

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

January 3, 2023

Town Events and Town Hall News

Town employees received recognition from the Select Board and my office for their efforts in 2022. Holiday celebrations included gathering all town staff in the newly painted Clark Room and a Department Head luncheon and employee half day on the 22nd. As we gathered, we honored all our employees that worked through the actual holiday hours to keep our roads open and our homes and streets safe. I checked in with our Communications OIC during the recent storms and found our departments busy responding to the high wind and calls for aid. I am continually thankful for employees who sacrifice time with their families to make sure other families have time to celebrate.

Aubrey continues to implement our communications plan. The goal is to provide information to our residents on a variety of platforms. Existing communication tools include the [Mosquito](#), the [COAHS newsletter](#), and our [Town Web site](#). Additional platforms added include: [Facebook](#); [Twitter](#); [LinkedIn](#); [Instagram](#)

We also started a thread on [City in the Woods](#). While we will not be actively monitoring questions posted on this site, we do plan to provide updates and links to materials to encourage discussion and debate. CITW posters looking for additional information from town staff should reach out directly via email or phone. If these additional conversations result in updated information for original postings, we will further share that information with everyone.

Finally, Aubrey completed her first municipal newsletter, incorporating updates from town departments, boards, committees, commissions, and task forces. This initiative matches Master Plan recommendations to consolidate information, reduce the silo effect, and increase communication within town functions.

[Monthly Newsletter Link](#)

Human Resources Update from the ATA

I am collaborating with Police, Fire, and Communications to fill the vacant dispatch position. The current hiring delay comes from negative additional interviews and/or background checks. The committee scheduled more interviews for the first week in January and plan to provide a final hiring recommendation at the Board's January 17th meeting.

I am also working with Brian and the Board of Assessors to hire an Assistant. I will receive resumes until January 16th and schedule interviews with the BOA the following week.

The Police Chief Screening Committee (PCSC) met for the second time and confirmed their recommendation for the Police Chief job description. We will post the position for 30 days immediately following the Select Board meeting on January 3rd, and then PSC will submit the resumes to the PCSC to select candidates for the next round. The next round normally consists of 10-20 candidates who complete a questionnaire and writing exercise.

Eric Koukos completed his first shift as part-time police officer this week. We look forward to seeing his work with the Police Department.

In addition to the updated onboarding process and future goals, I am also working with Town Hall employees on training and evaluations, personnel policy updates including military leave, and wellness opportunities for employees. MIIA, our insurance provider, provides free resources that the Town can use to foster wellness in the community. Examples include Zumba, meditation, nutrition advice, and much more.

From the Town Administrator:

Aubrey successfully obtained a \$30,000 grant from the Commonwealth to work on Carlisle's employee succession planning. Aubrey will procure a consulting firm to assist with long-term employee retention and hiring practice. This will provide the Board with a road map for replacing key positions, planning for potential retirements, and speeding up the hiring processes when vacancies do occur. This project will also couple with the Board's shared services study by offering recommendations on areas where future shared services make sense. Finally, this report should provide the Board with information about the coming employee market challenges.

Finance

I created a temporary Web site to increase transparency in the budget development process. This site will house current budget documents to include my budget presentation, the budget calendar, analysis documents, and any consensus documents developed by the Finance Committee and Select Board. I will also include school budget presentations. The site will become even more robust as we roll out current year financial tracking tools and link supplementary and previous budget information. This is a meant to be a dynamic page, so please provide any

suggestions to help residents receive accurate and up-to-date information for decisions at Annual Town Meeting. The page will further develop as we roll out the new town Web site.

[Town Budget Web site](#)

Carlisle Roads Tour

Gary Davis drove me around town last week to tour infrastructure and help me identify improvement areas. While we did not get to all 55 miles of improved surface, I did get the chance to see that East Street needs immediate attention, that the Maple Street Bridge needs guard rails, and that Bedford Road needs attention near the town line. We also drove Church Street and agreed it needed to be added to a plan. I will work with Gary and the Board to identify specific projects for this spring and the coming years. Gary identified three roads for the \$181k in [Winter Recovery and Assistant Program \(WRAP\)](#) funds received from the state. Rutland Street, Patch Meadow Lane, and Pine Brook Road are the current WRAP targets. WRAP funds must be obligated by June.

The Board should consider implementing a long-term planning and input process for road repair decisions. This includes incorporating infrastructure into the long-term capital plan, publishing a separate and easy to read road repair plan (5-10 years), and holding an annual hearing about the plan's implementation.

Committees, Boards, Commissions, and Task Forces

I am continuing to investigate Carlisle's various boards, committees, commissions, and task forces as I aim to meet the Board's guidance for describing Carlisle's government structures. Town counsel sent helpful guidance about these various names, summarized as follows - if there is not a governing state statute, all boards (and other names) are the same and governed by the Open Meeting Law if charged by a board (and other names) also governed by the Open Meeting Law. Simply put, the names do not matter, but who created the Board does. Given this information, the Board should consider adding to their charge review/meetings with subcommittees and consider adding/deleting/combining charges to directly meet Board goals and make the town's structure more efficient.

An important discussion point here is that Carlisle is very blessed to have dedicated volunteers that not only keep the town running but make it an incredibly beautiful and productive place to live. Without these volunteers, the town would be in a vastly different position. How to keep this level of engagement going into the future is a key consideration.

Standard Template for Select Board Presentations

At the request of the Board, I worked with David to develop a standard template for presenting information to the Select Board. This should help your boards and committees simplify their presentations and limit the time needed to construct them. It also helps residents tuning into the

meeting read and interpret the information. Jenn and I will be sending this template to future presenters pending any comments, questions, or concerns from the Board.

Additionally, Aubrey developed a page on the Town Web site dedicated to publishing presentations given to the Select Board. This will serve as a straightforward way to share information through our communications plan.

[Presentation Web site](#)

Action Items

No action items this week.

Staff Recognition

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

As noted in my Town Hall News, our public safety officials worked diligently over the holidays to not only protect the town, but also to address the heavy wind and damage impacting Carlisle last weekend. I would like to thank our communications experts, our on-call DPW crews, our volunteer firefighters, and our police officers for their work this holiday season. A special shout out to Steve Bastek who came in on the observed Christmas Holiday to address a heat issue in the library and make sure the building was functional for their reopening on the 27th.

Myriam Fleurimond recently completed a semester-long master's level course through UMass entitled "Organizing and Managing Transportation for Older Adults." The course met weekly and required essays and a final presentation. This incredible effort will continue to strengthen our COAHS service levels and serves as another example of the dedication of all our employees to their knowledge and careers.

Aubrey received her Massachusetts Certified Public Purchasing Official (MCPPO) designation from the state. To obtain this official procurement designation, you must successfully complete three core procurement classes — Public Contracting Overview, Supplies and Services Contracting, and Design and Construction Contracting. Adding this valuable skill set to our procurement efforts will reduce the need for outside consulting and make sure there is continuity in my office for immediate and long-term procurement needs.

Upcoming Select Board Dates of Interest

Tuesday, Jan 3, 2023: Regular Select Board Meeting

Monday, Jan 16, 2023: Town Hall Closed, MLK Day

Tuesday, Jan 17, 2023: Regular Select Board Meeting

Friday, Jan 20 to Saturday, Jan 21 – MMA Annual Meeting (SB, TA and ATA)

Tuesday, Jan 31, 2023: Regular Select Board Meeting

Monday, Feb 6, 2023: FinCom Budget Meeting (Voluntary SB attendance)
Monday, Feb 13, 2023: Regular Select Board Meeting (or hold on the 15th)
Monday, Feb 20, 2023: Town Hall Closed, President's Day
Tuesday, Feb 28, 2023: Regular Select Board Meeting

Future Agenda

See attached