

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

June 25, 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 – Phase one construction (assessing to planning) begins on August 25 and will conclude over that weekend. Employees will consolidate and move personal effects the prior day meaning Town Hall will be closed to the public for two days as we accommodate the movement. This change will create equitable and usable employee space and a better experience for visiting residents.
- Fish-Bowl Rooms – These rooms are now complete and available for employee and public use. The final changes will include decoration and blinds for private meetings. We hope to accommodate private space for meetings, quiet workspace for employees, and additional counter space for visiting residents. We are having difficulty naming the rooms if any of you have suggestions!
- Town Hall Building Envelope Study – Gale continues to work through their analysis of the Town Hall. This study will result in a document for consumption by the MFC. We hope to include the findings in the prioritized townwide capital plan.
- Upcoming projects:
 - Land-use file project – August 2023
 - Cubicle installations Phase One (Finance and Planning) – August 25
 - Cubicle installation Phase Two - September
 - Historical decoration of walls and space

Human Resources Update from the ATA

We are seeking an appointment for Steven Haddad as a part-time van driver for COAHS. COAHS Director Carol Grueneich looks forward to having him join the Town! COAHS is in the interview

process for another driver, which will be ready for appointment at the next Select Board meeting.

Karen Tyler has been hired as the Veterans' Services District Director for the towns of Lexington, Bedford and Carlisle. She will start on August 14th. She brings experience as the District Director for Eastern Essex District Department of Veterans Services, which consists of six towns on the Northshore. Her resume is attached for your information.

There is a lot of movement at the Carlisle Police Department as we had the opportunity to offer internal promotions for Deputy Chief and two Police Sergeants. All candidates excelled in the assessment centers and interviews. Chief Amendola is also seeking two patrol officers once these promotions are finalized.

Procurement and Project Updates

It is important to inform the Select Board that the Historical Commission has several concerns with the ongoing ramp project at the Police Department. I have included their correspondence to you in my report. I have also spoken with the current chair and connected them with Town Counsel. Finally, I relayed their continued concerns to the MFC to coordinate communication.

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 bids are due August 3rd.

I am working with the Recreation Department to begin the procurement of construction for the town's new dog park. I am also continuing to work on the deconstruction and demolition of Greenough Barn. I expect to have an updated timeline and a variety of options for Greenough at the end of August.

We started replacing outdated computers at Town Hall. This is a project that spans FY23 and FY24. We are moving all employees to a standard laptop set up unless their job requires a different configuration. This will make all employees compatible with the technology we are enabling in our common spaces. It also makes employees ready for remote work if necessary. We expect to replace 15-20 systems in the next two months. Once complete, I will update the Town Hall and Police Department needs and adjust the capital plan. It is important to note that the library, the fire department, and the schools all conduct their own IT plans.

The DPW would like to declare their 1999 International Dump Truck surplus and donate it to the Fire Department. We would also like the Select Board to declare the excess IT equipment resulting from the computer and screen upgrades to be declared surplus. Excess IT equipment is brought to Drivetech for recycling and repurposed in the town offices.

Finally, I worked with Jim Hall to finalize the procurement process for road line painting. Many of you have been asking about this project. It has been three years since we painted the lines, so we needed to complete a formal procurement process that will close next. Once we approve a contract, line painting will begin.

Vegetation Plan Notification

Eversource Energy updated their Five-Year Vegetation Management Plan (2023-2027). This plan is available at this [Web site](#) and a copy exists in my office. The plan includes the application of herbicides along the powerline right of ways.

Fall Town Meeting Schedule

Although your agenda includes initial discussions about the Fall Town Meeting, I wanted to remind you of the quick timeline for your consideration. Please let me know what information and agenda timing you need to make decisions on these important articles.

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

Greenough Dam Boards – Conservation Commission Request

I received several complaints this week about the Select Board's agreement with the Conservation Committee to place boards on the Greenough Dam Spillway. The residents complain of potential flooding issues resulting from mismanagement of this installation. Although I have full confidence in our DPW's ability to manage this procedure, I wanted to inform the Board publicly of the complaints. I am meeting with the group on Friday to hear their concerns and they have asked to speak to the Board prior to board installation.

Select Board Summer Goals and Planning Sessions

Please continue to review the materials for our summer planning sessions. The focus of your next meeting will be the considerations of governance, facilities, comp towns, and if time allows, additional topics identified below.

- 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:

I would like to thank all our full-time officers and sergeants for their professionalism during last week's promotional process. The fact that all our officers wanted to be considered for promotion is very promising for the future of our department. Additionally, the third-party evaluators agreed that our corps of officers demonstrated knowledge, professionalism, and poise. Although we had limited spots for promotion, the entire department deserve credit for their performance last week.

I would again like to thank the DPW for their consistent and dedicated work across town. I reviewed the excellent line-painting work of Shane Rogge and Tyler Sponaugle. This saved us money that would have been needed to pay a third party. Also, the DPW crew responded to requests to clean up the library's landscaping, taming some of the overgrowth and helping the grounds match the professional look of the rebuilt roof.

Lastly, I would like to thank all the young and dedicated workers assisting as campers in the Recreation Department's Summer Fun Program. I had the change to visit and observe their work and see their dedication to the program and campers. Although their employment with the town is brief, their impact on our operations is incredible.

Upcoming Select Board Dates of Interest

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