

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

November 28, 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 new conference room installations hinge on receiving one more mounting bracket. The company we ordered from does not schedule installations until all parts are ready, so we are now looking at mid to late December to complete this project. Our volunteer Boards looking for expanded hybrid meeting capabilities will welcome this upgrade.

- **Microphones**

The delay with this project is receiving the new microphone equipment to assess in person. We would like to upgrade the microphones and make them more portable. This will prevent Select Board meeting guests from having to leave their seats to ask a quick question or provide a quick comment. We do not want to approve this purchase without testing. This test will occur in late December with a potential purchase pushed to January.

- **Upcoming Projects**

- Land-use file project - Postponed
- Cubicle installation Phase Two – Postponed
- Heald and Parlin Room IT upgrades – December
- Continued employee IT upgrades - ongoing

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

We are in the final selection process for the new Land Use and Sustainability Coordinator position and should have a candidate ready for appointment at the next Select Board meeting. We are in

another round of interviews for the Assistant Town Clerk position. We will be collecting resumes for the vacant Municipal Assistant and DPW Driver/Laborer positions this week.

### **FY25 Budget Update**

We started receiving Department Budget requests and are on track to compile the first draft of the budget in time for your December 12 meeting. This budget draft will include the following sections for your review:

- Strategic Goal Alignment
  - Long term growth
  - Department service levels
  - Employee support/retention initiatives
- Overview and Highlights
- Revenue
- Expenses
- Debt
- Capital
- Reserves
- Free Cash
- Financial Forecast Update
- Next Steps

Please let me know if you would like any specific analysis conducted for the draft budget or an accompanying report.

A crucial decision point for the Select Board is deciding the final Annual Town Meeting date. Although the Board voted to hold the ATM on April 29<sup>th</sup>, 2024, Concord also set their multi-night Town Meeting for that date. Complicating the issue is Passover beginning on April 22 and April Vacation (school) beginning April 15<sup>th</sup>. The Annual Town Meeting date sets the budget calendar so a decision on this item will be necessary soon.

### **Request for Use of the Town Common – William Be Yourself Challenge (WBYC)**

Please see the following request. This request was made at your last meeting, but the motion contained a date typo. We are simply asking that you vote on this again for clarity.

The William Be Yourself Challenge is requesting use of the Town Common on December 20<sup>th</sup>, 2023, between 4 and 8pm. The annual event seeks to sell Luminary Kits to raise money for WBYC programming and invites anyone to join them who would like to recognize/celebrate someone that they have lost. Attendees will be invited to bring a light to the Common and gather with the WBYC for a brief time before everyone heads out to see the local luminary displays.

The WBYC strives to give children agency over their feelings and teach them that it is powerful and brave to share their emotions. According to the group's webpage, we all experience hard things, and when we come together for a common purpose, we all benefit.

The FRS fully supports this use of the Town Common.

### **Request for Use of the Town Common – Old Home Day**

The Carlisle Old Home Day Association requests use of the Town Common June 22<sup>nd</sup> and 23<sup>rd</sup> to hold one of Carlisle's most notable events. The Association selected this traditional weekend to coincide with the end of the school year. The request also asked the Board to consider use of Spalding Field, the school grounds, the fire station and Town Hall. The request also asks the Select Board to grant the traditional use of town roads to support the foot races and parade. All relevant parties were contacted for this use request with no additional comments or concerns to date.

### **Old Home Day Banner Request**

The Carlisle Old Home Day Association requests permission to hang a banner in the month of June 2024 near the turn to School Street.

### **Notification – Rotary Sign for Annie Jr at the Carlisle Public Schools**

The Carlisle Public Schools Drama Club requests placement of a sign on the town rotary from December 8<sup>th</sup> to December 16<sup>th</sup>. We have approved this sign as shown below and are notifying you. Please let us know if you have comments or concerns. We also encourage all to attend!

CPS Drama Club Presents  
**ANNIE JR!!**  
Friday, Dec 15 at 7 PM  
Saturday Dec 16 at 2 PM  
Tickets 10\$ at the door.

### **Fire Department Renovation Designer Selection**

My designer selection committee reviewed seven qualified applicants for helping the Select Board build a conceptual design for the Fire Department Renovation Project. The DSC will interview four of the designers and transmit a final three to me for price negotiations. Once this process is complete, I will bring the three designers and their cost estimates to the Board for your consideration. This will occur at your scheduled December 12 or 19<sup>th</sup> meeting depending on the negotiation process.

### **Holiday Schedule and Events**

We are holding holiday events in the coming months as we celebrate during the holiday season and thank our employees for their efforts during the calendar year. We held a Thanksgiving dessert potluck (thanks David for attending) and had a two-hour release the day prior to the holiday. We will hold the annual staff holiday lunch on December 20. Please note I will be taking Department Heads to lunch on the 21<sup>st</sup> which will impact departments and both the Christmas and New Years observed holidays fall on a Monday.

### **Procurement Updates**

Our departments are procuring projects for the town as we head into the winter months. Here is an update on those projects:

DPW Sprinkler System – The long awaiting project that will make the DPW trailer fire code compliant and allow our employees to sleep during storms is now procured and ready for contracting and construction. The MFC voted to accept this bid.

Waster Water Treatment Plant MUA – We have a winning bid for a one-to-on MUA replacement; however, the project will cost more than originally anticipated (30k). For this reason, the APRA committee asked to see additional options before recommending the additional funds.

Dog Park – I am working with the Recreation Department to procure construction services to build a dog park for Carlisle residents. Bidding for this grant funded project ends December 14<sup>th</sup>.

Corey Auditorium Lighting – This project is back out to bid with a close date of December 12 after reconfiguring the bid package.

### **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.

- *Road Maintenance Plan.* We worked with Nitsch, one of our civil engineer house doctors, to put together a full assessment of our town roadways and to draw a road maintenance plan for your consideration. The plan grades each road and provides an analysis for maintenance that best compares current road condition to both current and future usage. Additionally, is suggests both repair and maintenance, extending road maintenance dollars to keep our road scores strong. Finally, it suggest potential funding strategies for the Board to consider. After receiving this report, it will be important for the Board to combine this plan with ongoing capital planning efforts to make sure it fits within the model at the proper priority level.

- *Comcast Negotiation.* Our negotiation team finalized our recommendation to the Select Board. This recommendation will be sent to the Board individually prior to the hearing currently scheduled for December 19<sup>th</sup>. The Board, at that time, can vote to accept the terms. This will halt the current state-level negotiation and begin a new contract between the town and the cable provider.

### **Staff Recognition**

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

I would like to publicly thank Gretchen for her first month as our new Executive Assistant. Not only are we flooding her with work, but also expecting her to learn the nuances of a difficult and coordinating position while introducing process improvements. She has taken on the challenge and proven to be the type of collaborator and innovator that will improve our efficiency and ability to provide executive level services.

Our Carlisle Fire Department was dispatched to Russell Street for a structure fire earlier this month with Engines 3, 4, 5, Ladder 9, C-10, and Ambulance C-8 responding. Our teams battled heavy fire in the garage but contained the blaze and prevented full-house loss. There was considerable damage to the home, but thankfully no injuries. A special thanks to our responding teams as they continually risk their lives to keep others safe.

One final note of thanksgiving for all our staff. I am thankful for the tremendous amount of experience we have in all our departments and the willingness of our newer hires to learn about the community and integrate into existing practices. We have a good team currently in the Town of Carlisle and I am looking forward to seeing what they can do in the year to come.

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

Tuesday, December 12, 2023: Select Board Meeting

Tuesday, December 19, 2023: Tentative Select Board Meeting

December 25, 2023: Christmas Holiday

December 26-29: TA Vacation

January 1, 2024: New Years Holiday

\*\*\* Employee Holiday Lunch – Tentative December 20, 2023 \*\*\*

### **Future Agenda**

See attached

From: Bridget Ferrari <bridgetferrari@gmail.com>  
Sent: Monday, November 6, 2023 8:50 AM  
To: Gretchen Gallimore  
Cc: Susan Shaw; David Model  
Subject: Requesting use of the Common - December 20th Brighten the Night

Hello Gretchen,

David Model suggested that I contact you to request the use of the Common for a William's Be Yourself Challenge event, Brighten the Night.

We'd like to reserve the Common on December 20th between 4 and 8pm.

We are selling Luminary Kits to raise money for WBYC programming; we will invite anyone that would like to recognize/celebrate someone that they've lost. People will be invited to bring a light to the Common and gather with us for a short time before everyone heads out to see the local luminary displays.

WBYC volunteers will clean up the Common at the end of the night.

Please let me know if you need any other information or need me to extend the request to other Select Board Members.

Warm Regards,  
Bridget

From: Eric H. Darling <edarling@carlisle-taxcredits.com>  
Sent: Wednesday, November 8, 2023 4:24 PM  
To: Gretchen Gallimore  
Cc: Eric H. Darling; ajames3@comcast.net; Ryan McLane  
Subject: Re: Requesting use of the Common - December 20th Brighten the Night

Hi Gretchen and Ryan -

The FRS Parish Committee has voted (as expected!) to approve the use of the Common on Dec 20 from 4-8 pm by William's Be Yourself Challenge. We are totally supportive of the group and its mission.

Many thanks,

Eric

On Nov 7, 2023, at 3:54 PM, Gretchen Gallimore <Ggallimore@carlislema.gov> wrote:

Hi Ann and Eric -

Please see the below request from Bridget Ferrari for use of the Common for WBYC "Brighten the Night" on Dec 20th.

If possible, please let me know if this use of the Town Common is okay with FRS before the Select Board meeting on Nov 14th. If that deadline doesn't work, we can move it to the next agenda, but I'm sure Bridget and the WBYC team would like to know as soon as they can.

Thanks,  
Gretchen

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Gretchen Gallimore  
Executive Assistant  
to the Select Board and Town Administrator

Phone: 978-369-6136  
Email: ggallimore@carlislema.gov

66 Westford Street  
Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

From: Bridget Ferrari <bridgetferrari@gmail.com>  
Sent: Monday, November 6, 2023 8:50 AM  
To: Gretchen Gallimore <GGallimore@carlislema.gov>  
Cc: Susan Shaw <susan.shaw.78@gmail.com>; David Model  
<DModel@tritonsys.com>  
Subject: Requesting use of the Common - December 20th Brighten the Night

Hello Gretchen,

David Model suggested that I contact you to request the use of the Common for a William's Be Yourself Challenge event, Brighten the Night.

We'd like to reserve the Common on December 20th between 4 and 8pm.

We are selling Luminary Kits to raise money for WBYC programming; we will invite anyone that would like to recognize/celebrate someone that they've lost. People will be invited to bring a light to the Common and gather with us for a short time before everyone heads out to see the local luminary displays.

WBYC volunteers will clean up the Common at the end of the night.

Please let me know if you need any other information or need me to extend the request to other Select Board Members.

Warm Regards,  
Bridget

Eric Darling  
Carlisle Tax Credits LLC  
6 West Street  
Carlisle, MA 01741  
(617) 500-8623  
(978) 697-5369 cell  
edarling@carlisleletaxcredits.com  
www.carlisleletaxcredits.com

You should be aware that any tax advice contained in this correspondence is not intended to be used for the purpose of avoiding penalties imposed by the Internal Revenue Code and that neither you nor any other person can use this correspondence for that purpose.



# *Carlisle Old Home Day Association Inc.*

*A non-profit volunteer organization dedicated to this special celebration.*

Carlisle Board of Selectmen  
66 Westford Street  
Carlisle, MA 01741

November 6th, 2023

Subject: Letter of Request to hold Old Home Day on June 22<sup>nd</sup> and 23<sup>rd</sup>

Dear Carlisle Selectboard,

Greetings from Carlisle's Old Home Day Committee. In September the Old Home Day Committee met to discuss the past year's Old Home Day as well as begin planning for Old Home Day 2024. Similar to the last couple years, we have selected the first weekend after school is out as our preferred timeframe, which this year falls on June 22<sup>nd</sup> and 23<sup>rd</sup>. We would appreciate your favorable consideration of these dates as well as the day preceding and following to allow us to set-up and take-down of any infrastructure (tents, tables, etc.). As always, the excellent help and support provided by the town is key to a successful event.

Our request encompasses your permission to utilize the general Town Center, Spalding Field, the useable portions of the school and grounds, the Fire Station, Town Hall and the byways that attach to these properties as well as selected roads for the 1- and 5-mile foot races and the parade. In addition, with cooperation with the Carlisle Cultural Council, we again hope to have a musical showcase on the afternoon and early evening of June 23<sup>rd</sup>, featuring many of our local musicians performing on Spalding Field.

As in the past, we request permission to hang a banner announcing the theme and dates during the month of June near the turn onto School St. On the weekend itself, our schedule will follow the usual sequence with foot races beginning around 6:45 Saturday morning with our standard list of events to follow, including a parade down Church Street returning to the Center on Bedford Road. Other activities throughout the day will include the country fair, children's games on the Green, demonstrations of model rockets on Spalding field, as well as the BBQ at the fire department and the cakewalk at Town Hall. As mentioned above, we will partner with the Cultural Council to host the music event on Sunday afternoon/evening at Spalding Field, where families can enjoy the local musical talent with which Carlisle is so richly blessed.

We appreciate and thank-you in advance of your consideration of our request.



Old Home Day Committee  
c/o Niles & Christie Cocanour, Chairs  
PO Box 54  
Carlisle, MA 01741

## Re: Use of Town Property for Old Home Day June 22-23, 2024

Eric H. Darling <edarling@carlisletaxcredits.com>

Tue 11/21/2023 10:24 AM

To: Gretchen Gallimore <GGallimore@carlislema.gov>

Cc: Eric H. Darling <edarling@carlisletaxcredits.com>; aamendola@carlislepolice.com <aamendola@carlislepolice.com>; Bryan Sorrows <BSorrows@carlislema.gov>; Jim O'Shea (joshea@carlisle.k12.ma.us) <joshea@carlisle.k12.ma.us>; Holly Mansfield <hmansfield@carlislema.gov>; Martha Feeney-Patten <mpatten@gleasonlibrary.org>

Hi Gretchen - As you might suspect, FRS is totally supportive of Old Home Day and will make our facilities available, as well as consenting to the use of the Common and any other necessary areas.

Thanks,

Eric Darling

FRS Parish Committee chair

On Nov 21, 2023, at 9:48 AM, Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

Hello everyone -

Please see the attached request from the Old Home Day Committee for use of Town property (including the shared Town Common). If you have any objections to the use, please let me know before the Select Board meeting on Tuesday.

Thanks and Happy Thanksgiving!

Gretchen

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**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

**Email:** [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)

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[www.carlislema.gov](http://www.carlislema.gov)

<Old-Home-Day\_Request.pdf>

Eric Darling

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You should be aware that any tax advice contained in this correspondence is not intended to be used for the purpose of avoiding penalties imposed by the Internal Revenue Code and that neither you nor any other person can use this correspondence for that purpose.

## Reserve Rotary for Private Signs

Name	Marcella Pixley
Email Address	mpixley@carlisle.k12.ma.us
Address	Carlisle Public Schools, 83 School Street
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-846-5519
Date(s) of Reservation	12/8/2023 11:15 AM - 12/16/2023 10:00 PM
All Day	<i>Field not completed.</i>
Size and Type of Sign	Sandwich Board -- As large as possible!!
Organization and Purpose	CPS Drama Club
Language	CPS Drama Club Presents ANNIE JR!! Friday, Dec 15 at 7 PM Saturday Dec 16 at 2 PM. Tickets 10\$ at the door!
Attach File	<a href="#">Sandwich Board.docx</a>
Terms of Use	Yes



SELECT BOARD  
TUESDAY, DECEMBER 12, 2023  
AT 7:00 P.M.  
TOWN HALL (CLARK ROOM)  
66 WESTFORD ST, CARLISLE, MA  
**HYBRID MEETING**

**AGENDA**

TIME	PURPOSE
7:00 p.m.	1. Community Input
7:05 p.m.	2. Appointments and Resignations <ul style="list-style-type: none"><li>• Employee Appointments</li><li>• Community Appointments</li><li>• Resignations</li></ul>
7:15 p.m.	3. Town Administrator Budget Report
8:30 p.m.	4. Police Department Renovation Conceptual Design
9:15 p.m.	5. ABCC License Renewal Approval – ( <b>ADD NAME and ADDRESS</b> )
9:20 p.m.	6. Town Administrator Report
9:40 p.m.	7. Review Minutes & Warrants
9:45 p.m.	8. Cemetery Deeds
9:50 p.m.	9. Liaison Reports
9:55 p.m.	10. 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/88523983213?pwd=WFo4L2tEUUNYY3FINGZsa24rdXNDdz09>