

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

June 27, 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:

- **Second Floor Cubicles** – We completed our installation review for Phase One and our contractors met with each department head to confirm the final design. We selected finishes and orders supplies. The suggested lead times indicate a mid-August installation. We will simultaneously continue to work on Phase Two, which is reliant on our land-use records work. We will assess the land-use records situation before your next meeting.
- **Fish-Bowl Rooms** – The installers attempted to complete this installation last week but need to refabricate the walls to ensure a proper fit. The issue involved needing to angle the wall to make the metal frames fit, meaning less space in the lobby. This project is now delayed until Friday, June 30th. The rerouting of the HVAC system is complete, meaning we are only waiting for the walls.
- **Town Hall Building Envelope Study** – We finalized our agreement with Gale at the direction of the MFC. This study will inform building capital efforts and plan for the large projects that will secure the building for the next 10-20 years. The investigation includes taking building samples (walls and roof) and completing a thermal scan assessment.
- **Upcoming projects:**
 - Land-use file project – July 2023
 - Cubicle installations phases 1 (finance and planning) + 2 (land-use)
 - Historical decoration of walls and space

Human Resources Update from the ATA

We are excited to present Tyler Sponaugle at your next meeting for appointment as our newest DPW Driver/Laborer. Tyler has a lot of experience with various relevant equipment and will be a great addition to the department.

The Board of Health is in the process of hiring a summer intern to help the department for the next three months. We should have a name and resume available at your next meeting.

Procurement and Project Updates

I am continuing to work with CPS to procure a variety of capital projects to include the WWTP RTU, the Wilkins Building HVAC, and the Corey Auditorium Lighting System. All these projects require sealed bids due to their cost, their nature as public construction, and where applicable, their reliance on ARPA (federal) funding. We are meeting weekly to coordinate these projects and time them to minimize the impacts on school operations.

The 2023 Road Repair and Reconstruction project finalized last week with completed paving on East Street, Rutland Street, Pine Brook Road, and Patch Meadow Lane. I drove all the new surfaces and documented the final work. Jim reviewed the final project with his team and confirmed that the project exceeded his expectations. Jim and I will now turn our attention to a potential fall project informed by our ongoing road prioritization planning.

Construction continues at the Gleason Public Library as the roofing project ends. I visited the site several times since your last meeting and receive regular updates from Gale and members of the MFC. This project continues to run smoothly as we have strong relationships with the vendor Capeway and our designer Gale. If you have not yet seen the roof, I encourage you to see how seamlessly the new work blends with the existing roof.

Professional Development and Professional Organizations

I am pleased to report to the Board that I received my Small-Town Administrator Certification from the Small-Town Administrators professional organization. This certification confirms a combination of experience and a wide range of professional development courses. I would like to thank the town for investing in me as I worked towards this professional milestone. I was also elected to serve as the STAM Vice President and the STAM Legislative Committee Chair in the coming fiscal year.

Additionally, I finished my last recertification class for the state's Massachusetts Certified Public Purchasing Official (MCPPO) designation. This will extend my current certification through March 2026.

All Chairs Meeting

On Friday we hosted the Chairs from the town's Boards and Committees to share information from the town staff and Select Board. The agenda included:

- Annual Town Meeting Highlights
- FY24 Budget Information
- Fall Town Meeting
- Building Updates
- Goal Setting and Evaluation Start
- Volunteer Onboarding and Training
- Updates from each Chair

This quarterly meeting served as a great chance to connect with the town's lead volunteers. Aubrey did a great job organizing this event and announced the plans for the first volunteer training session scheduled for the week of July 17th. This meeting will include "onboarding" topics for new town volunteers with training provided by town staff. I have attached a copy of the presentation for your review. Our next All Chairs meeting will take place in the fall.

Recreational Marijuana Dispensary Inquiry

The Land-Use Team met with the CEO of Flower and Soul to hear proposed plans for a recreational marijuana dispensary in the Carlisle area. The vendor discussed lessons learned from their venture in Halifax and expressed his interest in starting a dispensary in Carlisle if land is available and zoning is amenable. If the vendor does locate a suitable location, the next step would be negotiating with the Select Board on a Host Community Agreement (HCA).

Fall Town Meeting Schedule

Although summer just began, I am listing the following proposed schedule to the Select Board for planning the Fall Town Meeting. Believe it or not, the Fall Town Meeting is just around the corner. This leaves five meetings for the Select Board to deliberate potential articles.

Open Warrant	June 27
Close Warrant	August 8
Sign and Publish Warrant	September 12
Post Warrant and send to Printer	September 18
Town Meeting	October 16

Deputy Chief Hiring Process

We are looking to start the Deputy Chief hiring process in the coming week. We have a proposal from Public Safety Consultants to run an assessment center. The proposal carries a cost of \$5,400 (attached). With Select Board approval, we will advertise this opening (internal), schedule the

assessment center, and begin the selection process for the town's first Deputy Chief. The Board should decide whether they would like to nominate a representative to observe the assessment center and in-person interviews. After we finalize this process, we will also seek a third-party evaluator for our two Sergeant promotions also pending.

Select Board Summer Goals and Planning Sessions

Please review the attached Select Board goals. Kate is asking that all Board members bring notes about last year's goals to the session scheduled for July 11 at the Gleason Public Library. Additionally, Kate asked that members bring any ideas they have for the coming fiscal year. The proposed agenda for the goals session includes the following potential topics:

- Review Prior Goals
- Review SB Notes and Suggestions
- Town Governance Topics
- Sustainability Discussion
- Facilities, Land, and Finances
- Comp Towns

Staff Recognition

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

A very special thanks to Jim Hall and Brendan Mirfield for their careful attention to details during the recently completed paving project. Jim did a great job on his first paving project, advocating for additional work to include driveway milling and drainage. Newport Construction was accommodating and worked with Jim to make the project run smoothly. Additionally, our newly appointed DPW Foreman took over for Jim last week to oversee the final paving work on Pine Brook and Patch Meadow. Both of our dedicated workers went above and beyond to make sure this project was a success.

Upcoming Select Board Dates of Interest

- Monday July 3, 2023, to Friday July 7, 2023: TA Vacation Days
- Tuesday, July 4, 2023: Town Hall Closed, Independence Day
- Tuesday, July 11, 2023: Select Board Retreat (Goals)
- Tuesday, July 25, 2023: Regular Select Board Meeting
- Tuesday, August 7-11: TA Military Leave (return for SB Meeting on August 8th)
- Tuesday, August 8, 2023: Select Board Retreat (Goals)
- Tuesday, August 22, 2023: Regular Select Board Meeting

Future Agenda

See Select Board goals section to see the tentative agenda