



Carlisle Select Board  
AGENDA ACTION REQUEST  
October 24, 2023



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## Town Administrator Report

Requested by: TA Ryan M. McLane

### Proposed Motion(s)

MOVE to approve the Savoyard Light Opera Company's request to display a banner over School Street from October 24, 2023, to November 19, 2023.

### Additional Information

Attached report

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

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# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

October 24, 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:

- **Conference Room Upgrades** – The Heald and Parlin conference rooms upgrades are scheduled and ordered with November as an expected installation period. Each room will receive a touch view screen with built-in webcam to allow for productive employee meetings and when necessary, easy-to-use public meetings for boards and committees.
- **Microphones** – We will be testing microphones in the coming weeks to try and solve the Select Board livestream audio issues. I will remind the Board when this occurs in case any of you want to evaluate the proposed equipment.
- **Upcoming Projects -**
  - Land-use file project – Postponed
  - Cubicle installation Phase Two – Postponed
  - Heald and Parlin Room IT upgrades - November
  - Continued employee IT upgrades – October/November

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

The Board of Health has extended an offer to Jennine Blum to fill their Health Assistant position! Jennine has been working with the CPC, Historical Commission and the MFC for the last couple years and has been a great help. We look forward to working with her in her new role.

We are collecting resumes and cover letters for the Assistant Town Clerk position and plan to begin interviews in November.

### **Church Parking Lots**

I met with representatives from the town's faith organizations to discuss formalizing the relationship between the town and the organizations in terms of parking lot usage and associated plowing. I will be recommending the Board sign a formal contract (see attached) with each organization granting plowing services in exchange for the following general uses:

1. Driver training for the Town of Carlisle Fire Department, Police Department, and Department of Public Works.
2. Landing zone for medical air transportation.
3. Overflow parking.
4. Emergency management activities.
5. Fire Department hose testing.
6. Town departmental training or equipment testing.
7. Community events with prior permission and within the guideline, procedures, and priorities identified by the property.

### **Town Administrator Coffee Hours**

I have scheduled community office hours at Ferns for November 14<sup>th</sup>, 2023, from 9-10am. The goal is to be available to residents outside of the Town Hall and perhaps buy a few folks some coffee from one of Carlisle's finest institutions. Holding public office hours will be a quarterly focus for me in FY24.

### **MAPC Regionalization Study**

After a few stops and starts, MAPC began reaching out to departments and regional partners to gather information. This process will result in a document for the Board to review outlining regionalization efforts towns like Carlisle normally undertake. The information gathering process will conclude at the end of November with the final report available for Select Board review in late December/Early January.

### **Designer Selection Committee – Fire Station Renovation**

Through the Town Planner, I will be assembling a DSC for the procurement of the Fire Department Renovation Conceptual Design. This procurement closes November 7<sup>th</sup>. The following week we will assemble the DSC to make a recommendation to me and the Select Board about a potential designer. Once the recommendation and costs are final, we will take this to the Select Board for a final decision. This will likely be at your December meeting.

### **Land Use Assistant Recommendation**

As the Board is aware, I am continuing to provide recommendations for filling vacancies in the Town Hall department as they occur. As you saw in Aubrey's report, Jennine Blum, our excellent

Municipal Assistant, will be joining us full-time in the Health Department. This creates three part-time support position vacancies – the Historical Commission Assistant, the Community Preservation Committee Assistant, and the Municipal Facilities Committee Assistant. I would like to bring to the Board, in November, two options for filling these vacancies. The first is the budget neutral option of hiring a part-time assistant to complete these three tasks. The second is to make a full-time position (30 hours) that serves these boards, other land-use boards without staff support, and other planning functions directed by our Town Planner.

### **Banner Application**

The Savoyard Light Opera Company requests permission to display a banner over School Street to announce the days of a play that is being put on at the Carlisle School. The request is for October 24, 2023, to November 19, 2023, and the banner application is in your packet.

Recommended Motion: *I move to approve the Savoyard Light Opera Company's request to display a banner over School Street from October 24, 2023, to November 19, 2023.*

### **CCA Working Group Communication Plan**

Our hard working CCAWG wanted to share their communication plan with the Board. While I do not believe this requires a formal vote, I am sharing this plan with the Board to make sure there are no additional recommendations. This program has been very successful in Carlisle, and I applaud the working group for their effort to advertise the town's new contract.

### **Quarterly All Chairs Meeting**

Aubrey hosted an All Chairs' Meeting on Friday. The meeting started with presentations to the Board Chairs about the Fy25 budget process, updates on Town Meeting, updates on the Town's larger capital projects, and a review of the upcoming employee review process. The Chairs then shared information from their Boards. These meetings continue to inform the various committee Chairs about potential collaboration and talking points.

### **Upcoming Discussion Points**

This section of my report will outline items likely to come 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.

- *Church Parking Lot Contracts:* As discussed above. I will be recommending that the Select Board enter into these agreements to formalize the town's relationships.
- *Greenough Barn:* Julie and I will present an Invitation for Bid for the Greenough Barn Deconstruction Project. We will also invite interested parties to review the IFB and attend the meeting to discuss the project publicly.

- *New Committee Discussions:* The Chair has scheduled a discussion about adding the following committees to the Select Board's portfolio:
  - o Cemetery Task Force (requested by the TA)
  - o Audit Committee (requested by the Select Board)
  - o Board Appointment Committee (requested by the Select Board)
  - o Traffic Safety Committee (Revision – requested by the TA)
  
- *ESC Charter and Native Plant Garden* – The ESC is requesting a change to their charter to formalize their membership numbers. Additionally, they have teamed with the Land Stewards to recommend a Native Plant Garden for the beds in front of the Town Hall (see the attached proposal).
  
- Fire and Police Chief Evaluations – I will be asking the Board to layout the evaluation process for the Chiefs. This will prepare the Board for initiating the formal review process in December and January. The intent of this session is to agree on a process for reviewing these key department heads. Variables include how public to make the process, what prework you would like to see completed, and a reasonable timeframe.
  
- Tax Classification Hearing – This is tentatively scheduled for November 28<sup>th</sup>. Given the Deckhouse Assessment Working Group recommendations, your conversations with the Board of Assessors, and the attention this process received last year, I am looking to see if the Board would like to expand this agenda item to include anything else.

### **Staff Recognition**

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

I would like to publicly thank some key players at the Annual Town Meeting. First, Wayne Davis and Peggy deserve a tremendous amount of credit not only for being the only folks on stage, but also for their commitment to running a smooth and binding process. We also owe a great deal to the school and cable staff for their hard work leading up to the meeting and their follow up to make the meeting accessible for those who could not attend. I would also like to thank Gretchen for her work with the warrant, Aubrey for helping to run the meeting, Kelly for her work preparing the facts and figures, Town Counsel for their dedication to the Town, Julie for her dedication to the information session, Barney and Travis for helping the staff put together the information session, Bill Risso for volunteering with the electronic voting/set up, and to all Staff that attended the meeting during their personal time. I am blessed to work with such professionals and in a community that cares about its future.

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

November 3-7, 2023: TA Vacation

Tuesday, November 14, 2023: Regular Select Board Meeting

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

Tuesday, November 28, 2023: Regular Select Board Meeting

Tuesday, December 12, 2023: Regular Select Board Meeting

### **Future Agenda**

See attached

## LICENSE AGREEMENT

This License Agreement (“Agreement”) is made by and between the Town of Carlisle, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, having an address of 66 Westford Street, Carlisle, Massachusetts 01741 (hereinafter, the “Town”) and Carlisle Congregational Church, having an address of 147 School Street, Carlisle, Massachusetts 01741 (“CCC”) (collectively, the “Parties”).

WHEREAS, CCC is the owner of record of a parcel of land in Carlisle, Massachusetts located at 147 School Street (the “Property”); and

WHEREAS, there is a parking lot on the Property that the Town has historically accessed and used for various Town purposes; and

WHEREAS, in exchange for use of the parking lot the Town has cleared the parking lot from snow; and

WHEREAS the Parties desire to formalize this in-kind agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, CCC hereby grants the Town such entry and license to use the parking lot (the “Premises”) on the Property, subject to the following terms and conditions:

1. Grant of License.
  - a. CCC hereby grants to the Town a temporary, non-exclusive, revocable license to enter upon and use the Premises exclusively for the purposes described herein, subject to the terms and conditions set forth herein.
  - b. CCC does not make any representation or warranty as to any matter affecting or relating to the Premises, including, but not limited to, the physical condition or suitability thereof for the Town’s activities, and the Town acknowledges that no such representation or warranty has been made and that this Agreement relates to the Premises in “as-is” condition as of the date of this Agreement.
2. Term. The term of this Agreement shall commence on the date hereof and shall continue until termination by either party.
3. Permitted Use. The Town shall use the Premises for the permitted uses set forth in Exhibit A in accordance with the provisions of the Agreement, to the extent now and hereafter from time to time permitted under applicable laws, bylaws, ordinances, codes, rules, regulations, orders and other lawful requirements of governmental bodies having jurisdiction (the “Purpose”).
4. License Fees/Utilities. In consideration for the use of the Premises, the Town agrees to keep the Premises clear of snow and ice.

5. Mutual Indemnification. CCC shall to the maximum extent permitted by law, indemnify and save harmless the Town, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including attorneys' fees) for any damage to its real or personal property that may arise out of or in conjunction with the use of the Property by the Town, unless the damage is caused by the Town's gross negligence or willful misconduct.

Further, the Town, on behalf of itself and its officers, agents, volunteers, and employees, shall to the maximum extent permitted by law, indemnify and save harmless CCC, owner of the Property, and its agents from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including attorneys' fees) for any injuries to the Town's officers, agents, volunteers or employees that may arise out of or in conjunction with the use of the Property by the Town, unless the damage is caused by gross negligence or willful misconduct of CCC.

6. Modification; Assignment. Any modification or amendment to this Agreement must be in writing. This Agreement is not transferable and no privilege contained herein may be sublet or assigned to any other person or organization.

7. Insurance. The Town shall, at its own expense, obtain and maintain general liability and motor vehicle insurance protecting the Town and shall include CCC as an additional insured on the policy.

8. Notice. For purpose of this Agreement, the Parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

CCC: Carlisle Congregational Church  
147 School Street  
P.O. Box 191  
Carlisle, MA 01741

TOWN: Town of Carlisle  
66 Westford Street  
Carlisle, MA 01741

9. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto, and all prior agreements between the Parties hereto concerning the activities permitted herein are superseded by this Agreement.

10. Governing Law. This Agreement shall be deemed to be made and construed in accordance with the laws of the Commonwealth of Massachusetts.

11. Invalid Provision. If any provision of this Agreement or any application thereof shall be held to be invalid by a court of competent jurisdiction, the remainder of this Agreement



shall not be affected thereby, unless, one or both Parties would be substantially and materially prejudiced.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed as a sealed instrument the day and year first written above.

Carlisle Congregational Church  
By and through its

Town of Carlisle  
By and through its

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **PERMITTED USE OF THE PREMISES**

1. Driver training for the Town of Carlisle Fire Department, Police Department, and Department of Public Works.
2. Landing zone for medical air transportation.
3. Overflow parking.
4. Emergency management activities.
5. Fire Department hose testing.
6. Town departmental training or equipment testing.
7. Community events with prior permission and within the guideline, procedures, and priorities identified by the property.

## Ryan McLane

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**From:** Luther, Brian <BLuther@mapc.org>  
**Sent:** Thursday, October 12, 2023 12:30 PM  
**To:** Ryan McLane  
**Cc:** Pearce, Michael; Reilly, Amy  
**Subject:** Re: Re-starting the Carlisle Shared Service Study

Hi Ryan,

A brief timeline below.

Between **now and early November**, we'd like to continue to evaluate the documents provided, and interview your key staff about the services they provide. This will inform our brief 'existing conditions' part of our report and will also help us identify external stakeholders to reach out to.

In **November**, we will identify and interview external parties on shared services. This will include any regional structures that already exist, both inside your immediate neighbors, and other cases in the region that could be replicated. This will help us draft a list of potential partners, or models that the town could join or replicate.

Third, by **mid to late December**, we bring all this information together into the final deliverables, which include a presentation to your Select Board, and a report, which includes a brief overview of your existing services and an overview of neighboring community shared services.

Let me know if you have any questions.

Brian

### Brian Luther

Municipal Services Manager  
bluther@mapc.org | 617-933-0790  
Pronouns: he, him, his

Metropolitan Area Planning Council  
60 Temple Place, Boston, MA 02111  
www.mapc.org



Get involved in Greater  
Boston's next Regional Plan!

[MetroCommon.mapc.org](https://MetroCommon.mapc.org)



MAPC staff currently use a hybrid work schedule. While I answer my office phone on occasion, its easiest to reach me on my cell at (401)241-7239.

**\*\*We're Hiring!\*\*** Learn more and apply here:

[Grants and Procurement Coordinator | Job Details tab | Career Pages \(governmentjobs.com\)](#)

[Grants and Procurement Specialist | Job Details tab | Career Pages \(governmentjobs.com\)](#)

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**From:** Ryan McLane <rmclane@carlislema.gov>  
**Sent:** Tuesday, October 3, 2023 11:41 AM  
**To:** Luther, Brian <BLuther@mapc.org>  
**Cc:** Pearce, Michael <mpearce@mapc.org>; Reilly, Amy <AREilly@mapc.org>  
**Subject:** RE: Re-starting the Carlisle Shared Service Study

Hi Brian –

## Reserve Space for Private Banner on Town Property

Name	Carren Panico
Email Address	<a href="mailto:erikncarren@comcast.net">erikncarren@comcast.net</a>
Address	187 Tophet Rd
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9785059668
Date(s) of Reservation	10/24/2023 9:00 PM - 11/19/2023 12:00 PM
All Day	Yes
Size and Securement Method	2'x19' secured with ropes
Location of Banner	School St. where the OHD Banner usually hangs
Organization and Purpose	Savoyard Light Opera Company - purpose of the sign is to announce days of a play that is being put on at the Carlisle School
Language	English
Attach File	<a href="#">Screen Shot 2023-10-18 at 3.33.27 PM.png</a>
Terms of Use	Yes

The Sawoyard  
Light Opera  
Company  
Presents



# The Williams Family

Based on the Play by Cressida Cowell, Adapted by Paul Brown. Directed by David L. Lerner. Book by David L. Lerner.

[www.sawoyardlightopera.org](http://www.sawoyardlightopera.org) | 978-254-1571



November 10th, 11th, 12th  
17th, and 18th  
Corey Auditorium  
Church St., Carlisle, MA



Activity	Target Audience	Timing	Party Responsible	Communication Approach(es)	Comments
Review proposed plan with Select Board	Select Board	ASAP	CCA Working Group/ESC	Document for SB briefing package and SB meeting	Approach Ryan/Barney ASAP to get this on the SB agenda. Or as part of the TA Report? Or can we just work with Ryan?
Initial "heads up" to Carlisle community regarding upcoming notice on new CCA offer	All	Before formal notice goes out from Colonial Power. Early-to-mid November	CCA Working Group/ESC	CITW, Mosquito, Town Newsletter, COAHS, Town website	
Formal notice from Colonial Power on behalf of the Town re: New CCA contract and rates	Current CCA participants only	End of November (after new Eversource Basic Service rates are known, and at least 30 days in advance of new contract)	Colonial Power/CCA Working Group	US Mail	Postcard; requires DPU review and approval
Follow up on Colonial Power postcard. Notice of Public Forum and Q&A	All	Mid-December	CCA Working Group/ESC	CITW, Mosquito, Town Newsletter, COAHS, Town website	
Basic Service mailing	Basic service customers only	Mid-January (possibly mid-December?)	Colonial Power/Dynegy	US Mail	
Proposed CCA Forum and Q&A	All	Mid-January	Colonial Power/CCA Working Group	In-person and virtual	Virtual format will require some Town assistance



# All Chairs Meeting October 20, 2023



# Agenda

- FY25 Budget
- Capital Planning
- Town Administrator's Updates
- Employee Evaluations
- Committee Chair Updates





# FY25 Budget Process

- Financial Planning
  - Forecast
  - Capital Model
  - Goals
- Budget Calendar
  - ATM Warrant Open: November 21, 2023
  - Department Budgets Due: November 29, 2023 (includes capital)
  - TA Budget: December 12, 2023
  - FinCom Meetings (mandatory): January 2024
  - Budget Complete NLT: March 26, 2024
- Department Budgets
  - Submit operating budget
  - Submit changes/additions to the capital plan
  - Justify all changes and increases



# TA Updates

- Building Projects
  - Town Hall Upgrades
  - Police and Fire Projects
  - Community Building
  - DPW Projects (with MFC)
  
- Town Meeting
  - Opioid Settlement Funds
  - CPA Articles – Burying Ground and Library
  - Appointed Town Clerk Vote
  - Specialized Code



# Employee Evaluations, Part 1

- Why complete an evaluation?
  - Important as it is tied to the budget
  - No review = no step increase
- Evaluation Timeline:
  - Start review beginning of January
  - Complete by end of January
  - *Not public* unless board/committee requested
- Who completes the review?
  - Employee self-review
  - Appointing authority review process
  - Submit final evaluation to HR



# Employee Evaluations, Part 2

- Review process
  - Appointing authority can delegate process to department head for all employees in their department
  - Review options for department heads:
    - a) Can be reviewed by appointing authority
    - b) Appointing authority can delegate to TA
    - c) Hybrid – reviewed by appointing authority, with input from TA
- Department head support
  - Any department head looking for support on employee reviews can work with Ryan and Aubrey on training



# Committee Chair Updates

- One to two important issues from your committee



SELECT BOARD  
TUESDAY, NOVEMBER 14, 2023  
AT 7:00 P.M.  
TOWN HALL (CLARK ROOM)  
WESTFORD ST, CARLISLE, MA  
**HYBRID MEETING**

**AGENDA**

TIME	PURPOSE
6:30 p.m.	Executive Session
7:00 p.m.	1. Community Input
7:10 pm.	2. Appointments and Resignations <ul style="list-style-type: none"><li>• Employee Appointments</li><li>• Community Appointments</li><li>• Resignations</li></ul>
7:20 p.m.	3. Greenough Barn
7:50 p.m.	4. Police and Fire Chief Evaluation Discussion
8:10 p.m.	5. ESC Charter Revision
8:30 p.m.	6. Committee Discussion <ul style="list-style-type: none"><li>• Audit Committee</li><li>• Cemetery Task Force</li><li>• Traffic Safety Committee</li><li>• Town Building Committee</li></ul>
9:00 p.m.	7. Church Mutual Service Contracts
9:10 p.m.	8. Town Hall Native Plant Garden
9:20 p.m.	9. Select Board Policies <ul style="list-style-type: none"><li>• Financial</li><li>• Town Hall</li></ul>
9:30 p.m.	10. Town Administrator Report
9:35 p.m.	11. Review Minutes & Warrants
9:40 p.m.	12. Liaison Reports
9:50 p.m.	13. Community Input
	Adjourn

\* The meeting agenda lists all topics reasonably anticipated by the Chair at the time of posting. Agenda times are approximate, and items may be taken up out of order to facilitate the use of time.



**Join Zoom Meeting**

<https://us02web.zoom.us/j/89213438036?pwd=WETVHdWQkJacjFTMHI5OTJyUU9qQT09>

Meeting ID: 892 1343 8036 / Passcode: 791924 /Phone: 1 646 931 3860 US

DRAFT