry, nature, gardening, woodworking, ceramics, storytelling, history, science, language and more...

The Carlisle Cultural Council is part of the largest grassroots cultural funding network in the nation, the Massachusetts Cultural Council's Local Cultural Council (LCC) Program. Each year, LCCs award more than \$4 million in grants to more than 6,000 cultural programs statewide, supporting thousands of community-based projects in the arts, sciences and humanities.

The Carlisle Cultural Council has a number of mandatory duties established by the Massachusetts Cultural Council:

- Soliciting community input and assessing local cultural needs
- Establishing council priorities for cultural grant applications
- Communicating with the public
- Reviewing and recommending action on local grant applications
- Carrying out other necessary administrative functions
- Complying with MCC guidelines, rules, or rulings

Beyond these duties, the Council may conduct its own programs, fundraising and collaborations in support of delivering experiences to Carlisle residents under the broad definition of "culture." In addition, the Council is an advocate for the broader community of cultural practitioners in Carlisle.

### **Community outreach**

In 2021, the Council continued its focus on community outreach activities outside of the annual MCC grant program.

The highlight of the year was our production of the Carlisle Cultural Council Music Showcase at Old Home Day on June 26. We assembled a slate of five local musical acts that entertained OHD attendees from a performance area overlooking the Country Fair and adjacent to many other activities at the school. The quality and variety of music was extremely well-received and encouraged us to immediately start planning next year's program.

The Council also participated in the Country Fair portion of Old Home Day, with a display table and informational signage. In addition to updating all of our graphics (beautifully designed pro bono by CCHS student Hayes Sagalyn), we created an informational brochure about the Council. These assets can be reused in the future. A popular feature at our table was a supply of art materials that encouraged the creativity of many young artists who visited.

Through discussions with the Old Home Day Committee chairs, the Council committed to closer collaboration for this festival in the future, including applying jointly for a Mass. Cultural Council Festival Grant to support the cultural components of Old Home Day.

The Council continued to leverage its Facebook page, growing the follower base to more than 190 during the year, and using paid post boosting for selected posts in order to expand our reach to all Carlisle-based subscribers. The page is used to promote cultural events, related news and stories (not restricted to Carlisle) as well as Council activities.

The Council conducted a private fundraising campaign in December. Members invited a limited number of local friends to contribute to expanding our programs. The plan is to expand this outreach in 2022. Donations to the Council are tax-exempt.

In December, the Council agreed to sponsor and promote the annual installation of artificial poppies on the Town Common to celebrate Memorial Day. It was agreed to establish a design contest for the 2022 theme.

### **Community Advocacy**

Members of the Council participated in several public dialogues that relate to the mission of the Council.

### **American Rescue Plan Act**

In November, the Council communicated in writing to the Select Board's ARPA subcommittee to advocate for restorative funding on behalf of cultural organizations in Town that have been hurt financially by the COVID-19 pandemic. The Council also planned to apply for funds to directly support cultural practitioners through additional grants.

### **Community Center**

Members of the Council were active in communicating concerns to the Select Board and the Council On Aging that the proposed Rec Comm pickleball facility would negatively affect the Town's ability to develop a Community Center with enough space to support cultural programming.

## **Master Plan**

Members of the Council participated in focus groups and other sessions to advocate for the development of a Community Center that could support cultural programming.

## **Annual Cultural grants - Mass. Cultural Council Local Cultural Council program**

The FY21 LCC grant cycle was postponed by two months due to a delay in approval of the state budget. The Council completed making awards in February. The Cultural Council announced 16 grant awards:

- Carlisle Cheer Project: "GlowHouse" (Swap Shed Makeover)
- Gleason Public Library: ArtMatters
- Carlisle Chamber Orchestra: 2021 Holiday Concert
- Carlisle Mosquito: Engaging Our Community with Color
- Carlisle Community Chorus: Community Concerts
- Voices of Reentry: Community Conversations with Citizens Returning from Incarceration
- Savoyard Light Opera Company: Theatre Now: A Virtual Community Collaboration
- Sheryl Faye Presents Historical Women: Susan B Anthony Failure Is Impossible
- Chinese Family Network: Virtual Musical Theatre and Reader Theatre Experience for Children
- Gleason Public Library: Cara Bean Doodling Workshop
- Discovery Museum: Open Door Connections
- Virginia Thurston Healing Garden: Writing for Wellness
- Concord Orchestra: Chamber Music Workshops and Recordings
- Concord Chamber Music: Concert and Conversation
- Bernadette Stockwell: Carlisle: Do Your Art!
- Sarah Whitney: Beyond the Notes

FY22 LCC grant cycle was completed in December. The Council announced 13 grant awards:

- Benefits of Native Planting - Carlisle Garden Club
- Carlisle Old Home Day - Carlisle Old Home Day Association
- Bentwood and Wattle fence Crafting Workshops - Friends of Center Park
- Celebrating Carlisle's Preserved Open Spaces - Carlisle Conservation Foundation
- Fall Concert featuring the CCO Strings - Carlisle Chamber Orchestra
- Oldies Piano & Vocal Concert - Daniel Kirouac on behalf of Carlisle COA
- Celebrating Carlisle's Diversity - Carlisle Communications
- CPS Garden Lending Library - Carlisle Parent Teacher Organization
- Nature and Art Therapy - Virginia Thurston Healing Garden
- Learn How to Play the Ukulele - Gleason Public Library
- Bach's Lunch Concert Series - Indian Hill Music
- AWAKE! - Nashoba Valley Chorale
- 2021-2022 Concert Season - The Concord Orchestra

**Membership** (as of 12/31/21)

Jenn Albanese, Secretary

Debbie Bentley, Member

Alain Bojarski, Treasurer

Dan Lennon Vice-chair

Mark Levitan, Chair

Jennifer Sagalyn, Member, Past Co-chair

The Cultural Council encourages townspeople (all ages, from high school on up) to get involved with supporting the arts, humanities and culture through membership on the Council or volunteering for specific activities and events. By law, the Council may have as few as 5 and as many as 22 members.

Please contact us at [culturalcouncil@carlislema.gov](mailto:culturalcouncil@carlislema.gov)

# CARLISLE PUBLIC SCHOOLS

Carlisle Public Schools and the Carlisle School Committee worked together in 2021 to provide an excellent educational experience for the children of Carlisle. Throughout the year the school continued to face challenges due to the COVID-19 pandemic, but the faculty, staff and, most notably, students responded with resilience.

In the winter Carlisle students continued with full in-person instruction as Carlisle was one of the few districts across the Commonwealth that was able to provide this opportunity to its students and families during the 2020-2021 school year. While pivoting often to address the ever-changing safety protocols surrounding the pandemic, our focus remained on academics as well as the social and emotional needs of students.

In the fall of 2021, students were welcomed back with schedules and activities that were more like those of pre-pandemic years. Middle school students changed classrooms and rotated classes while elementary students were able to cluster in groups and participate in small group instruction. Athletics and in-person extracurricular activities were available to students. Faculty, staff, and administration continued to monitor the increased mental health needs of students as a result of the pandemic.

Throughout 2021 the Carlisle Public Schools Mission & Vision as well as the Portrait of a Graduate continued to guide all that we do for students in the district.

## **VISION & MISSION:**

Carlisle Public Schools cultivate balanced learners who can stand confidently with one foot in the field and the other in the future.

We create a nurturing and individualized experience for our students and highly value personal relationships. We prioritize social-emotional and physical health. We include a project-based approach to help students develop their knowledge, skills, and interests. We provide multiple ways for students to demonstrate understanding and mastery, de-emphasizing state standardized assessments. Students engage in the classroom and in the community, with educators, local experts, and Carlisle's natural resources to understand how their studies can be applied to civic life to help solve local and global problems. We break down barriers between traditional subjects and create opportunities for students to develop their understanding of the world and extend their perspective and thinking beyond our town borders.

## **A CPS GRADUATE IS:**

- A resilient and adaptable **lifelong learner** who is empowered to pursue their interests.
- A self-aware and **reflective individual** who takes responsibility for their actions, outcomes and learning.
- A caring, kind and engaged **global citizen** who works to forward identified goals.\*

- A creative and competent **problem solver**, appreciative of diverse thinking.
- An **independent thinker**, willing to question the status quo and weigh the evidence.
- An **effective communicator & collaborator** who can work with diverse teams, listen and articulate thoughts and ideas persuasively.

\*Current goals are aligned with UN Sustainable Development goals.

### **District**

Over the past year frameworks were adopted to manage and lower the risks of transmission of COVID-19 within the schools. Policies were created with a goal to keep students in school. At the start of 2021 began, people were accustomed to wearing masks, using hand sanitizer and distancing six feet from others. As the year progressed, some safety protocols changed as we learned more about the COVID-19 virus and its transmission. Vaccinations became available for faculty, staff, and our older student population. The number of COVID-19 cases in the school community remained low during the fall of 2021 as mitigation strategies were successful. Throughout all these changes Carlisle faculty and staff continued to be flexible and adapt while providing excellent student learning opportunities.

Another key area of focus for 2021 has been our school and community work on diversity, equity, inclusion, and belonging. Over the past year our faculty and staff have participated in a variety of book clubs, professional collaborations, professional development opportunities, challenges, and community conversations to support this work. We have been especially fortunate to have the strong support of the Diversity Equity Inclusion Carlisle Advisory Committee, a community organization focused on supporting the Carlisle Schools in the work of ensuring all students enjoy the sense of belonging in the school community. While we have made considerable progress in bringing this dialogue to the front and center of our work, there is still a great deal of work to be done with both our curriculum and culture as we work to meet the high expectations and standards we hold for ourselves as a school community. We look forward to continuing this work in 2022 and the years to come.

### **Carlisle Elementary School Highlights of 2021**

Elementary School Principal Dennet Sidell oversees students and teachers in Grades K-4 and provided this update.

We started the new year of 2021 with the majority of our students attending school in-person, full-time, and 58 elementary students being taught remotely, full-time. Parents had the option to change their student’s placement in late January and again in April. Five students switched from remote to in-person teaching/learning while no students changed to remote learning during that time period.

In the winter of 2021, students remained six feet apart in the classrooms and stayed in their class “pods.” They were only allowed to play at recess with students in their class with adult supervision to make sure they did not mix with children from other classrooms. There were

many protocols in place including handwashing, mandatory masking, and safe distancing. Protocols were also in place for snack, lunch, lining up to go out to recess and for the end of the day. Specialists all came into each classroom for lessons with the expectation of physical education teachers.

Due to the high number of children that were not taking the bus during this time but instead being dropped off and picked up, we changed the Drop-Off and Pick-Up procedures. Drop-Off and Pick-Up were split into three areas around the school campus. We used the small parking lot on School Street for kindergarten, the larger parking lot off of Church Street for grades one and two, and the area in front of the Highland building for grades three and four. Everyone did a wonderful job learning and adhering to these new procedures.

The fall of 2021 started a new school year and with the entire student body in-person and in our building! We were able to have students in cluster groupings again in the classroom and resume our small group instruction, which was not possible during the previous school year. Lunch was set up with two children to a table and all students facing the same direction while eating, but after eating masks are put back on, they may turn to talk with fellow students. Snack is eaten outside whenever possible and children are distanced if the class needs to eat snack inside. Our teachers worked hard to incorporate parts of curriculum that were not taught the previous year and teachers enjoyed bringing back rug time and morning meetings.

We convened our math committee because we needed to explore changing our elementary math program. Work started by gathering information from 20 neighboring districts as to what math program they used in grade kindergarten through grade four. Also, we researched new programs that had become available in the last three years. The committee set up presentations from different math programs to see how the program functioned and if it would meet the needs of all of our students. After presentations, the committee narrowed the search down to two programs and the decision was made to pilot one math program at a time. For the 2021-2022 school year we are piloting the Into Math program in grade one. At the end of the school year, we will either adopt the Into Math program at the elementary grade level, or decide to pilot a different program for the 2022-2023 school year.

### **Carlisle Middle School Highlights of 2021**

Middle School Principal Matthew Mehler oversees students and teachers in Grades 5-8 and provided this update.

During this global pandemic, Carlisle Middle School has consistently remained physically open, full-time, to support the academic and social-emotional learning for all students in grades 5-8. The middle school schedule implemented in the fall of 2021 has differed significantly from the previous iterations, which was structured into 'learning pods' in which students remained physically distant from each other and clustered into self-contained classrooms. Instead of restricting student movement, this school year our middle school students physically changed classes and rotated through a weekly pattern of classes. Students started the school day in homerooms, which was followed by an advisory period to foster social-emotional learning, build community, and provide opportunities for social interactions for adolescent

students. The middle school faculty and staff know from educational research and our direct experience with early adolescent children how important it is for students to feel safe, welcomed, and connected to their peers and their teachers in order for them to perform at a high level on a daily basis. Our middle school educators invest considerable time to build these strong, caring, and respectful relationships.

As a school, we work collaboratively and diligently to engage, support, and challenge our children academically, socially, emotionally, and behaviorally. For example, the middle school model currently uses a collaborative team approach of dedicated educators who, together, provide direct instruction in the content areas of English language arts, science, social studies, and mathematics. In addition, a special educator accompanies each team to support student learning. Our middle school students have multiple opportunities to engage in arts and wellness classes during and after the middle school day. Our students take classes in physical education, art, health, and music. In addition, students have the opportunity to join musical ensembles such as chorus and/or band. Our students have the choice of learning one of three world languages offered at Carlisle Middle School; Spanish, French, or Mandarin. The instructed curriculum in academic classes is aligned to the Massachusetts Curriculum Frameworks as well as to national standards. New in the 2021-2022 school year was the implementation of FLEX blocks into the students' schedules.

FLEX blocks are dedicated time in the weekly middle school schedule for all adolescent learners to receive supplemental academic support and enrichment opportunities. The vision of FLEX is to provide all middle school students the opportunity to develop academic and social skills and introduce new topics in a manner that is tailored to meet their individual needs. The instructional methodology during FLEX is designed to promote project-based and student-centered learning with students grouped according to areas that faculty identify to be beneficial. There are two FLEX blocks per week in the schedule at Carlisle Middle School and students will be placed into FLEX classes based upon a variety of criteria, which includes but is not limited to; teacher recommendation, STAR Renaissance reading assessment data, ALEKs math assessment data, and MCAS data. It is important for all students, parents, and teachers to recognize that not every student will get all FLEX classes and that decisions will need to be made.

Each middle school student is assigned a school psychologist/guidance counselor who is available to discuss any concerns (personal, academic, planning for high school, etc.). School psychologists are available for personal support and consultation for students and families. School psychologists meet with students individually and in small groups. The school psychologist team runs a number of counseling groups for specific special education programs. Students may participate in social skills development, friendship groups, and emotional regulation.

Significant attention continued to be placed on safety, specifically implementing protocols recommended by the Center for Disease Control (CDC), such as increased hand washing,

physical distancing, enhanced drop-off/pick-up procedures, transportation, recess, and cafeteria considerations.

### **Carlisle Special Education Highlights of 2021**

Director of Student Support Services Lori Bruce oversees the Carlisle Special Education department and provided this update.

Carlisle's Special Education and Health Departments continue to impress with ongoing dedication and support for students and families. We are very fortunate to have a talented group of specialists, teachers, and nurses looking after all students' health, emotional, and learning needs. While the pandemic affects attendance and anxieties, our faculty and staff continue to demonstrate flexibility, creativity, and admirable skills. Faculty has provided programming individually and in small groups and met outside, inside, and online respecting the safety and programmatic needs of our students.

Across all disciplines, we have continued to provide faculty and staff training. Training topics have included reading, writing, and math instruction, assessment tools, speech and language disorders, augmentative communication devices, supporting deaf and hard of hearing students, growth mindset strategies, and sensory processing support, just to name a few. Paraprofessionals received training on tools to help social and emotional needs and provide positive behavioral support. We have also supported training in specific areas of need and provided online course options to everyone.

All new faculty have been trained in the Wilson reading program as part of our dedication, ensuring all special educators are knowledgeable in scope and sequence and effective methodologies for teaching phonics and word structure for reading and spelling.

In September 2021, we opened a new program for younger students diagnosed with Autism who benefit from more individualized services outside of the classroom. LEAP (Learning Enrichment and Acceleration Program) is staffed by a Special Educator and Registered Behavior Technician. A Board Certified Behavior Technician, Speech and Language Pathologist, Occupational Therapist, Physical Therapist, and General Educators all work collaboratively to support the LEAP program. We currently are servicing two students in the program and have been delighted by its success.

A goal for 2021 was to increase communication within our community and seek feedback from families. Every two months, we send out questionnaires to families who have had Individualized Education Program (IEP) meetings in the previous 8-10 weeks. Overall, we have received wonderfully positive feedback and insightful information to help us better serve parents with students identified with special needs.

Carlisle Public Schools continue to service more than 100 students needing special education support in the district. We also have several students placed out of the district who are educated in state-approved therapeutic day programs. Carlisle is a district that prides itself on its ability to effectively serve students in the least restrictive environment. This would not have been

possible without the talented professionals who continue to set high standards for achievement and share their gifts with students and families.

### **Retirements**

We announced the retirement of three long-time and respected school employees in June of 2021. Bill Gale, beloved 6<sup>th</sup> grade math teacher, worked at the Carlisle Schools since 1997. Bill made math fun for students with his energy and enthusiasm. The large number of participants in the Cross Country program was due to Bill's leadership. He was always positive and cheerful. Occupational Therapist Sue Ross began working at the Carlisle Schools in 1998. Sue cared deeply about all students, and was dedicated to helping them through hands-on, creative and carefully planned lessons and activities. She often saw the same students year after year and was thrilled to see their progress. She was kind to everyone she worked with and served. Also retiring was Nancy Anderson, Assistant to the Superintendent, who had worked in the Carlisle Schools since 2003. Nancy started her career as a paraprofessional, after her youngest daughter graduated from 8<sup>th</sup> grade, and also held the job of Assistant to the Director of Student Support Services for 10 years. Nancy enjoyed all of her jobs, supported the people she worked with, and always brought a smile and sense of humor with her no matter where she went. These professionals cared deeply about the Carlisle Schools, and will truly be missed.

### **Final Thoughts**

We are very thankful to have such involved and active parents and families as part of our school community. Our parents contribute and partner with the school through the Parent Teacher Organization (PTO) and the Carlisle Education Foundation (CEF). Grants that are funded through these organizations supplement the educational experiences of our students, who learn and grow through outstanding programs such as those provided through cultural enrichment as well as benefit from direct classroom enhancements. Grants also supplement students' educational experiences by funding technology and supporting professional development for teachers.

Finally, we are appreciative for the continued support of the Carlisle community. The people of the Town provide the intellectual, emotional and the financial support necessary to continue the forward progress of our school. It is evident that Carlisle townspeople truly value what the faculty, staff and administration of our schools do every day, all of which contributes to make the Carlisle Public Schools an outstanding educational institution. Our students thrive as a result of this support, and we are grateful to all.

Jack Huntress, School Committee Chair  
James F. O'Shea, Superintendent

School Committee Members:  
Amanda Comperchio  
Eva Mostoufi  
Carrie Patel  
Sara Wilson

**Carlisle Public Schools  
Enrollment by Grade  
December 31, 2021**

<b>Grade</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
Pre-Kindergarten	8	7	15
Kindergarten	36	38	74
Grade 1	30	30	60
Grade 2	18	37	55
Grade 3	40	31	71
Grade 4	33	37	70
Grade 5	39	32	71
Grade 6	31	30	61
Grade 7	34	33	67
Grade 8	44	37	81
Out of District/ Services Only	3	2	5
<b>Total</b>	<b>316</b>	<b>314</b>	<b><u>630</u></b>

**Carlisle Public Schools  
Administration and Faculty List  
September 2021**

<b><u>Name</u></b>	<b><u>Education</u></b>	<b><u>Position</u></b>	<b><u>Began Service</u></b>
Beth Arinsburg	State University of New York at Binghamton, B.A. Emerson College, M.S.	Speech & Language	2021
Matthew Bastien	University of Massachusetts, Lowell, B.A. University of Washington, M.Ed.	Special Educator	2021

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Maya Bery	Wesleyan University, B.A. Simmons College M.L.S.	Library/Media Specialist	2013
Amy Brodeur	Virginia Polytechnic Institute & State University University of North Carolina, M.S.	Occupational Therapist	2021
Lori Bruce	Boston University, B.A. Lesley University, M.Ed.	Director of Student Support Services	2019
Callie Burns	University of New Hampshire, B.S. University of New Hampshire, M.Ed.	Kindergarten	2020
Lynne Carmel	Castleton State College, B.S. Cambridge College, M.Ed.	Physical Education	1999
Amy Caron	Boston College, B.A. Fitchburg State College, M.Ed.	Grade 2	2003
Katie Casazza	Salem State University B.S. Merrimack College, M.Ed.	Grade 2	2017
Leanne Christmas	Syracuse University, B.S., M.S.	Speech & Language	2001
Jeffrey Clem	Springfield College, B.S. Framingham State University, M.Ed.	Special Educator	2014
Rachel Cloutier	Westfield State University, B.S. University of Massachusetts, M.Ed.	Math	2021
April Colson	Quinnipiac College, B.S. Florida International, M.S.	Occupational Therapist	2005
Meghan Cox	University of Massachusetts, Lowell, B.A., University of Massachusetts, Lowell, M.A.	Grade 3	2017

Bradford Cranston	Bates College, B.A. Johns Hopkins, M.A.	Science	2006
Stephanie DeCoste	Rivier College, B.A. University of Massachusetts, Lowell, M.Ed.	Special Educator	2016
Marshall DeForest	University of Massachusetts, B.A. University of Massachusetts, M.Ed.	Grade 4	2014
Bridget Fleming	Simmons College, B.S., Simmons College, M.Ed.	BCBA	2018
Robert Fortado	East Coast Aero Tech Airframe and Powerplant License	Director of Buildings and Grounds	2018
Vanessa Gerade	University of Massachusetts, B.A. Lesley University, M.A.	Grade 1	2004
Rebecca Gianopoulos	Keene State College, B.A. University of Massachusetts, Boston, M.A.	Science	2020
Amanda Gilchrist	University of New Hampshire, B.A. Lesley University, M.Ed.	Grade 2	2012
Mimi Gleason	Middlebury College, B.A. Harvard University, M.Ed.	Grade 5	2008
Elizabeth Grady	University of Michigan, B.A, M.A.	Grade 3	2012
Cassandra Graham	St. Lawrence University, M.S. Boston College, M.Ed.	Grade 1	2000
Elizabeth Gray	Boston University, B.S. Penn State University, M.Ed.	English Language Arts	1998
Nicholas Greenwood	University of Massachusetts, B.A.	Technology Integration Specialist	2017
Michaela Hardimon	Middlebury College, B.A. Antioch New England, M.Ed.	Early Childhood	1998

Cheryl Hay	University of Massachusetts, B.S. Fitchburg State University, M.Ed.	English Language Arts	2006
Jeffrey Hechenbleikner	St. Michael's College, B.A. Salem State University, M.Ed.	Psychologist	2014
Scott Heffner	Penn State University, B.A. University of Massachusetts, Lowell, B.S.	Network Manager	2015
Chiao Bin Huang	Chinese Cultural University, B.A. Emerson College, M.A.	Chinese	2005
Daniel Hunt	Bridgewater State College, B.A. American College of Education M.Ed.	Physical Education	2006
Shawna Hunt	Westfield State College, B.S. Fitchburg State College, M.Ed.	Grade 1	1999
Kendra Katz	Eastern Nazarene, B.A. Mid-America Nazarene M.Ed.	Grade 4	2006
Michael Kilmartin	Springfield College, B.S. American International College, M.A.	Social Studies	2017
Emily King	Boston University, B.S. Lesley University, M.Ed.	Grade 4	2004
Meghan Laughlin	University Of Massachusetts, Lowell, B.S.	Health/P.E.	2019
Rachel Levy	Institute of Art, B.A. State University of New York, M.A.	Art	2005
Jan Liebman	Southern Connecticut State, University, B.A., B.S. King's College, London, M.A.	Special Educator	2017
Courtney Longaker	University of Massachusetts, B.A. Simmons College, M.S.	Art	1997

Madeleine Lydon	University of Massachusetts, B.A. Mount Holyoke College, M.A.	Special Educator	2017
Kathi Macklis	George Washington University, B.A, University of Pennsylvania, M.S. Boston University, Ed.D.	Literacy Specialist	2016
Kevin Maier	Manhattanville College, B.A. Manhattanville College, M.Ed.	Music	2009
Tracy Malone	Assumption College, B.A. Framingham State College, M.Ed.	Special Educator	2003
Kathryn Marsh	University of Wisconsin, B.S. University of California, Ph.D. Science	Science	2004
Laura Marshall	Northeastern University, B.S. Lesley University, M.Ed.	Special Educator	2010
Caryl McCabe	University of Massachusetts, B.A. Rivier College, M.Ed.	Grade 4	2008
Matthew Mehler	University of Delaware, B.A. Northeastern University, M.Ed. Northeastern University, Ed. D.	Middle School Principal	2018
Dana Meyer	Fitchburg State University, B.S., M.Ed.	Social Studies	2021
Angela Monke	University of Massachusetts, B.S., University of Massachusetts, M.A.	Music	1998
Jessica Montague	Regis College, B.A. Regis College, M.A.T.	Special Educator	2017
Cynthia Morris	Stonehill College, B.A. Lesley University, M.Ed.	Grade 3	2000
Taylor Murphy	Fairfield University, B.A. Nazareth College, M.S.	Social Studies	2016
Jason Naroff	Boston University, B.S. Lesley University, M.Ed.	Grade 5	2008
Aria Niemierko	University of Massachusetts, B.A. University of Massachusetts, M.Ed.	Grade 3	2010

Mary O'Regan	University of New Hampshire, B.A.	Assistant to the Superintendent	2021
James O'Shea	University of Massachusetts, B.A. Suffolk University, M.S. Boston College, C.A.E.S.	Superintendent	2016
Elizabeth Perry	Brandeis University, B.A. Potsdam State University, M.S.	Mathematics	1983
Marcella Pixley	Vassar College, A.B. University of Tennessee, M.A.	English Language Arts	2004
Jennifer Pray	Bridgewater State University, B.S. Bridgewater State University, M.Ed.	Special Educator	2007
Jennifer Putnam	Mount Holyoke College, A.B. Simmons College, M.A.	Grade 5	1995
Kimberly Reid	State University of New York, B.A. Northeastern University, M.Ed.	School Psychologist	1995
Marie Rivier	Universite du Maine, France, Licence en Langues. French Alliance of Paris	French Teacher	2019
Jennifer Rowland	Stonehill College, B.S. Simmons College, M.Ed.	Special Educator	1999
Kathleen Rupprecht	Miami University, B.A. Northeastern University, M.S.	School Psychologist	2009
Cynthia Samuels	Colorado State University, B.S. Emerson College, M.S.	Speech & Language	1995
Lauren Sawyer	Mass College of Pharmacy and Allied Health Sciences, B.S. University of Massachusetts, B.S., M.S.	School Nurse	2018
Suzanne Severy	University of Massachusetts, B.A. Lesley College, M.Ed.	Kindergarten	2000

Dennet Sidell	Gordon College, B.A. Lesley University, M.Ed. Nova Southeastern University, Ed.D.	Elementary Principal	2012
Anne Spiegel	Merrimack College, B.S. Fitchburg State University, M.Ed.	Math	2017
Kathryn Springer	The College of Saint Rose, B.S. Grand Canyon University, M.A.	Grade 2	2020
Andrea Steffek	University of Colorado, B.A. Tufts University, M.A.T.	Spanish	2001
Valerie Thomforde	University of New Hampshire, B.A. Holy Names University, M.A.	Music	2017
Linda Vanaria	Lesley University, B.A. Lesley University, M.Ed.	Grade 2	2007
Lindsay Weston	Bridgewater State College, B.S. Framingham State University, M.Ed.	Kindergarten	2017
Heather White	Northwestern University, B.A. Syracuse University, M.S.	Speech & Language	1999
David Yorke	Keene State College, B.A. University of Massachusetts, Boston, M.A.	ELL	2020
David Zuckerman	Occidental College, B.A. Tufts University, M.A.T.	Social Studies	1999

# CONCORD-CARLISLE REGIONAL SCHOOL COMMITTEE

## **Statement of Appreciation from the Regional School Committee**

Members of the Regional School Committee express their continuing gratitude for the thoughtful care and creativity that district leaders, teachers, and staff dedicate to students every day, particularly as the District faced the third year of managing pandemic conditions and the uncertainty that comes with the unprecedented challenges associated with the public health crisis.

Members are also grateful to all the parents and community members who volunteer their time on behalf of Concord-Carlisle High School (CCHS). They also want to thank the citizens of Carlisle and Concord for their ongoing, ardent support of the schools.

In addition, members wanted to acknowledge and thank Heather Bout and Fatima Mezdad for their service on the Concord-Carlisle Regional School Committees.

## **Mission and Core Values**

Members of the School Committee use the vision articulated in the Districts' mission statement and core values to guide decisions. The mission of the Concord-Carlisle Regional School District is to educate all students to become independent lifelong learners, creative thinkers, caring citizens, and responsible contributors to our increasingly diverse global society. The core values of excellence, engagement, perseverance, inclusion and innovation are reflected in the 2018-2023 district strategic plan and the programs, services and activities which support student learning.

## **Continued Implementation of the 2018-2023 District Strategic Plan**

Following a comprehensive planning process that was driven by a 50-member stakeholder group that included faculty, students, school committee members, parents, community members and school administrators, a strategic plan was formed to shape a shared vision for both Districts. The plan features efforts in key areas such as reducing student stress, maintaining academic excellence and work related to cultural proficiency and awareness. The strategic plan is utilized to guide and prioritize decision making regarding teaching and instruction, curriculum, budgets, and planning for facilities amongst other matters. Also, it will include provisions for analysis and review of the plan's on-going success as well as for on-going input from the public.

## **Position Created to Help CCRSD (and CPS) Focus on Cultural Competency and Anti-Racism Work**

Andrew Nyamekye was named Director of Diversity, Equity, and Inclusion for the Concord and Concord-Carlisle School Districts. This is a newly created position is the latest effort by District leaders and the School Committees to continuously prioritize their efforts in anti-racism, diversity, equity, and inclusion. Goals for the position include:

- to bring a diversity, equity, and anti-racist lens to every aspect of the functioning of the districts;
- to improve student experience, particularly for black and brown students;
- to provide faculty and staff with support on cultivating a school culture that is inclusive and elicits a sense of belonging for all students, families, and employees;
- to support all administrators in decision making;
- to continue to actively recruit and maintain a diverse staff for the Districts;
- to be a resource for families and community members; and,
- to be a liaison with community groups and institutions on behalf of the school system.

The School Committees continued their work which was identified in the Districts’ overall strategic planning objective to create a collaborative and inclusive culture in the schools and community that values diversity and recognizes the contributions and uniqueness of each learner.

**Concord-Carlisle Regional School District Budget and Enrollment**

Concord-Carlisle High School has 1323 (as of 10/1/21) students in grades 9-12. CCHS experienced an increase of 6 students in FY22. The Superintendent and School Committee carefully monitor enrollment projections as well as other factors that could impact enrollment such as new housing developments.

The goal of the School Committee is to develop budgets that meet the needs of our students and teachers while being sensitive to the impact on taxpayers. The School Committee works with District leaders to discuss funding priorities and cost drivers as well as to discuss budget recommendations with the Finance Committees of Carlisle and Concord. Ultimately, residents of Carlisle and Concord decide budget levels at Town Meetings; during 2021, the FY22 operating budget of \$35,795,374 was approved which represents a 2.29% percent increase from the previous year’s budget.

The approval of the budgets for both CPS and CCRSD is the culmination of a multi-month process that begins with the submission of the annual School Improvement Plan that is developed and guided by the Districts’ strategic plan and includes input from teachers, parents, and administrators.

**CCRSD Refinancing Savings, Reducing Regional Assessments, Electric Bus Purchase**

Members of the Concord-Carlisle Regional School Committee voted unanimously to authorize the re-financing of long-term bonds to lower interest rates in an action that will save the District \$3.1 million over the life of the debt. The savings will be realized on an annual basis with approximately \$200,000 less in debt payments in each fiscal year until 2038. The action is possible due to the District’s favorable bond rating which reflects the School Committee’s and Administration’s strong financial practices and budgeting.

As part of closing out FY21, the Concord-Carlisle Regional School Committee voted to use a budget surplus to address key District goals including reducing assessments for each town

and its residents. At the last business meeting of FY21, Committee members voted to apply \$300,000 to reduce the FY22 assessments to Carlisle and Concord.

In addition, members advanced their goals to be fiscally responsible and to create a more sustainable bus fleet by purchasing an electric bus; it was purchased in a manner that allows for approximately 70% of the cost to be reimbursed via Chapter 71 funds from the state.

### **State Affirms CCHS Special Education Efforts**

The Commonwealth of Massachusetts' Department of Elementary and Secondary Education (DESE) recently completed a comprehensive review of the Districts' special education approach and affirmed the efforts and programs in place as the review did not result in any recommendations for improvement or change in practice.

### **Student Representatives**

In May 2021, the Superintendent and School Committee members expressed their appreciation for the efforts of the outgoing CCHS Student Representatives for the Joint Committees, Linda Xu CC'21 and Amy Tedeschi CC'21; and in September welcomed the new representatives, Harry Crowley CC'24 and Darcy Keenan-Mills CC'24.

### **Concord-Carlisle Regional School Committee**

Sara Wilson, Chair

Court Booth, Vice Chair

Alexa Anderson

Tracy Marano

Eva Mostoufi

Cynthia Rainey

# THE SCHOLARSHIP FUND OF CONCORD AND CARLISLE

**Executive Committee: Travis Minor - Chair, Devra Feshbach-Meriney - Assistant Chair, Steve Payne - Treasurer, Albert Powers - Assistant Treasurer, Elaine DiCicco - Secretary, Rebecca Britten 'Bee' Loprete - Past Chair.**  
**Trustees: Hanna Bruno, Marc Caruso, Maura Kenneally Clark, Joe Laurin, Elaine Rabb, Kathleen Reidy, Paul Ressler, Phoebe Sturges, Priscilla White Sturges.**  
**Associate Trustees: Kenneth Anderson, Molly Eberle, Guida Mattison, Tom Rutledge, Kathleen Snook.**  
**Trustee Emeriti: Dorothy Bean, David Gould, Lucy Miller.**

The Scholarship Fund of Concord and Carlisle (formerly known as the Concord-Carlisle Scholarship Fund) was established in 1966 to provide need-based grants to deserving young men and women from Concord or Carlisle to obtain additional educational opportunities after secondary school. The Fund is a tax-exempt charitable trust. Recipients must either live in or have attended school in either town.

The Scholarship Fund of Concord and Carlisle celebrated its 50<sup>th</sup> anniversary in 2016. Grateful for the continued support from the townspeople of Concord and Carlisle, we look forward to the next 50 years of supporting our young men and women who aspire to higher levels of education.

The Fund is administered by a 23-member volunteer board of trustees. Scholarships are financed through an annual appeal, a student-staffed phonathon, and by income generated from memorial gifts, bequests, and named funds. For more information about The Scholarship Fund, please see the website: [thescholarshipfundofcc.org](http://thescholarshipfundofcc.org)

In 2021, the trustees awarded \$223,200 supplemented by \$52,150 from The Scholarship Fund's affiliated organizations, bringing the total to \$275,350 awarded to 52 high school seniors and in-college students. Since its inception, The Scholarship Fund has assisted over 1,450 students.

The Scholarship Fund of Concord and Carlisle Trustees are pleased to announce that the following students have been awarded scholarships for the 2021-2022 academic year.

- Scholarships marked with one asterisk are managed by the Scholarship Fund of Concord and Carlisle.
- All other scholarships are managed by the named affiliate organization.

The Abby Memorial Scholarship\*  
Kalise Wynter

The William W. Anderson Memorial Scholarship\*  
Emma Wilcoxson

The Janet Babb Memorial Scholarship\*  
Matthew Moreau

The Bean Family Scholarship\*  
Matthew Moreau

The Trudy Biernson Memorial Scholarship\*  
Burke Hutchinson

The CCHS Class Of 1962 John F. Donovan Scholarship\*  
Benjamin Keaton

The Kay Chambers Scholarship\*  
Sativa Unger-Laffin

The Community Chest Cornerstone Fund: Advancing Racial Justice & Equity Scholarship  
Kalise Wynter

The Concord Carlisle Authors' Scholarship  
Isabella Eliot  
Marin Gerstmyer  
Denkeis Hunter  
Benjamin Keaton  
Gabrielle Wilson

The Concord Children's Center Scholarship  
Lily Sills

The Concord Lions Club Scholarship  
Sofia Congram  
Lily Sills

The Concord Milldames Scholarship  
Sofia Congram  
Lily Sills  
Kalise Wynter

The Concord Police Relief Association Scholarship  
Marinna Kaufman  
Catherine Whitlock

The Concord Women's Club/Ruth Bullerwell Scholarship\*  
Chloe Koval

The Mary Connorton Memorial Scholarship\*  
David Honan

The Guido S. D'Asti Memorial Scholarship\*  
Matthew Moreau

The Clair Day Memorial Scholarship\*  
Name withheld by awardee request

The Charles W. & Nancy I. Dee Memorial Scholarship\*  
Ryan Baker

The Norman E. & Joan M. Dee Scholarship\*  
Sativa Unger-Laffin

The Elaine DiCicco Scholarship\*  
Name withheld by awardee request

The Charles Evans Scholarship\*  
James Rice

The John B. Finigan Memorial Scholarship\*  
Marinna Kaufman

The Wilson Flight Scholarship\*  
Chloe Koval

The Garden Club of Concord Scholarship  
Liviya Kovacevic

The Essie Golden Memorial Scholarship\*  
Sara Fein

The Bobby Gray Memorial Scholarship\*  
Jillian Cupp

The Margaret Haggerty Memorial Scholarship\*  
Matthew Moreau

The Teresa ("Teri") D. Hale Memorial Scholarship\*  
Sativa Unger-Laffin

The Wells A. Hall Memorial Scholarship\*  
Isabella Cupp

The Anthony Halls-Keenan Smith Scholarship\*  
Dallas Jackson

The Thomas Hart Memorial Scholarship\*  
Yoonjae Song  
The Christopher Hentchel/WIQH Scholarship\*  
Name withheld by awardee request

The Jiro & Tama Ishihara Memorial Scholarship\*  
Amanda Tong

The Seitaro & Shina Ishihara Memorial Scholarship\*  
Marinna Kaufman

The Vinod Jalan Memorial Scholarship\*  
Minjae Song

The Casper C. Jenney & Eleanor M. Jenney Memorial Scholarship\*  
Sara Fein  
Nicholas Gallant  
Amanda Tong  
Gabriel Zeinoun

The Diane Kenneally Memorial Scholarship\*  
Lily Sills

The Knights Of Columbus Scholarship\*  
James Rice

The Sally Lanagan Memorial Scholarship\*  
Maiya Bowen

The Mary Ann P. Lee Memorial Scholarship  
Gabrielle Wilson

The Norton A. Levy Memorial Scholarship\*  
Jillian Cupp

The Charles E. Manion, Jr., Memorial Scholarship\*  
Gabriel Zeinoun

The Adrian A. Martinez Memorial Scholarship\*  
Kevin Chiang  
Dallas Jackson  
Marco Kovacevic  
Maria Sanderson

The Elizabeth A. Mattison Memorial Scholarship\*  
Charles Israel

The Elizabeth V. McAllister Memorial Scholarship\*  
Gabriel Zeinoun  
The Mary F. McHugh Memorial Scholarship\*  
Gabriel Zeinoun

The Middlesex Savings Charitable Foundation Scholarship  
Isabella Cupp

The Barbara Schips Miller Scholarship\*  
Maria Sanderson

The Arthur (“Art”) & Lee Milliken Memorial Scholarship\*  
Alexa Thomas

The Janet Gates Peckham Memorial Scholarship\*  
Burke Hutchinson

The Albert L. & June B. Powers Scholarship\*  
Minjae Song

The David Prifti Memorial Scholarship\*  
Sara Fein

The Katrina J. Przyjemski Memorial Scholarship\*  
Amanda Tong

The Marguerite Purcell Memorial Scholarship\*  
Chloe Koval

The Nick Ressler Memorial Scholarship\*  
Name withheld by awardee request

The Rivercrest-Deaconess-Newbury Court Scholarship  
Clark Stephenson

The Maura Roberts Memorial Scholarship\*  
Burke Hutchinson

The Charles A. Robichaud Scholarship\*  
Mitiku Hoyt-Rouse

The Rotary Club of Concord William L. Eaton Memorial Scholarship

Marin Gerstmyer

The Rotary Club of Concord Richard L. Hale Scholarship  
Name withheld by awardee request

The Rotary Club of Concord Thomas R. Huckins Memorial Scholarship  
Sara Fein

The Rotary Club of Concord Capt. Thomas J. Hudner, Jr. Scholarship  
Sofia Congram

The Scholarship Fund of Concord and Carlisle Scholarship\*  
Sara Fein

Nicholas Gallant

Alex Hamel

Alana Hawker

David Honan

Nyla Horne

Mitiku Hoyt-Rouse

Yeruksew Hoyt-Rouse

Denkeis Hunter

Aliysa Huseni

Burke Hutchinson

Charles Israel

Benjamin Keaton

Liviya Kovacevic

Chloe Koval

Matthew Moreau

Madison Seiss

Alexa Thomas

Amanda Tong

Catherine Whitlock

The James E. Shepherd Memorial Scholarship\*  
Sativa Unger-Laffin

The Farnham W. Smith Memorial Scholarship\*  
Benjamin Keaton

The David S. Soleau Memorial Scholarship\*  
Yoonjae Song

The Maybeth Fandel Sonn Scholarship\*  
Keilan Hughes

The Mark Teverovsky Memorial Scholarship\*

Name withheld by awardee request

The Jeanne A. Toombs Memorial Scholarship\*  
Ryan Baker

The Town of Concord George F. Flavin Scholarship  
Isabella Eliot

The Town of Concord Guy P. DiGiovanni Scholarship  
Liviya Kovacevic  
Robert Sanderson

The Town of Concord Ruth E. Helsher Scholarship  
Name withheld by awardee request

The Town of Concord Holland I Scholarship  
Nathaniel White

The Town of Concord Holland II Scholarship  
Gabrielle Wilson

The Trustees Scholarship\*  
Nathaniel White

The United Women's Club of Concord Scholarship  
Kathryn Butts  
Isabella Cupp  
Ryan Igo  
Lily Sills

The Video Revolution, Ralph & Ellie Grossi Scholarship\*  
Sativa Unger-Laffin

The Maureen Wesinger-Lewis Memorial Scholarship\*  
Kalise Wynter

The Harvey Wheeler Memorial Scholarship\*  
Sara Fein

The Doug White Memorial Scholarship\*  
Ryan Igo  
Clark Stephenson

The Winstanley Scholarship\*  
David Honan

he Joyce T. Woodman Memorial Scholarship\*  
Jillian Cupp

The Tameji & Chiyo Yoshimura Memorial Scholarship\*  
Mitiku Hoyt-Rouse



Caption to accompany attached photo:

(back row) Hannah Bruno, Joe Laurin, Travis Minor, Marc Caruso, Phoebe Sturges, Al Powers, Paul Ressler, Devra Feshbach-Meriney. (front row) Kathi Snook, Molly Eberle, Priscilla White Sturges, Kathleen Reidy, Bee Loprete, Maura Keenelly Clark. (Not pictured: Elaine DiCicco, Steve Payne, Elaine Rabb, Ken Anderson, Tom Rutledge, Dorrie Bean, David Gould and Lucy Miller)