

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

November 29, 2022

Town Events and Town Hall News

I hope everyone had a Happy Thanksgiving. Although we did not make everyone go around the table and say what they are thankful for, we did host a small Thanksgiving gathering at Town Hall last week. This event, organized by Jenn and Anush, highlighted the growing size of our new staff and the utility of the brand-new Clark Room floors. We are hoping to continue gathering as staff for small moments of reflection, but also continuing to improve the Town Hall workspaces to create a comfortable and productive environment for both residents and staff.

I will be attending a Town Clerk's Retrospective and Reception on December 9th at the Carlisle Congregational Church. This event reflects upon the election process and provides an opportunity to highlight the strong work by our Town Clerk staff during the state and national elections. The next two years will offer even more election challenges and I look forward to working with our staff to meet those needs.

We completed several audits last week in Town Hall to include the annual financial audit (in-person) and an audit of our records. Both will provide the Board with good information about the future direction of town hall efforts and help inform larger decisions about the budget process, space utilization, and capital spending. Please let me know if you have specific questions or issues, you would like included in the reports.

Human Resources

I am nearly complete with my audit of town employees, positions, and appointing authorities. This will finalize with a report to you that includes organizational charts from every town level, decision points, and recommendations for future focuses. This analysis will also result in a recommendation for addressing some wage and classification inequity and implementing some recommendations from the HRS Wage Study. The Finance Team is helping me vet this research and all these findings, to include the Finance Teams recommendations, will be included in my budget presentation to you at our next meeting.

Aubrey continues to dive into her role and has made an immediate impact. She is requesting the Board's support for a Community Compact Grant application that secures funding for Carlisle to conduct some succession planning. While our staff is relatively stable, the job market and recent hiring challenges highlights the need for towns to get ahead of future attrition and plan for future vacancies. Here is Aubrey's suggested grant application seeking your approval:

"Like many municipalities, the Town of Carlisle is facing the potential of several retirements and changing labor market demographics which will impact the Town's ability to maintain service levels and utilize expertise and experience of the current workforce. The Town wishes to conduct an evaluation of the current leadership workforce, evaluate potential successors, identify gaps in competencies, and create a succession plan. We are applying for a grant from the Community Compact Best Practices Program to fund the Edward J. Collins Jr. Center for Public Management to prepare a succession plan with short- and long-range priorities and goals for consideration and adoption."

Finance

The Finance Team continues to push the FY24 budget process and review all associated documents. We will work as a team in early December to assemble the budget's first draft and provide basic recommendations to the Board and Finance Committee. These recommendations include, but are not limited to, wage and classification decisions, health insurance decisions, and commentary on debt, capital spending, and reserve levels. We also aim to include decision-impact analysis for the Boards to use during their department-level deliberations.

The Finance Team also sent two finalized drafts to the Finance Committee for the town's OPEB and Forecasting policies. The Team is starting to review the town's reserve and overlay policies for recommendations in December. Once the first four policy reviews are complete, the town's will be 25 percent through DOR recommended policy revisions.

Master Plan

Jack Troast, Aubrey, and I met this week to review all Master Plan recommendations in preparation for the Board's planned January kickoff. We preliminarily assigned a staff member and a board/committee to champion each recommendation and will seek input from those parties. The hope is that each board/committee will agree comment on their role with each recommendation to help guide implementation. Once we consolidate this initial data, we will present the Board with preliminary findings and prepare for the public kickoff. We expect to complete this early work by the New Year and start the implementation phase on time.

Shared Services Study

Our application with MAPC to study shared services in communities like Carlisle on pause as 2022 technical assistance money is not currently available. MAPC officials believe additional assistance

will become available in January and that our application will be a strong contender for a grant. This pushes the study timeline back unless the Board wants to fund the study outright.

Procurement and Projects

In addition to the Clark Room and some small-Town Hall upgrades, the MFC continues to work on the Gleason Public Library Roof. This is currently out to bid with an open date of December 9, 2022. We will continue to update the Board on the status of this important project.

Action Items

1.) *Community Compact Grant Application*

As written above, we seek the Board's approval for Aubrey's Community Compact Grant application to be submitted upon signature.

2.) *Designed Selection Procedures Policy Update*

I am currently working with Town Counsel to procure on-call design and architectural services for the Municipal Facilities Committee. The attached policy update should supersede this procurement to follow best practices. This revision, compared to state law and reviewed by counsel, updated your 2008 policy. I am requesting as the Chief Procurement Officer that the Board approve this revision.

Staff Recognition

This week I would like to recognize the following town employees:

Although I highlighted Allen in my last report, he has truly been a force of late, energized by Town Hall projects and working additional hours to improve our space. Not only did he help us move files and equipment out of the attic, but he also oversaw the Clark Room flooring project with Joan and worked off hours to select and paint floorboards and oversee the prep work for future IT installations. He and I are working on a plan to paint and redecorate the room, so suggestions are encouraged and very much welcomed.

The Executive Office also hosted George Paradisis this week. Representing one of our many productive Senior Workers, George helped us shred old documents (legally) and reduce our paper footprint. This work included using an old shredder that required constant cooling and even trips into the cold temperatures to continue functioning. It was nice to get to know George and even nicer when he brought in chocolate chip cake.

Upcoming Select Board Dates of Interest

Tuesday, Nov 29, 2022: TA out of office for MCPPO class, returning for meeting

Tuesday, Nov 29, 2022: Regular meeting

Tuesday, Dec 13, 2022: Regular meeting

Thursday, Dec 15, 2022: Professional Development, TA and ATA, Devens

Monday, Dec 26, 2022: Christmas Holiday Observed

Monday, Jan 2, 2023: New Year's Day Holiday Observed

Future Agenda

See attached