

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

September 13, 2022

Town Administrator Transition

This week my transition work included continuing to meet with staff and working to understand how all the departments share information and resources. I also met with representatives from several boards and committees and sat down with existing contractors like our IT provider. Drive Tech provided me with the information necessary to audit our hardware, software, and email accounts for future planning.

While a heavy amount of information continues to flood my office during the transition, I focused this week on better understanding facilities management, long-range capital planning, town staff space allocation, and town hall procedures. In the coming weeks, I will dive deeper into the budget process to include understanding growth drivers like benefits, debt, and capital.

Clark Room Upgrades

Town Hall's largest multi-function room will receive significant upgrades in the coming weeks. This will benefit our staff, volunteer board, and resident services. See the attached simple schematic to better understand the proposed investments. The changes will improve our cable access delivery, hopefully encouraging town boards and committees to broadcast and tape their open meetings. While the Clark Room will serve as the primary meeting spot, AV upgrades will allow for remote meeting coverage in all our small meeting rooms and at larger venues like Town Meeting. Furniture and flooring upgrades will divide the room into easier to use spaces for meetings and programming. Funding sources for these changes include the PEG Access Fund and ARPA.

Human Resources

Recruitments are my number one focus in September. I worked with volunteers on the Town Planner Search Committee and Assistant Town Administrator (ATA) Search Committee to finalize interview questions and scoring sheets in anticipation of candidate interviews. Both search timelines suggest mid-October hires. We are preparing office space to welcome the new staff.

Employee conversations continue to yield ideas for improved HR practices. I am consolidating these projects for the ATA to start immediately upon hire. Initial targets include finding dedicated space for each employee, improving the onboarding process, digitizing and automating HR functions, and improving employee training.

Lastly, I am working to create employee tracking products to assist with budgeting and drafting the FY24 wage and compensation plan. This work is improving my department staffing understanding. This product will be shared with the Finance Team, Finance Committee, and Select Board to create a larger financial modeling tool referenced in the Master Plan and Select Board goals. The product will also be useful when analyzing the presented HR wage study.

Resident Services

We convened police, fire, schools, COAHS, recreation, and health this week to start building our Resident Services Team. This group will share information monthly and build resources to help the town's potentially vulnerable populations (seniors, youth, disabled, food/finance insecure). The goal is to wrap services into one bundle to provide quick responses to folks in need. The group will slowly expand to include outside entities when ready.

Finance Team

We convened our first Finance Team meeting this week and began discussing the group's FY23 goals. The team will tackle day-to-day issues while also focusing on longer term projects that should improve the town's financial efficiency and transparency. The meetings will execute the policy direction of our elected officials and help train/improve overall staff function. Our next discussion will focus on getting me up to speed on the fast-approaching Carlisle budget process.

Communication

Residents are encouraged to sign up for information alerts on the Town Web site, the official town Facebook account, and Carlisle's new Twitter feed. We will continue to improve our information sharing through these platforms in the months to come.

[Town Facebook Page](#)

[Town Twitter Account](#)

[Web Site Subscriptions and Notifications](#)

Action Items

1.) *BFRT Representative*

I am requesting permission to represent the Select Board at the [Bruce Freeman Rail Trail](#) Board meeting on September 15th in Concord. The group's immediate focus is standardizing trail signage (of limited importance in Carlisle); however, they also plan to discuss other policies and practices that may be of common interest to the BFRT communities such as e-bikes, hours of operation, safety concerns, etc. I will report back to the Board on the efficacy of these meetings and identify a more appropriate representative if necessary.

2.) *One-Day Liquor License – Gleason Public Library*

Library Director Martha Feeney-Patten is requesting a one-day liquor license for wine and beer on Friday, Oct 14th, 2022, from 7-9 pm. The event is an Art Reception with the Carlisle Conservation Foundation. Police Chief John Fisher reviewed and supported the application.

3.) *Proclamation – Concord-Carlisle Community Chest*

Jenny Perrotta from the [Concord-Carlisle Community Chest](#) is requesting that the Select Board proclaim October Concord-Carlisle Community Chest Month in celebration of their 75th anniversary. The mission of the Concord-Carlisle Community Chest is to engage the Carlisle community to help neighbors in need.

Staff Recognition

I would like to recognize Peggy Wang, Gretchen Gallimore, and their election workers for executing the election at Town Hall for several days leading up to the September State Primary. More than 1,450 voters received a warm and professional welcome for in-person, early, and mail-in voting. Not only did Peggy and staff run an efficient election, but they also continued to assist residents and staff with everyday Town Clerk requests and put up with a newly hired Town Administrator who has not quite learned how to properly reserve a meeting room. The hundreds of hours needed to plan and run an election seem simple from the voting booth, but it requires a great deal of dedication and professionalism. Well done Town Clerk staff!

Upcoming Meetings

Tuesday, Sept 13, 2022: Regular meeting

Tuesday, Sept 27, 2022: Regular meeting

Tuesday, Oct 11, 2022: Regular meeting