

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

August 22, 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 this week and concludes on Monday the 28<sup>th</sup>. Employees will move personal effects on the 24<sup>th</sup> and cubicles and equipment will be installed on the 25<sup>th</sup>. The second floor will be closed to the public on August 24, 25, and 28<sup>th</sup>.and there will be limited staffing and availability on the first floor. Residents are encouraged to call and email during this time as employees will likely be working remotely (case-by-case with departments) These changes, although disruptive for a couple days, will create equitable and functional employee space and a better experience for residents.
- **Fishbowl Rooms** - Al Foote oversaw the installation of blinds and privacy screens in the new fishbowl rooms. This will allow residents and staff to use the rooms for multiple purposes including private meetings. These rooms are now available for reservation.
- **Employee Appreciation** - Many thanks to Anush and Jenn for planning and executing this year's employee appreciate ice cream social. New employees had a chance to mingle with long-term employees and the staff appreciated the support from the Select Board as we are starting to close out summer and head into the busy fall months.
- Upcoming projects:
  - Land-use file project – August/September 2023
  - Cubicle installation Phase Two – October/November
  - Historical decoration of walls and space

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

We are happy to present to you Denise Kiley for appointment as full-time police officer. Denise has been working for Carlisle as a part-time police officer since earlier this year and we are thrilled that she has decided to join the department full time. We are still in the interview process for an additional full time police officer.

We are also in the process of adding an additional part-time police officer and will have a name ready for appointment at the next Select Board meeting. We anticipate adding one more part-time officer to round off the department.

We are in the interview stage for the COAHS Program Manager and the Health Assistant and hope to have selections by the end of August. We have more than half a dozen applicants for each position and feel comfortable with the talent pool.

We are also collecting resumes for the DPW Mechanic position. We wish our former mechanic Frank Wojtas the best of luck after 17 dedicated years of service to Carlisle!

Last, but not least, we are advertising for the Assistant Treasurer/Collector position now that Sandy has been promoted to Treasurer/Collector. Congratulations to Sandy, and congratulations to Kimberly Kane on her retirement as Finance Director!

## **Procurement and Project Updates**

The first round of the school's sealed bid process for the WWTP RTU, the Wilkins Building HVAC, and the Corey Auditorium Lighting System are complete. We awarded the Wilkins Heat Pump Installation Project to Guardian Energy Management Solutions. We are hoping Guardian will work with us on important energy-saving rebates that will reduce the cost of the project. The WWTP and Lighting projects came in with bids well over our appropriated costs. We are adjusting the RFPs and rebidding the projects to make sure we secure the best possible pricing for these important projects.

Solicitation for the town's new dog park will begin by the end of August. We should see bids in late September for construction consideration.

Julie, Sylvia, Jim, and I met with a couple of different contractors in the last week looking to help us deconstruct the Greenough Barn. We are exploring deconstruction options to bring a final plan before the Select Board. Options ranges from straight demolition to complete relocation and everything in between. The Select Board should expect to see a RFP that sets a salvage/retention percentage for the overall project that eliminates excessive landfill use for barn materials.

Two more procurement processes will begin as we head towards fall. First, we will be looking to secure a three-year paving contract with a single bidder to execute the coming road maintenance

plan. Additionally, Julie is working on procuring designers and engineers for the town's parking study and to action her Resilient Carlisle MVP Grant.

### **Hart-Desiato Memorial Bridge (Route 225 to Bedford)**

Julie and I conducted a lengthy investigation of this bridge at the request of the Select Board. This bridge came up during winter discussions and is a focal point of our public safety infrastructure as large fire trucks have severe restrictions when crossing for mutual aid. Additionally, as the bridge spans a river commonly used for recreation, residents have sent pictures and commented about the state of disrepair underneath the bridge. We met with state officials to make sure the bridge is rated as safe and to see how the state is prioritizing its repair.

Here are some facts related to the bridge that are important considerations as we move forward with plans to advocate for fixing the bridge:

- The bridge is framed with/ supported by timber piles, which limits the lifespan. Normally this type of bridge has a 75-year lifespan. The bridge was built in 1955 (68 years old).
- The current weight restrictions are the result of initial design not considering the size and weight of modern trucks, not due to structural damage.
- The current rating for the bridge is a 5 (deck, superstructure, substructure all rated 5). This is on a scale of 1-9. A rating of 4 is when the bridge becomes a concern. The bridge is inspected regularly, and we have copies of the recent inspections.
- It is completely state owned and repairs costs are a state budget issue

We have sent this information to our state legislative delegation and asked that the Boston Regional Metropolitan Planning Organization (MPO) add this project to the State Transportation Improvement Program (TIP) list. While there is no immediate safety concern, the TIP process can take up to a decade to complete (design and funding), meaning we need to get on the list now to complete this project before the bridge gets to an unsafe rating. To be clear, there are hundreds of bridges in the Boston area that are competing for this attention and MassDOT does not consider our bridge anything more than something to continually monitor.

Julie and I will continue to work on this project to make sure it becomes a reasonable state priority. Our next steps are to advocate that the MPO start considering the project for their 2030 planning process.

### **School Outreach**

As we are deep into goal season, I wanted to update the Board on my efforts to integrate school and town function to create stronger ties and build better services for Carlisle residents of all ages. Superintendent Jim O'Shea has been a willing and enthusiastic partner as we seek these opportunities. Some of the integration efforts we would like to complete this year:

- 1.) Bring Back the Dog Tag Voting - In the past, Carlisle students have advocated for and voted on the shape of the dog tag for Carlisle's registration process. We are hoping to bring this back for the 2024 tag.
- 2.) Read Across America Day – I have asked that Town Hall staff be invited to participate in this fun event, reading to kids about the exciting world of local government.
- 3.) Government Classes – Last year Peggy and Gretchen hosted students at Town Hall to learn about the election process. We would like to replicate this success with other exciting Town Hall functions to help educate our students about how the town works.
- 4.) Art Contest – With the permission of the Board, I would like to help decorate the Clark Room by hosting an art contest...perhaps students can create art about their favorite part of Carlisle.

### **MBTA Communities Working Group Request**

Please see Julie's attached memorandum. She is requesting participation from the Select Board (one member) for a MBTA Communities Working Group. The purpose of this Working Group is for the Town of Carlisle to make a good faith effort to explore the feasibility of compliance with MBTA Communities legislation and guidelines, which is a strategy identified within the Housing Production Plan. This effort will dovetail and thus be combined with Master Plan Recommendation 19a: Consider adopting an additional or alternative Open Space Residential Development or Conservation Cluster bylaw. She has also solicited participation from the Board of Health, the Planning Board, the ESC, and the Carlisle Affordable Housing Trust.

### **Upcoming Discussion Points**

This section of my report will outline some items coming before the Board in future meetings. The intent of this is not just to inform the Board, but to solicit guidance on what information you will need to make decisions.

- *Budget Calendar.* Please see the attached Budget Calendar for FY25. Yes, it is that time again! This draft calendar outlines the budget process for the fall and winter months leading to the Annual Town Meeting. Kate and I integrated these dates into your calendar so we can provide you enough time to make important budgetary decisions. Please note the calendar starts with the revised capital plan and financial forecast. These longer-term presentations will help you set goals for the coming budget cycles, informing the single year focus on FY25 budget.
- *Town Hall Hours.* We recently completed an internal survey of Town Hall staff to better understand our operations, specifically hours, pay, and benefits. We are considering bringing you a proposal that would change the Town Hall's public hours. Data (internal and external) supports longer days in exchange for a compressed Friday schedule or a

four-day public week. I am interested in the Board's feedback about this before we make a final recommendation.

### **Staff Recognition**

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

I would like to thank Frank Wojtas for his dedicated 17 years of service to our Carlisle public works. His skill and leadership as the town's mechanic not only allowed us to operate daily at a high level, but it also saved taxpayers and immense amount of money due to dedicated repair and preventative maintenance. Frank was a versatile employee, slated daily to complete his mechanical tasks, but also frequently called upon to plow in the winter and complete emergency actions when necessary. It will be impossible to replace his talent, but we wish him well as he continues his career in Chelmsford.

I would like to take a moment to thank Tyler Sprague for dedicating his personal time to completing his CDL licensing. When Tyler was hired, we asked that he immediately complete this licensing requirement to better assist our DPW, especially in the winter months. Next Tyler will work on his hoisting license, adding depth to our DPW roster's abilities.

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

Tuesday, September 12, 2023: Regular Select Board Meeting

Tuesday, September 26, 2023: Regular Select Board Meeting

Tuesday, October 10, 2023: Regular Select Board Meeting

Monday, October 16, 2023: Fall Town Meeting

Tuesday, October 24, 2023: Regular Select Board Meeting

### **Future Agenda**

See attached