

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

May 9, 2023

Town Events and Town Hall News

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

- IT Consolidation and Improvements – Jenn continues to consolidate and inventory Town Hall IT equipment to prepare us for FY24/25 cyclical replacements. Replacing Town Hall servers will serve as the first step in this process. I am working with Drive Tech to schedule these necessary replacements before the end of this fiscal year (FY23 budget dollars). Developing a comprehensive IT replacement plan will be a large part of the summer’s capital planning discussions.
- Clark Room Repairs – Although we are all enjoying the increased functionality in the Clark Room, damage to the HDMI ports needed immediate repair. Our cable team installed the necessary parts this week and the room should be back up and running. We are going to install a protective case to prevent future damage resulting from shifting tables in the room when equipment is connected.
- 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

Human Resources Update from the ATA

Next week we welcome Police Chief Amendola with an official swearing-in ceremony on Monday May 15th. An invitation has been sent to the community and we look forward to having him join us after your review, comment, and approve his contract at your May 9th meeting. Many thanks to our dedicated Interim, Chief Fong, for his incredible work in Carlisle.

We are sad to report that Kris Gines from our health department will be leaving town employment citing family reasons. She gave her notice during the Board of Health meeting last week. I am working with the Board of Health to advise on this recruitment.

Internal hiring for the vacant DPW Foreman position will begin now that Jim has moved up to the Director role. We are fortunate to have a great candidate pool amongst our heavy equipment operators. We are also almost done with hiring the two open Driver/Laborer positions in time for summer work.

We are interviewing candidates for the COAHS Social Services Manager position and hope to recommend a finalist by mid-May.

We are also starting the interview process for two more part time police officers. Our new Chief will be heavily involved in this selection process.

Finance Information

The Finance Team reviewed all aspects of the [Town Meeting Motions Booklet](#) and confirmed final recommendations. The Finance Team will be on hand Monday to answer questions from officials and residents. Additionally, the team continued working through financial policy recommendations, focusing on tax enforcement and revenue turnovers. The team is now more than 50 percent through the policy reviews.

Kelly and I are working on building quarterly financial reports for you to better track the current year budget process. This will give the Board, Finance Committee, and public a transparent look at town spending and real-time tracking of revenues. This should also help us better predict Free Cash levels for long-term financial planning. I will have a prototype report for you to review after the Town Meeting concludes and we will implement this process permanently in FY24.

Procurement Updates

Julie continues to field questions about the GIS tools and implementation procurement currently ongoing. We have many interested vendors and should have a clear path forward for GIS implementation by the end of May.

Our 2023 Road Improvements and Repair procurement ended with a successful bid by Newport Construction. Newport will mill and pave East and Rutland Streets and level and pave Pine Brook Road and Patch Meadow Lane. This work will take 2-3 days to complete and is scheduled for the second week in June. This timing meets WRAP fund requirements (\$180k in state funds that must be spent by June 30). The total project cost of \$406k fits within our Chapter 90 expenditure projections and leaves enough funding for a large project next fall or spring.

The Recreation Department no longer needs the passenger van that used to shuttle summer swimming participants. The department sought potential users within the town and the school

indicated they would use the van if offered. The Select Board will need to declare the van surplus and approve the transfer of the van if this is an agreeable solution.

Bingham Road and Palmer Way Sidewalk

Your civil engineering consultants (Nitsch) reviewed the project proposed by Bingham Road and Palmer Way residents extending the town center sidewalk to Palmer Way. The attached \$9k proposal will study the project area and identify costs if the Board wants to move forward with this project. This project does align with a larger project for Concord Street as found in the town's Complete Streets plan; however, where it falls in current priority order is not clear and worth considering. I asked Nitsch to ballpark the cost of this project and their conservative estimates range from \$100-150k.

Comp Towns

I am attaching Aubrey's work on identifying comparable towns for your review. The goal of this report is to standardize what the Board feels are comparable towns for a variety of purposes to include programming comparison and salary analysis. Standardizing the list would allow staff to gather data quickly and preemptively for Board decisions and remove some disagreements about what constitutes a comparison town. We are not asking the Board to act on this item but would like to have this on a future Select Board agenda.

Action Items

1.) Road Prioritization Planning

Attached is the proposal from Nitsch we discussed at your last meeting. I am seeking Board approval to negotiate the purchase price and engage Nitsch to complete this project over the next couple of months. The study's product is useful for integrating our horizontal construction needs into our capital planning process. It would also help the town prioritize road projects (like the Palmer Way request) and be more proactive rather than reactive. Lastly, this study will result in a more transparent road management process, available to the public on the town website and through plans approved by the Select Board. Funding for this project would come from Chapter 90 funding. Although I do not normally advise the town to use Chapter 90 for anything but road maintenance, this planning is necessary for the efficient use of future expenditures.

Proposed motion – I move that the Select Board authorize the Town Administrator to engage with Nitsch Engineering for the purposes of building a comprehensive road management plan with a cost not to exceed sixty-six thousand dollars (\$66,000).

1.) Recreation Van

This is not a priority if the Board wants more time and information, but if the transfer of the van is agreeable, you can vote that the van is surplus and assign it to the school department.

Staff Recognition

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

As the Board already knows, the Community Choice Aggregation (CCA) Working Group did an amazing job securing a new contract for the town. The volunteer hours dedicated by folks like Bob and Glenn in addition to the great staff work by Sue Thomas led to a group effort that will save residents money and improve the town's carbon footprint. Simultaneously, Sue completed our most recent Green Communities grant request, seeking funding for sustainable improvements at the school and training for our town staff. I would like to thank Sue for her dedication and effort on behalf of the town.

Special thanks to Jenn Gibbons for her work on the [2022 Annual Report](#) (now available on the Town Website). While this task is an annual requirement, the effort involved in getting busy volunteers and staff to author the reports is no small feat. I know she had to ask me more than once for my contributions! As always, the report looks great and is filled with useful information for current and future generations. Nice work Jenn!

And I would like to recognize Kelly Beyer for earning her Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) accounting certification. Not only is this a long association name, but also a long certification process and test with a low success rate statewide. Kelly managed to earn her certificate and test in March, all while managing the town's accounts and helping us with the FY24 budget process. This is quite an accomplishment and even more evidence of Kelly's professionalism and talent.

Upcoming Select Board Dates of Interest

Tuesday, May 16, 2023: Town Election; TA Military Day
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
Tuesday, June 27, 2023: Regular Select Board Meeting
Tuesday, July 4, 2023: Town Hall Closed, Independence Day

Future Agenda

See attached