

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

September 27, 2022

## **Town Administrator Transition**

This week my transition work included visiting the town's 40-acre Cranberry Bog with Sylvia from our Conservation Department and Sue Thomas from Sustainability. This was the highlight of my week, walking around this tremendous space and learning about Carlisle's incredible conservation efforts. I also visited the Greenough Barn, Greenough Dam, and other related sites to better understand past and present capital efforts. Sylvia is a wealth of knowledge and demonstrated her commitment to the town, both large and small, with her conservation advocacy and her willingness to refill the doggie bag waste containers on our walkable land. She does this weekly, as a volunteer, to help keep these areas pristine and available. Other unique tours this week also included a visit to the Mosquito to meet the staff and talk about how the town can continue to work with our local paper.

Financial understanding continues to be a primary focus. I am working daily with Kelly and Kim to understand the budget and the town's financial processes in preparation for some improved financial reporting (public) and the town's budget process. Other transition items of interest include introducing myself to the Municipal Facilities Committee, the Finance Committee, members of the Board of Assessors, and our insurance providers.

## **Human Resources**

The Town Planner Screening Committee held its first interview this week. In preparation for the hire, Jenn has done a great job working with the Land Use departments to ready a welcoming workspace and support the hire with proper technology. If you get a chance to visit Town Hall, come and look at the space Jenn has created through her careful attention to detail and dedication to cleaning out old areas and equipment.

The Assistant Town Administrator Screening Committee on Monday will meet with four candidates. The Committee reviewed 18 qualified applicants before making their final selections and I believe the quality of candidates that applied was exceptional. The committee created a scoring system to evaluate the final candidate. The Select Board will receive a final

recommendation for their consideration as early as Tuesday depending on hiring logistics. Jenn is also working diligently to prepare a new workspace for the town's first ATA.

## **Finance Team**

This week the Finance Team met to recommend a FY24 budget calendar to the Finance Committee and Select Board. This calendar codifies the town's existing budget processes and provides milestones for staff and volunteer boards. The team also started working on an OPEB policy, the team's first financial policy recommendation for publishing consideration. All financial policies the team creates will head to the Finance Committee first before seeking Select Board approval. The goal is to finalize one policy a month until we have a full policy book.

Our Town Accountant received notice from the Department of Revenue that they are in receipt of our free cash certification and balance sheets. This is the final step in closing FY23 and starting FY24 budget preparation. This is great work by Kelly and Kim as they improve operational efficiencies and continue to move our financial end of year procedures earlier in the fiscal year. This allows us to better prepare for the Fall Town Meeting (when applicable), set the tax rate sooner, and initiate the annual audit in a more impactful timeframe.

## **Action Items**

### *1.) Surplus equipment*

Jenn did amazing work this week, consolidating office furniture and freeing space on the Town Hall's second floor. This is important for placing our new hires and supporting two future efforts – records reduction and town hall space reconfiguration. A special thanks is also warranted to the DPW staff who did all the heavy lifting and maneuvering. I am asking the board to declare the following items surplus so we can reallocate, remove, or sell items no longer needed by town staff.

- 4-Draw Filing Cabinets (7)
- Desks (2)
- Conference table (1)
- HP LaserJet 5550 Printer (1)

### *2.) Transfer Station Action Committee Trailer Painting Request*

The TSAC is seeking board support to initiate maintenance on the town's recycling trailers. The town invested in these trailers and the TSAC believes regular painting and restoration helps extend the life of this infrastructure. The TSAC is requesting the Select Board to support a \$7,200 maintenance bill. While the Transfer Station Sticker Fund will support this request, calendar year cash flow analysis indicates that paying this bill might incur excess costs in

January 2023. If the Board is willing, a vote to support these expenses means a commitment to pay Transfer Station Sticker Fund bills in January if necessary.

### *3.) Bruce Freeman Rail Trail Annual Summit*

I attended the BFRT Annual Summit to represent Carlisle. The BFRT is looking to get Select Board support for their effort to install uniform signage along the trail. They are also floating the idea of adding a speed limit in future years. While not enforceable, both uniform signage and speed limits create uniformity and safety up and down the trail. I am recommending that the Board support these initiatives with a formal vote.

### *4.) Transfer Station Gift*

Carlisle received a \$1,000 donation from the Donnelly Family last week to help support the transfer station. To accept this gift, the Select Board must authorize the Town Accountant to set up a gift fund account. Many thanks for this donation as it will help the

## **Staff Recognition**

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

Youth Services Librarians Jenn Buliszak and Tahleen Shamlan recently completed their annual summer reading program called the "Read Beyond the Beaten Path." This program had its highest participation since 2016 with 727 people attending live programs, 330 visitors participating in self-paced programs, and 148 participants completing book bingos and reading challenges.

Our Assistant Treasurer and Tax Collector Tara Bicknell recently earned her master's degree in accounting from UMass Lowell. To complete this program while working full time in an important town role demonstrates a significant commitment to self-development.

Our Building Commissioner Jon Metivier burned vacation time without mention of why to volunteer at the Build the Castle event. His more than 13 hour per day volunteer commitment was noticed by several town employees who wanted to recognize his effort.

Finance Director Kim Kane received her Certified Mass Municipal Collector (CMMC) certification after completing her required coursework. She is now recertified for five years. Kim is also a Certified Governmental Accountant.

Our Health Assistant Kris Gines recently competed in the Ironman Emilia Romagna in Italy, completing a 2.4-mile swim, a 112-mile bike, and 26.2 mile run in 15:05:17. This tremendous athletic feat recognized by our Health Director Linda Fantasia when Kris returned to work on Wednesday.

## **TA Admin**

A couple quick notifications for the Board:

- 1.) I will be serving with the military for one day on Wednesday, September 28 and will be out of the office.
- 2.) I will be attending the statewide MARPA conference in Worcester on Thursday, September 28<sup>th</sup> and will be out of the office

## **Upcoming Meetings**

Tuesday, Oct 11, 2022: Regular meeting

Tuesday, Oct 25<sup>th</sup>, 2022: Regular meeting

Tuesday, Nov 15, 2022: Regular meeting (moved for the election on the 8<sup>th</sup>)