

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

December 13, 2022

## **Town Events and Town Hall News**

I hope everyone is enjoying the holiday season. I was fortunate to be able to attend the town's tree lighting ceremony last week. The crowd and the coordination between Ferns and our public safety departments certainly inspired me. Traditions like these help towns keep their character and are strong reminder of all we missed during the pandemic.

Town staff to include our DPW and Public Safety Departments will gather tomorrow to celebrate the season, a chance to thank them for their work this year. As always, Jenn and Anush teamed up to make sure their fellow employees have a wonderful time and great food. On behalf of the staff, I would like to thank the town's volunteers for their contribution to community and their efforts that help shape the town's future. Carlisle is truly fortunate to have such a strong collaboration between its volunteer and professional staff.

This week we took a moment to thank the DPW for their work and additional assistance with Town Hall needs. It was nice to gather the whole crew and have candid conversations about the town and the future of public works in Carlisle. Like the rest of our departments, the DPW has quality employees dedicated to their mission.

Work on the Clark Room continues. Al painted the lower portions of the room, and we completed the electrical work necessary for the IT and cable upgrades. We are still tracking the room's completed upgrade in mid-January.

## **Human Resources**

Our Police and Fire Chiefs completed interviews this week with candidates for our vacant communications position. In total, we received 20 resumes and selected two candidates for interviews. Aubrey assisted with the interviews and continues to work on the HR integration between Town Hall and our outstation departments. The Select Board will receive the committee's final recommendation at their January 3<sup>rd</sup> meeting for an appointment decision pending any additional interviews and background checks.

Chief Fong is looking for the Board to appoint a part-time police officer to assist with shift coverage during the holiday season. Recent medical leaves have left the department short-handed when combined with the vacancies the town is waiting to fill as it works through the Police Chief selection process. His recommendations are in your meeting packet.

The first Police Chief Screening Committee meeting is tomorrow morning. PSC will guide the committee through an overview of the process, solicit community input, review the Select Board's approved charge, and develop a selection timeline.

Julie our Town Planner started this week and made an immediate impact. I am collaborating with her to establish more productive land-use meetings/coordination and will work in the coming weeks to make sure sustainability and planning are in lock step. The first action items for Julie include developing clear roles and responsibilities in the Planning Department, establishing strong communications and procedures with the Planning Board, and assisting with me on the Master Plan recommendations and implementation.

Attached to this report is a draft of the Town's organizational structure in chart form. Included is a visual display of the town's elected and appointed boards and committees in addition to staff structure in total and by major department. At your next meeting I plan to present a line-item view of all town employees, to include a full count and the appointment authority for each. This should help the Board with future structure decisions and helps new employees understand how the town functions.

## **Finance**

I attended the recent Finance Committee meeting with Kim and helped establish staff support for their upcoming budget work. Once tonight's presentation of FY24 Budget Draft 1 is complete, the Finance Committee will take over the budget process and begin their analysis and recommendations, ending with a joint meeting with the Select Board in February. They have scheduled one-on-one department meetings in mid-January.

The budget presentation you received under separate cover is a simplified version of a "Town Administrator's Budget" as identified in recent conversations about a codified town budget process. Future versions would include more analysis and detail if the Board and Finance Committee find the presentation useful for kicking off the formal budget process. The document includes a full line-item budget, summary sheets, and a short budget narrative. Although capital recommendations are in this draft, more work is necessary to consolidate the town's short and long-range capital needs and plan for a prioritization given limited capital resources.

We received official notification from the Department of Revenue accepting our tax rate. Excellent job to the Finance Team for this accurate and timely submission! I attached the official notification for your review.

## **CCRHS Visit**

I toured Concord-Carlisle Regional High School this week with Superintendent Laurie Hunter. It was interesting to see the school's initiatives and learning spaces that make our high school one of the top-performing public institutions in the state. The Superintendent and I plan to keep regular communication about the shared issues between the town and school to include the budget, programming, emergency management, and potential partnerships.

## **Weights and Measures**

Although we only have a couple scales in town, our growing community size (more than 5k) makes us ineligible for free weights and measures services from the state. Although Steve investigated regional options, the state will provide the service for \$85 annually. I signed this contract and agreed to continue using them for this small, but important requirement.

## **Action Items**

### **1.) *FY23-25 Veteran Services Contract***

Included in this report is a final draft of the shared services agreement between Lexington, Bedford, and Carlisle. These agreements, completed before I started, never ended in a formal document. I reviewed minor contract changes with the Town Manager in Lexington and communicated Carlisle's fiscal interests and service needs. After reviewing other options in the area, this agreement provides the best possible service for a reasonable price. I am requesting the Select Board authorize me to sign this contract.

### **2.) *Holiday Hours***

I am requesting to close Town Hall for the afternoon on Thursday, December 22. I am hosting a holiday lunch for Town Hall and Department Heads and would like to honor the holidays and the exceptional work of our employees with an afternoon to shop and ready for the weekend.

## **Staff Recognition**

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

The Police Department continues to raise money for No Shave November, extending the fundraiser into December with a donation to Cops for Kids with Cancer. The Fire Department is also participating as evidenced by Chief Sorrows and his incredible mustache. To date our public safety employees raised more than \$1,400. Interested parties can donate using this [link](#).

The Fire Department and Chief Sorrows successfully received a \$15,500 grant for Firefighter safety equipment from the state.

Chief Sorrows and I would also like to recognize Burt Rubenstein for his service as the town's EMS Coordinator for the past couple of decades. Burt joined the department in 1992, becoming an EMT and Firefighter before taking on the EMS leadership role. Last week, Burt taught his final EMT class as EMS coordinator, ending the longest tenure in this position in our area. He will continue to be an EMT, but the EMS coordinator role will be transitioning to LT David Newman at the first of January.

#### **Upcoming Select Board Dates of Interest**

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

Tuesday, Dec 20, 2022: Select Board Meeting (Dog Hearings)

Thursday, Dec 22, 2022: Town Hall Early Release

Monday, Dec 26, 2022: Christmas Holiday Observed

December 27-30, 2022: TA Vacation (out of office)

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

Tuesday, Jan 3, 2023: Regular Select Board Meeting

#### **Future Agenda**

See attached