

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

August 29, 2022

Town Administrator Transition

Learning from your exceptional staff occupied most of my first week as your Administrator. Conversations with the entire finance team, the public safety team, sustainability, recreation, building, health, veterans, schools, public works, library, town counsel, the COA, and the town clerk produced invaluable notes and lessons learned to help shape our future efforts. I thank the staff for their preparation and willingness to have candid conversations about town departments and functions.

Initial trends from staff conversations include focus areas for my first couple of months. This includes initiating formalized financial policies, coordinating HR efforts, understanding the budget process, and communicating overall information down to the department level. I am looking forward to follow-up meetings, tours, and staff conversations in future weeks.

This week my focus will turn to learning more about our volunteer boards and committees and diving into the town's warrant and budget tracking processes.

Human Resources

A top September priority will be coordinating efforts with the Planning Board to hire the Town Planner and recruiting for the newly created Assistant Town Administrator position. Each search should yield quality candidates and add capacity to our full-time staff. I expect to assist the Planning Board with candidates for the Town Planner position in mid-September and bring the Select Board candidates for the Assistant Town Administrator position in late September.

Capital Projects

Steve Ledoux worked with Steve Bastek and the Municipal Facilities Committee to award a contract to Kneeland Construction Corporation (Medford, MA) for the design and installation of an ADA compliant Ramp for the Carlisle Police Station. The contract award totals \$103,200 and the contract requires a substantially completed ramp by September 30, 2022.

Election Police Details

Town Clerk Peggy Wang requests that the Select Board grant Police Chief John Fisher the authority to assign detail officers to work at the election polls. The newly signed Votes Act assigns detail selection authority to the Select Board. We are recommending that the Select Board delegate this authority to Chief Fisher for future elections to include the upcoming state election.

Information Sharing

Work begins on my communication plan as outlined in my draft goals to the Board. I was pleased to see Jenn and the Town Clerk's office were already working on a town website upgrade, something we will be focusing on together in September. This should allow for immediate information sharing at the department level and a larger commitment to resident access through email subscription and actively updated links.

I have also reserved official Facebook and Twitter handles for the Town of Carlisle. I will be working with the Assistant Town Administrator and staff to populate these accounts with useful information in the months to come. Once these are ready to activate, I will work to communicate these channels to the public.

Final Report from Interim Town Administrator Steve Ledoux

1.) Ride to Defeat ALS

The Ride to Defeat ALS is taking place on Sept. 18. This will be the event's 28th year. The routes have historically gone through different towns. The 2022 route will start in Wayland and a portion of the route includes Carlisle on Concord St., Concord Rd Sidewalk, Center Pathway, and Lowell St. before heading into Chelmsford. Small lawn signs will be set for navigation of the route on the evening prior and removed on Sept 18 by early evening. The Ride begins at 7am so the riders would be in Carlisle that morning. We are looking for the Board to vote to approve this event as it has in year's past.

2.) Childhood Cancer Awareness Month

The American Cancer Fund for Children has requested that the Town declare September as Childhood Cancer Awareness Month. Enclosed in the packet is a proclamation for Board consideration.

3.) Old Safe

There is an old safe covered by a cloth and located in the Clark Room. The safe is not locked and has no contents. The Historical Society is interested in acquiring. If the Board is interested, a vote to declare it surplus and not needed by the Town would be in order as well as permission to donate it to the Carlisle Historical Society.

4.) Police Officer Candidate

At the Select Board's first meeting in July, the Board authorized the Police Chief to perform a background check on a Police officer candidate. That background check came back with issues and the appointment will not be pursued. The Chief will be coming in front of the Board at some point to request another background check on a new candidate.

Staff Recognition

While I will personalize this section of my report in the weeks to come, I would like to thank all the town's employees for their warm welcome and efforts to help both Steve and me during the transition period. It is evident that the town possesses a quality team dedicated to the success of Carlisle. In every meeting and interaction, I found a staff willing to prepare specific notes about current issues and share deliberate thoughts. Each meeting left me energized and ready to hit the ground running.

Upcoming Meetings

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| Tuesday, Sept 13, 2022: | Regular meeting (2022 STM warrant closes) |
| Tuesday, Sept 27, 2022: | Regular meeting |
| Tuesday, Oct 11, 2022: | Regular meeting |
| Monday, Oct 17, 2022: | Special Town Meeting, Corey Auditorium, 7:00pm |