

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

October 21, 2022

## **Town Administrator Transition**

Employee meetings continued this week as did a deep dive into the town's capital planning process. I would like to thank our public safety department heads and Jim O'Shea for helping me better understand not only their department requests, but the history of Carlisle capital improvement. I met with the Finance Committee, the ARPA Committee, and the Municipal Facilities Committee this week, working with each to define my role and offer staff for their important focuses. I also had great meetings with our outsourced school business manager and town counsel to review policies and procedure about procurement processes and legal billing. Finally, I met with Jack Troast to discuss the Board's Master Plan implementation strategy. We will work together to create a document for town boards and committees to review prior to your January Master Plan Implementation Kickoff.

## **Human Resources**

Here are details about our current recruitment efforts:

- Town Planner – The Planning Board will interview their final candidate on October 27<sup>th</sup>. I plan to be in attendance and continue to aid the Planning Board with the process. Gretchen and Jenn continue to prepare for this hire to start in town hall, coordinating administrative functions, and gathering information for the Town Planner's transition.
- Assistant Town Administrator – Aubrey Thomas will begin on November 8, 2022. I am assembling a checklist for her orientation that will serve as a foundation for her future work on employee and volunteer onboarding. Additionally, I have invited Aubrey to attend the All-Chairs meeting on November 4<sup>th</sup> to start her integration with the town's boards and committees. Her attendance will depend on her transition schedule.
- Assistant Assessor – The Board of Assessors appointed Regan Flood to this position. She begins with our team on November 21, 2022. We are thrilled to hire someone with her experience, supporting our assessing office and improving our finance team.

- Chief of Police – The Board will discuss the department’s interim position and recruitment process at your meeting on Tuesday.

### **Land Use Team**

Jennine Blum from the historical commission joined our team discussion this month. Each department highlighted key ongoing projects, helping me and the team understand both the current projects and the possibilities for future collaboration.

All land-use committee chairs received an invitation to a meeting on November 4<sup>th</sup> to discuss how my position can help with short and long-term project management. We will also introduce the board’s Mater Plan implementation strategy. This meeting will not only allow me to meet our dedicated land-use committees, but also convey my office’s commitment to helping our land-use boards with their unique and important missions.

### **Finance Team**

Our finance team reviewed the projected FY24 numbers I will present to the Board on Tuesday, and we discussed a continued refinement of the budgeting process to include coordination with the schools. Additionally, the team started reviewing our next financial policy, forecasting, the second of twelve policies we will review in the coming year.

Our Town Accountant filed our Free Cash certification heading into the budget season. Our total Free Cash amount projects to be \$4,271,650. This is a healthy number and will be useful in upcoming budget discussions as they relate to decisions about capital expenses and reserves.

### **Town Administrator ARPA Requests**

I will be sending two ARPA grant requests in the coming month. I am looking for the Board to support my requests for reorganizing our offices in Town Hall and organizing our town hall records for increased space and targeted digitization. Town Clerk Peggy Wang deserves an immense amount of credit for her work keeping and organizing our town records and I recognize the need to try and find ways to solve this long-standing problem beyond just her.

Attached is a schematic for a potential reorganization of Town Hall. Key moves include consolidating land-use departments, merging the finance team, and creating room for two meeting areas and two record storage areas. We also hope to create a shared supplies area to limit the need for cabinet space in each department. The end state of this shuffle is defined-employee space for all staff, collaborative positioning, and clear “flow” for town residents.

Additionally, I will be asking ARPA and the board to support a three-phase initiative to organize our records storage system. Phase one can begin at once with an inventory and audit of all existing records in town hall. The second phase involves scrubbing the records for space-consuming duplicates and removing files no longer necessary. The third phase includes a targeted initiative to digitize records and make them more readily available to the public and future staff.

Cost estimates:

**Town Hall Reorganization** to include moving items, creating new cubicle space, adding required technology, buying modern furniture, and adding signage - \$50,000.

**Records Management initiative** phases one and two including a first inventory and audit please the expansion of the Town Clerk's organizational system to include finance and land-use - \$100,000.

Phase 3 would take advantage of any remaining funds plus look for future funding with the possibility of grants for digital applications.

If the Board agrees with applying for these ARPA grants, we will begin moving employees and obtain equipment before the end of the year.

## **Action Items**

### **1.) *Boston Post Cane***

I was honored to read about the remarkable life of Catherine "Kay" Woodward, Carlisle's oldest resident, who passed on October 14<sup>th</sup>, 2022. Her obituary, [found here](#), described a remarkable resident who dedicated her 104 years of life to her family and community. I join with those who knew her in wishing her family and friends my deepest condolences.

The Boston Post Cane, held by Kay since 2014, is an honor bestowed to Carlisle's oldest resident. I attached a document outlining the cane's history and a plaque with recipient names currently sits in town hall. The Select Board has the honor of awarding this cane to Carlisle's newest oldest resident, Santo Pullara, a 98-year-old resident known to town hall staff for his many interests to include Jazz, his outgoing personality, and his previous service in the Navy during WWII (his name is on the town's [World War II Memorial](#)). Rather than have the Select Board award this honor at a meeting, I am inviting the Board to vote to bestow this award with the COAHS staff at the next veteran's breakfast.

### **2.) *Municipal Employee Financial Disclosure***

Our talented Assistant Town Clerk applied to serve as an Assistant to the Library Director (four hours per week). This is in addition to her hours in the Clerk's office and her service with the

COAHS as a van driver. We require this disclosure, under an abundance of caution, for Gretchen to serve in multiple positions within the town.

I request the board acknowledge receipt of her disclosure under G.L. c. 268A, § 20(b) and approve her exemption under the same law. Her exemption is valid given her services with the library are outside of her normal working hours with the clerk, that the services are not part of her regular duties, and that she will not work more than 500 hours per calendar year with the library.

### **Staff Recognition**

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

I had the privilege of attending a special presentation by Gretchen and Peggy to a small group of CPS students about town elections. The students, led by Superintendent Jim O'Shea, were engaging and asked Gretchen questions about the equipment, process, and timeline of the upcoming state elections. Gretchen did an excellent job relating to the students and handling more than one pointed question about election law. This week I received a note from the students thanking them for the opportunity, a credit to Town Clerk's office for setting up this opportunity and to our school system for developing thoughtful and interested students.

Building Commission Jon Metivier informed me this week that Vinny Chant will end his work with the Town of Carlisle at the end of the year. At the age of 85 and after 23 years of exemplary service, he deserves the rest, but we will miss him. While I did not work with Vinny long, it is clear all residents and staff respected his work and replacing his knowledge and dedication will be difficult. Congratulations on your retirement!

I would also like to thank Anush and Jenn for putting together our first staff luncheon (during my time here). It was great to gather with staff and hear plans about the coming fall and holidays. We will be holding these events monthly with themes and I invite Board members to occasionally stop by. These events take effort and everyone who attended appreciated Anush and Jenn's commitment to the team.

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

Thursday, Oct 27 <sup>th</sup> , 2022:	TA Professional Development (STAM)
Friday, Oct 29 <sup>th</sup> , 2022:	TA Professional Development (MMHR)
Tuesday, Nov 15, 2022:	Regular meeting (moved for the election on the 8 <sup>th</sup> )
Thursday, Nov 24, 2022:	Thanksgiving Holiday
Friday, Nov 25, 2022:	Town Hall Closed (Holiday observed)
Tuesday, Nov 29, 2022:	Regular meeting

### **Future Agenda**

See attached