

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

September 07, 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 of the cubicle project is complete. Special thanks to Jenn for helping me coordinate all the moving parts and another special thanks to Al for managing the moving project and outworking the movers! The new footprint extends from Assessing to Planning with usable and functional space. The next step is to clear land-use records from the remaining sections of the second floor to accommodate the second installation.
- **Town Clerk's Office Renovation** – Our contractor completed work to Peggy's design on the Town Clerk's office footprint. We reduced the counterspace (no longer necessary) to make room for additional storage. Most of the storage space will be used for archival records. This space will also make room for clearing out the cabinets in the Parlin Room. Adding square footage back to the Parlin makes for a better small conference space.
- **Conference Room Upgrades** – With the construction projects nearing completion, we will now focus on upgrading the Heald and Parlin meeting rooms. The upgrades will include larger screens with easy connectivity for presentations and virtual meetings. This will help staff and will increase functionality for hybrid public meetings.
- **Microphones** – I am working with Minuteman to upgrade our Clark Room microphones. We discussed two solutions, one with permanent ceiling microphones and one with wireless floating pucks. We believe the puck solution works best with the intent of the Clark Room (multifunctional and flexible). This solution might be in place for your October meetings and will allow guests to speak to the Board without coming to the presentation desk. I think it will create a more accessible Select Board meeting experience for in person and hybrid meeting attendees.

- **Upcoming Projects -**

- Land-use file project – October 2023
- Cubicle installation Phase Two – October/November
- Heald and Parlin Room IT upgrades
- Continued employee IT upgrades

### **New Executive Assistant**

We must unfortunately inform the Board and the public that Executive Assistant Jennifer Gibbons gave her notice last week. Her last day in Carlisle will be September 14 after years of service to Carlisle. Although we are please she found a position closer to home in Ashburnham, the loss of her expertise and professional approach will be a big blow for the Town Administrator and Select Board offices. Please see more about Jenn in the employee recognition segment of this report.

We are recommending that this vacancy be advertised internally for 10 days beginning September 13 to give current employees the chance to apply. If there are no qualified candidates to bring to the Board for appointment, we would advertise this position externally on the 25<sup>th</sup>. We are further recommending that the Board appoint a representative to serve on the interview committee for this important position.

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

A lot of congratulations are in order for this week's Board meeting!

Congratulations to Shane Rogge for being promoted to DPW Mechanic. Shane has worked for the Town of Carlisle since 2004 as a laborer/driver/machine operator and has been a valuable member of the team. We look forward to working with him in his new role.

Congratulations to Myriam Fleurimond on moving to a new position as the COAHS Program Manager. Myriam has worked for the Town of Carlisle since 2016, most recently as the COAHS Transportation and Office Manager. The COAHS is excited to see the new programming ideas Myriam will bring in her new role.

The COAHS is pleased to recommend to you Kathleen Bond for appointment as the new COAHS Transportation and Office Manager. Kathleen is a program specialist for Metro Housing Boston and has great experience in many roles including a healthcare consultant/wellness coach, functional health coach, and health communications center and project manager.

The Carlisle Police Department is delighted to recommend Lloyd Burke as our newest part-time police officer. You may already know him for his work with the Carlisle Fire Department and the Department of Public Works, so we are excited to have him join us in this role as well. Lloyd was a patrol officer for the Watertown Police Department for more than 30 years.

The Gleason Public Library has promoted Barbara Carrera from Library Assistant II to Library Assistant I. Congratulations, Barbara! We are now collecting resumes for the vacant Library Assistant II position.

And finally, we are in the final interview stages for the Health Assistant position and the Assistant Treasurer/Collector vacancy. We expect to have a recommendation for the Board regarding the Assistant Treasurer/Collector position to consider at your meeting on September 26 and the final BOH selection by the end of the month.

### **Boy Scouts Fundraiser Request**

Our Cub Scouts in Carlisle (Troop 135) are requesting permission to sell calendars at the Fall Town Meeting on October 16, 2023. The Scouts visited Purgatory Chasm last year and drew pictures of their adventures, compiling them in a calendar to sell in support of their annual activities. The Police Chief and Superintendent did not have an issue with this request. We believe the Board should vote to allow this activity at the Town Meeting for precedent reasons.

### **ICMA Intern**

We are pleased to report that the International City/County Management Association (ICMA) is sponsoring a fellowship intern to serve in Carlisle this fall. Jake Gokey, enrolled in the UMass Amherst Public Policy Program (MPP), will assist the Town Administrator's office on Thursdays and Fridays from September to December. We plan to focus his activities on sustainability efforts while creating a wide-ranging learning opportunity for his professional growth. Jake served with me in Afghanistan and is a rising star in the government field, recently completing a 6-month internship with the US State Department.

### **Greenough Barn Update**

I am continuing to work on this deconstruction procurement with Julie and interested residents. The goals of this project include removing the barn as sustainably as possible while restoring the land and preventing invasive species. The DPW was vital in this discovery process as we hosted several vendors interested in various aspects of the project. The Board can consider this a three-part project:

- 1.) Deconstruct and preserve aspects of the barn where possible
- 2.) Demolish unwanted materials
- 3.) Land restoration and invasive species prevention.

We are working with Town Counsel to develop a RFP capable of meeting the project's goals and complying with state law (avoiding bid splitting). We expect to have a solution to bid on by the end of the month. The outcomes here range from full deconstruction to full demolition and everything in between.

## **Labor Counsel Procurement**

As part of our ongoing due diligence, I am recommending to the Board that we put out a Request for Proposals for labor counsel. We currently work with Mirick, O'Connell, DeMallie & Lougee, LLP. If the board does want to go out to bid, I request that one member of the board be appointed to serve as a representative on the selection committee. We expect this commitment to be one long meeting where we evaluate proposals and make a recommendation for consideration by the full Select Board.

## **Surplus Equipment**

Chief Amendola is looking for the Select Board to declare the 2014 Ford Taurus as surplus. The Chief will offer this vehicle to the Fire Department for training. If this is not an option, the vehicle will be sold or junked.

## **Proclamation – Concord-Carlisle Community Chest Month**

We are requesting that the Select Board proclaim the month of October 2023 in Carlisle the Concord-Carlisle Community Chest Month. This proclamation would recognize the vital role Community Chest plays in the life of our town and to wish members of the Community Chest success in reaching their Annual Campaign fundraising goal.

## **Dog Tag Election**

Not only have Carlisle Public School students returned to the classroom this month they are also currently deciding the fate of the town's 2024 dog tag. Please see the attached document displaying the three options available for students to elect the next town dog tag. The results of this election will be available on the afternoon of September 15<sup>th</sup>.

## **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.

- *Town Administrator Goals.* Please see the attached first draft of my FY24 goals. I am looking forward to your feedback prior to finalizing this slate. My final goals will be presented for your approval at your next meeting in addition to my entry plan key findings, my professional development plan, and potentially my self-assessment.
- *Town Hall Hours.* Attached is a memorandum for your review. Assuming Board approval, we would like to discuss this with you at your next meeting. Solidifying a set schedule is important for town residents and for staff. While we are recommending the attached

course of action, we are looking for the Board's input on what they would like to see in terms of employee engagement and resident services.

- *Police Station Renovation.* TBA will have a final proposal for your review at your next meeting. This proposal includes two costs and directions – one for using the previous construction documents to estimate costs and update items to code and a second for small deviations recommended by Chief Amendola to create public and employee space. While both fit into the original renovation envelope, one includes a modest additional cost for expanding female locker room space and creating a public space for community events and meetings.
- *Deckhouse Assessment Working Group Findings.* I would like to present the findings from the working group at one of your next two meetings. The Board should be aware that many of the findings and recommendations are already in place to include increasing the number of periodic inspections to increase our assessment data quality. I think inviting the Board of Assessors to your meeting to discuss a mutually agreeable strategy would be a strong conclusion to this investigation and discussion. It will also help inform the coming rate process and the FY25 budget discussions.
- *Capital Planning Model.* I will be presenting the first draft of the town's comprehensive capital plan at your meeting on the 26<sup>th</sup>. I will send the first draft of this report to the Board prior to the meeting to field any individual questions or answer any concerns prior to the public presentation. The Finance Committee will also be invited to the meeting on the 26<sup>th</sup> to provide input.
- The Massachusetts Department of Public Utilities is proposing new regulations regarding community aggregation programs. The comment period for these regulations is open until October 6, 2023. Your Environmental Sustainability Committee and our broker, Colonial Power, do not support the regulation changes and would like to draft a letter for approval by the Select Board to send to the DPU. This letter and its advocates will appear at your September 26<sup>th</sup> meeting for approval, and I will try to get you a copy of the letter in advance. Secondly, given the importance of the community aggregation program and the complex nature of the agreement, I am reinstating the CCA Working Group to assist me as needed for the remainder of this contract term, and the entirety of the next term (3.5 years total). If a Select Board member would like to be a part of this working group, please let me know.

### **Staff Recognition**

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

As some of you have noticed, the DPW completed their management of the line painting project in town. This effort increases the safety levels on our town roads, especially for night driving. It

has been a couple years since we painted lines in town, so I would like to thank Jim Hall for his proactive management style.

I would like to publicly thank Julie for her diligence in submitting a successful bid for a MVP Action Grant called Climate Resilience Land Use Best Practices in Carlisle. The grant awarded last week and totaling more than \$93k seeks technical assistance to incorporate strategic, comprehensive, and data-driven climate resilience best practices into our local rules, regulations, and bylaws for land use. Julie and her assembled working group interviewed potential partners for this project to immediately begin the impactful work.

And last, but not least, I would like to personally thank Jenn Gibbons for her service to the Carlisle community. Jenn was the first person I met in Carlisle, wishing me well before my interview last year for this position. She wasted no time advocating for changes that would help her fellow employees. Everything she told me was something that needed to change. While her expertise and experience were obvious, it was her fierce care for Town Hall employees that I admired the most. She is the type of person who makes the people around her better. Good luck Jenn and please know everyone is cheering for you!

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

Thursday, September 14, 2023: TA Professional Development (Out of Office)

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

November 3-7, 2023: TA Vacation

November 16-17, 2023: TA Professional Development (Out of Office)

#### **Future Agenda**

See attached