

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

November 15, 2022

Town Administrator Transition

As I enter my third month as your Town Administrator, I will be retiring this section of my report and focusing more on current and future operations. I have enjoyed getting to know the community and learning about all the hard work that makes Carlisle a special place to live. While I still have many places to visit and many people to meet, the next phase of my transition will complete a 6-month entry report to provide the Board with additional data points for future planning. I will provide regular updates on the status of this report. Sections will include department evaluations, master plan notes, financial considerations, and general recommendations.

This week's learning opportunities included working with our Police department leadership team, visiting MMN, meeting with our labor counsel, sitting down with the residents of Benfield, and having breakfast with the town's veterans. I am looking forward to scheduling a road tour with our DPW Director, visiting Concord-Carlisle High School, seeing more of our conservation land, and finally seeing the Highland Building (I have been in the storage area)!

Human Resources

I spent time this week helping Chief Fong transition into the Interim Police Chief role. Chief Fisher and I attended his swearing in with Town Clerk Peggy Wang on Monday and I have been thrilled to see our Interim Chief immediately engage with our police officers to chart a path forward. Chief Fisher left us in a good place, and I look forward to working with our dedicated police department to continue improvements.

I consulted this week with Police Department leadership about the pending police officer hires discussed at the Board's last meeting. As a reminder, one of these positions is a vacated position (retirement) and the other is a new hire authorized in the FY23 budget. The department's leadership, to include Interim Chief Fong, recommend to the Board that we do not hire any new officers for at least a month to provide time to analyze remaining staff and shifts. This timeframe might extend based on the holidays and the pending analysis. At the end of this period, the department's leadership plans to provide the Board with additional hiring

information and recommendations. If the Board agrees with this approach, Chief Fong will inform the pending candidates of this hiring delay.

Aubrey Thomas also started this week, getting a crash course on Carlisle operations before diving into her assigned work. Our staff did a tremendous job preparing for Aubrey's arrival and adding her to our team should increase Town Hall capacity.

The Planning Board appointed Julie Mercier as Carlisle's first Town Planner. She accepted the appointment and will start December 5th. We plan to immediately integrate her into our land-use coordinating efforts and our ongoing Master Plan implementation.

I am working with Brian and the Assessing Department to find a capable assistant. Previous hiring efforts were unsuccessful. We will change our approach and restart the recruitment. I will update the Board on these efforts as they progress.

Land Use Team

This month's All Chairs meeting focused on connecting our Land-Use departments, boards, committees, and commissions. More than 30 volunteers reviewed current projects and offered ways to further coordinate the town's land-use priorities and projects. Land use is one of the most important government functions in Carlisle as evidenced by the Master Plan and my conversations with everyone. Land use coordination aims to enhance these capabilities in the months and years to come. We will hold these land-use summits at least twice per year.

Finance Team

The FY24 budget process formally began this week as our Finance Team reviewed FY24 budget request documents. All departments, boards, committees, and commissions received FY24 budget instructions/goals and our staff meeting focused on sharing budget information. The goal is to create a strong first draft for the Finance Committee to review and edit.

We also finalized the town's second financial policy update. We will send the forecasting policy recommendations to the Finance Committee for their recommendation. The Board can expect to see these policies for potential approval in December.

Professional Development

My recent professional development classes focused on human resources and state-level recruitment and budget efforts. The HR classes focused specifically on the difficulty towns are having hiring personnel. Aubrey and I will be working on securing a grant for Carlisle's succession and retention planning to directly address the coming HR challenges. Our goal is to provide the Board with a plan for retaining/recruiting high quality staff.

Additionally, I completed the first six credits of my MCPPO recertification. I am fully MCPPO certified but need to complete three recertification classes before the spring. These online

courses will run in the next 30 days. These classes focus on procurement best practices related to Chapters 30 and 149.

Action Items

1.) *Stillmeadow North Fire Protection Easement*

The town voted to accept a fire cistern easement for Stillmeadow at last year's annual town meeting. Counsel is looking to have the board sign this easement to complete the process. I attached the easement and email from counsel for your review.

2.) *Use of Town Green – William Be Yourself Challenge (YBYC)*

The group responsible for William's Be Yourself Challenge, a local non-profit, requests use of the Town Green on the evening of December 20, 2022. The WBYC will host their annual Brighten the Night event, placing green luminary kits at their homes in honor of William Shaw, a Carlisle resident who passed 3.5 years ago at age 9. The WBYC is offering residents a chance to place luminary kits on the town green for any loved one lost, making the Town Center a place of remembrance. The WBYC will clean the Green the morning of the 21st. The FRS was notified of his event.

3.) *Proclamation – Boston Post Cane Recipient*

The Council and Aging and Human Services requests the Board support a proclamation for the presentation of the Boston Post Cane to Carlisle's oldest resident, Santo Pullara. Barney presented the Cane to Santo on November 9th at the COAHS veteran breakfast. Santo is 98-years old, plays jazz, and served in the Navy during World War II.

Staff Recognition

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

This year's election was no small feat, including mail-in-ballots, early voting, and a very large turnout for in-person voting. I would like to thank the entire Town Clerk staff to include their dedicated volunteers for a job well done. At the time of this report, the process is not yet complete. Peggy and staff did not complete election night efforts until 4am on Wednesday and will be working on Saturday to complete state filing requirement. With the attention currently given to election processes around the country, I offer my sincere thanks to the Carlisle staff for their ability to handle a very difficult process with such professionalism and grace.

I would like to also congratulate Joan and the COAHS staff for their work on the Boston Post Cane presentation and the very successful veteran breakfast this week. It was nice to meet with Carlisle's many veterans, learning their stories and debating over the nation's best military

branch. It is Army by the way. The COAHS provided me with a renewed thanks for those in Carlisle who served and the many staff members who proudly call themselves veterans.

Jenn and Sue deserve a great deal of credit for their investment in the town's Green Communities reporting. Working with Jon Metivier and the Environmental Sustainability Committee (ESC), Sue and Jenn took on this additional duty and updated our reporting. This makes the town eligible for future Green Communities grants and sets a platform for ESC work to begin.

Holly was instrumental during the Land Use All Chairs meeting on Friday, working behind the scenes to prepare for and breakdown the meeting. Her efforts allowed me to engage with Chairs and learn more about the Town of Carlisle's many land-use efforts. The meeting also highlighted the incredible work she has completed to ready the Brick Building for activities and more. The beautiful space is a great destination for meetings and other town functions when not being used for recreation programming.

Allen, our dedicated and beloved custodian, worked diligently the last week, preparing for the election, and helping to ready the Clark Room for coming flooring repairs. Additionally, Allen assisted me with finding the contractors to help prepare the Clark Room for upcoming IT upgrades. Simply put, Town Hall does not run without Allen.

Upcoming Select Board Dates of Interest

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

Thursday, Nov 17, 2022: TA Professional Development – MMMA Fall Conference

Thursday, Nov 18, 2022: TA Professional Development – MMMA Fall Conference

Thursday, Nov 24, 2022: Thanksgiving Holiday

Friday, Nov 25, 2022: Town Hall Closed (Holiday observed)

Tuesday, Nov 29, 2022: Regular meeting

Tuesday, Dec 13, 2022: Regular meeting

Future Agenda

See attached