

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

April 25, 2023

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

Town Hall improvements continue as we move towards creating standardized and functional employee workspaces and a welcoming and professional environment for volunteers and visitors. Here are the latest improvements:

- Jenn completed a tremendous amount of work this month preparing the Town Hall, library, and DPW for a new phone system. This includes designing the new system and assigning mostly new numbers for all Town Hall staff. The project is still on track for a mid-May test and installation.
- Al removed all the Town Hall entryway plaques and decorations to patch and paint the walls. These decorations will remain unplaced until the fishbowl project is complete.
- Upcoming projects:
  - Fish-Bowl Rooms – May/June 2023
  - Land-use file project – June 2023
  - Cubicle installations phases 1 (finance and planning) + 2 (land-use)
  - Historical decoration of walls and space

Aubrey and I joined departments from across the town for Carlisle's Route to Sustainability Day (RTSD). The Environmental Sustainability Committee prepared an informative and fun event for residents and guests to learn more about sustainable practices. The Town Administrator's office is highlighting efforts to support staff and planning when implementing sustainable practices at the direction of the Select Board.

## **Human Resources Update from the ATA**

We finalized contract negotiations with Fire Chief Sorrows and feel we are close to a final deal with our dispatch union. Many thanks to the Board members who assisted with this process.

We are also working on negotiations with our newly appointed Police Chief Andrew Amendola and should have an update on this contract at your meeting on April 25.

DPW Foreman Jim Hall, DPW Superintendent Gary Davis and I have been interviewing candidates for two open DPW Driver/Laborer positions. I am also collecting resumes for the COAHS Social Services Manager position (Carol’s former position) and plan to begin interviewing by early May.

I joined an interview panel for the shared Veterans’ Director position that splits time between Lexington, Concord and Carlisle. We selected a finalist and Lexington is currently negotiating with the candidate.

Lastly, I would like to thank Town Accountant Kelly Beyer for her diligence in preparing information for fully implementing BambooHR. It has been a significant amount of work to make sure we can seamlessly transition. We will be training staff members on how to use the platform in early May.

**Finance Information**

The House Ways and Means Committee finalized their version of the state budget last week, creating new state aid numbers for Carlisle. The new budget decreased unrestricted aid from 2% to 1.6%, but increased Chapter 70 (school aid) for minimum aid communities like Carlisle from \$30 per student to \$60 per student. Overall, the new budget sends Carlisle \$15,481 more state aid dollars. The next steps for the state budget include Senate budget numbers and finally a consensus budget this summer.

	<u>FY23</u>	<u>FY24 House 1</u>	<u>FY24 HWM</u>	<u>% Increase FY23 to HWM</u>
<b><u>School Aid</u></b>				
Chapter 70	\$ 1,353,970	\$ 1,370,980	\$ 1,387,990	2.51%
<b><u>General Government:</u></b>				
Unrestricted Gen Gov't Aid	\$ 254,114	\$ 259,196	\$ 258,180	1.60%
Veterans Benefits	\$ 8,139	\$ 5,927	\$ 5,927	-27.18%
Exemp: VBS and Elderly	\$ 2,998	\$ 9,022	\$ 8,975	199.37%
State Owned Land	\$ 235,143	\$ 267,785	\$ 267,785	13.88%
Public Libraries	\$ 9,904	\$ 10,962	\$ 10,496	5.98%
<b>Total Estimated Receipts:</b>	<b>\$ 1,864,268</b>	<b>\$ 1,923,872</b>	<b>\$ 1,939,353</b>	<b>4.03%</b>

**Procurement Updates**

Here are updates on current procurement efforts:

1.) Jim and I hosted a pre-bid meeting for the 2023 Road Repair and Improvement project scheduled for this June. Three contractors visited the repair sites and based on feedback from the vendors we modified our procurement to ensure quality bids. Funding for this project will come from the Winter Recover Assistance Program (WRAP) and Chapter 90.

- Repair Patch Meadow Lane. Repair includes leveling up to 1 inch maximum and a new topcoat of 1.5 inches. The section of road to be addressed is 16' wide by 1,300' long.
- Repair Pine Brook Road. Repair includes leveling up to 1 inch maximum and a new topcoat of 1.5 inches. The section of road to be addressed is 18' wide by 1,500' long.
- Repair Rutland Street. Repair includes milling and a new topcoat. The section of road to be addressed is 18' wide by 6,900' long. The paving depth for the topcoat will be no less than 1.5 inches.
- Repair East Street. Repair includes milling and a new topcoat. The section of road to be addressed is 30' wide by 5,600' long. The paving depth for the topcoat will be no less than 1.5 inches.

2.) I assisted Julie with her work to procure GIS services for the town. The Planning Board authorized funding for this long-awaited project and Julie will spearhead the town's efforts to enhance these capabilities. More to follow on this robust GIS project.

### **Cranberry Bog Water Rights**

The Department of Environmental Protection (DEP) sent Carlisle a formal notice that the town's rights to water for the Cranberry Bog was extended to 2033. Special thanks to Sylvia, the Conservation Commission, and the Cranberry Bog Working Group for their timely application and continued protection of this important town landmark.

### **MAPC Technical Assistance – Shared Services Study**

We received official notice for our TAG application. The state awarded Carlisle \$7,500 to work with MAPC on this project as previously reported. MAPC planners should be scheduling time with the Select Board in June to complete this phased study.

### **MVP Grant Letter of Support**

Julie convened the MVP Working Group this week to finalize an action grant application to help the town study climate resilience best practices as it relates to land use policies, regulations, and bylaws. This application will nest nicely with current Select Board efforts to include sustainability, infrastructure improvements, and the Master Plan. Julie is asking the Board to provide a letter of support for the action grant that will bring \$60k to the town for a Climate Resilient Carlisle.

## **Bingham Road and Palmer Way Sidewalk**

Residents from Palmer Way asked to continue previous discussions about a sidewalk project they previously proposed to the Select Board and Town. I am taking a group of staff members to meet with the residents and better understand the proposal. We also asked our House Doctor civil engineers to join us on this visit and offer the Select Board information about potential project issues and costs. There is no action needed from the Board at this time, but I want you to be aware of the request and visit.

## **Maple Street and Curve Street Bridge Projects**

The Planning Board unanimously supports these projects after holding a public hearing and analyzing the proposed work. The project also received review from the Trails Committee and the Conservation Committee. Our assigned engineers believe this project, adding guard rails and safety enhancements to the bridge, could be completed by the end of 2023.

## **Transfer Station Action Committee (TSAC) Local Hauler Policy Recommendation**

The recently voted to recommend that the Select Board adopt the attached policy to be maintained and implemented by the DPW effective July 1, 2023. The policy enacts procedures to assure that disposal by local private haulers is consistent with state law and the regulations of the town. The TSAC will meet with the Board on May 9<sup>th</sup>, so I am including this policy in my report, so you have time to consider the changes before voting.

## **Action Items**

### **1.) MVP Letter of Support**

Julie is asking the Select Board to support an application for an action grant studying climate resilience best practice as it relates to land use policies, regulations, and bylaws. I have attached the non-profits request letter, ride maps, and received preliminary permission and coordination from the Chief of Police.

Julie is asking the Board to authorize the Chair or Town Administrator to draft a letter of support on behalf of the Board.

### **2.) Use of the Town Common – 2023 Race Amity Day**

In 2019 the Carlisle Select Board signed an “in perpetuity” proclamation designating the 2nd Sunday in June as “Race Amity Day” in Carlisle. Since 2018 Carlisle residents of every race, ethnicity, religion and beliefs have come together to share a picnic of cultural food with the neighbors, in the hope of building relationships and bridges that cross divides and help foster unity. More information on Race Amity here: <https://raceamity.org/about/>

The Race Amity Group is asking for the Board to support the use of the Town Common and for a member to read the annual proclamation.

### 3.) Letter of Support for Lexington's Infrastructure Project

The Lexington Town Manager and Select Board requested a letter of support from the Carlisle Select Board for their project restructuring the Route 4/225 interchange around the Bedford Street/Hartwell Avenue area and Route 128. [Click here for more information about the project.](#) Lexington officials are stating this Complete Streets project is of regional interest and they are looking for increased regional visibility for staying on the State's Transportation Improvement Project (STIP) list.

Lexington is asking that the Board authorize the Chair or the Town Administrator to write a letter of support.

### **Staff Recognition**

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

I would like to thank Gretchen Gallimore once again for her work on the town website. She created this week an entire approval system that will improve the site and make sure we are providing residents with timely and accurate information. She also volunteered at my request to serve as the primary contact and trainer for town staff. This is a notable example of our staff's willingness to take on more duties to help the town improve.

I would also like to thank Kris Gines from our health department. I met with a local contractor this week who went out of his way to laud Kris's attentiveness and willingness to go beyond assisting. This unsolicited praise reminded me that we have a staff that is not only competent but respected for their dedication to customer service.

[Click here to see the new design!](#)

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

Monday, May 8, 2023: Annual Town Meeting  
Tuesday, May 9, 2023: Regular Select Board Meeting  
Tuesday, May 16, 2023: Town Election  
Monday-Friday, May 22-26, 2023: TA Vacation Time (Out of Office)  
Monday, May 29, 2023: Town Hall Closed, Memorial Day  
Tuesday, June 13, 2023: Select Board Reorganization Meeting  
Monday, June 19, 2023: Town Hall Closed, Juneteenth

### **Future Agenda**

See attached