

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

September 27, 2022

Town Administrator Transition

I am continuing to hold one-on-one meetings with staff to better understand every level of the organization. While I still have more employees to meet with one on one, I leave every meeting energized and with more focus areas. As the staff meetings wind down, I will increase my meetings with key volunteers, boards, and committees. Highlights from my interviews this week included the scheduling of a monthly activity at Town Hall to help celebrate and connect staff. Anush and Jenn will lead this effort to better recognize key events and milestones and will begin with a pizza luncheon in mid-October. Additionally, I was able to sit in on a meeting with our COA Van drivers and learn about their motivations and experience with this important service. They were conducting training on mental health services and recognition, just one of the numerous knowledge points needed by our drivers to properly serve the Carlisle community.

Human Resources

Here are details about our current recruitment efforts:

- Town Planner – The Planning Board is scheduling a final interview with a highly qualified candidate at the end of the month. This pushes back the Town Planner start date for about 60 days, but the importance of this hire necessitates a slower process.
- Assistant Town Administrator – Your agenda on Tuesday includes a unanimous recommendation from the ATA Screening Committee to appoint Aubrey Thomas as the town's first Assistant Town Administrator. She is a strong candidate with an MPA from Northeastern University and experience as an Assistant Town Administrator in Shirley, MA. If appointed, she will begin her work with Carlisle in early November.
- Assistant Assessor – Your Chief Assessor and the Board of Assessors is carefully screening candidates to assist Brian with the town's assessing backlog and future initiatives. We hope to have a name and start date in place prior to your first meeting in November.

- Chief of Police – While this is its own topic at your meeting on Tuesday, I will regularly provide updates on this important hire in the coming months. The Board is currently reviewing process options and seeking names for an Interim Chief of Police. Decision points on process options include consultants, screening committees, and timelines.

Future HR focuses will pivot away from hiring and center on improving our HR operations and best practices.

Kelly and I are also finalizing the initial wage analysis and position classification. This will inform the town's organizational charts, appointment processes, and financial decisions like the wage study implementation and FY24 COLA. The Board can expect multiple presentations about this data. The new ATA will also be heavily involved in this analysis and department heads will get a chance to weigh in prior to any final products.

Finance Team

This week the Finance Team met to continue work on three significant projects. These efforts include documenting the budget process, recommending new town finance policies, and building the Board's requested financial models. All three of these efforts will complement the FY24 budget process and in future years, inform the town's financial processes.

I have included a draft of the FY24 Budget Calendar for your reference. It includes information from the Town Clerk on the Annual Town Meeting process and includes Select Board dates from David's work on the Board's yearly calendar. The Board does not need to approve this calendar but a motion to approve the Annual Town Meeting to be held on Monday, May 8, 2023, at 7 pm would be in order.

The first financial policy reviewed by the team was Carlisle's Other than Pension Personnel Benefits (OPEB) liability policy. The team worked together to make a final recommendation to the Select Board, but first the policy will travel to the Finance Committee for their review and recommendation. The Board can expect policies to continually flow in their direction for comment and approval. Once complete, the financial policies will help guide the town's finance departments and create guidelines for the town's annual budget processes and decisions.

Resident Services Team

Our Resident Services team met for their monthly meeting to discuss procedures surrounding resident assistance in the winter months. Primary discussion points include sharing information about how residents can access help for heat. The team is also compiling a document of town services for sharing on various in-person and online platforms.

The goal of this collaboration is to create sensors in the community for folks in need and clear lines of help for crisis and short-term intervention. The Resident Services Team will train all Carlisle employees to recognize signs and symptoms of social distress to connect residents in need to appropriate services. Thanks to Joan, Carol, and the COAHS staff for taking the lead on administering this initiative and helping the team to compile the documents.

Ongoing Projects

Our Town Clerk staff, and Jenn, met with representatives from Civic Plus to kick off the town's Web site redesign. This is a significant project that will require effort from the entire staff as we navigate decisions about style, access, and information sharing. Jenn has agreed to manage this project for me and will continue to update the board on the redesign's progress. The estimated launch date is mid-April 2023, in time for the Annual Town Meeting.

Select Board Calendar

David and Barney put a great deal of time into organizing the Board's calendar for the coming year. This work included nesting priorities and goals into the matrix. I am including this work in my report for your continued review and for further comment from the Board.

Action Items

1.) Job Reclassification

I am analyzing the Human Resources Services Inc. compensation study for the Board, but there is an immediate need to suspend the proposed classifications for the Town Planner, Assistant Town Administrator, and Assistant Assessor positions. We are looking to hire these new positions in the coming months and would like to make offers based on job descriptions, market, and need; however, they are not currently on the scales and will need more analysis for proper placement. I am looking for the board's support on hiring these positions (FY23 budget neutral) in anticipating of classifying them for the FY24 budget. There will be a net increase in overall operating costs because of these decisions. Properly classifying these positions will complement future recommendations resulting from the HRS study. I have spoken with the Planning Board and the Board of Assessors, and both Boards agree with this request.

2.) Surplus equipment

Joan and the COAHS staff continue to work on the Clark Room space, managing the remodeling project and pushing vendors to meet timelines. We took delivery of the first new batch of chairs (21) this week, creating a surplus of old chairs. I am requesting that the Board declare the old chairs surplus to allow us to remove them from Town Hall. Our current timeline for the new floors is now early November. My apologies for moving your meeting.

3.) The Savoyard Light Opera Company Banner Request

The Savoyards will perform Pirates of Penzance in the Corey Auditorium of the Carlisle Public Schools on November 12, 13, 18, 19 and 24. To increase community awareness about this upcoming production, the group requests permission to suspend a banner on School Street (by the War Memorial) measuring 2 feet in height and 16 feet in width. The banner will contain promotional information about the upcoming performances including dates and location. The banner will hang from October 15 through November 20.

4.) Inspector of Animal Appointments

We received a request from the Massachusetts Department of Agricultural Resources (MDAR) regarding annual appointments for our animal inspectors. I am nominating Deb Toher and Gene Delano for your appointment as they have held the role with great performance for many years.

Staff Recognition

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

Carol Grueneich, our dedicated Social Services Manager, was instrumental in the launching of the Council on Aging and Human Services standalone website, available now at www.carlislecoahs.org. The new website includes the department's new logo and name, providing residents with an incredible amount of information and easy to access navigation to social services. Carol spent a tremendous amount of time assembling information and designing the website with our newsletter vendor, LPI. I encourage the Board to visit the website not only for its content, but to see an example of how our employees continue to exceed their job descriptions to better serve the town.

Chief John Fisher and the Police Department are currently wearing pink badges and patches to highlight cancer awareness month. This initiative not only brings attention to a worthy cause, but also asks parties to consider adding resources to the health fight. For those looking to donate, please Chief Fisher and other public safety leaders by searching for his name and donating through this [team page](#).

Upcoming Select Board Dates of Interest

Friday, Oct 14, 2022:	TA Military Training
Tuesday, Oct 25 th , 2022:	Regular meeting
Thursday, Oct 27 th , 2022:	TA Professional Development (STAM)
Friday, Oct 29 th , 2022:	TA Professional Development (MMHR)
Tuesday, Nov 15, 2022:	Regular meeting (moved for the election on the 8 th)