

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

January 17, 2023

Town Events and Town Hall News

In the category of interesting new things I am learning about Carlisle, the Trails Committee recently awarded two new Carlisle Trekker Awards to the following residents:

- Saul Jacobowitz, completed June 2022
- Lee Tatistcheff, completed December 2022

To receive this award, residents must hike or be active on more than 55 miles of Carlisle trails. [Click here](#) to see exact requirements. The award comes with a specially designed sewn patch, a sequentially numbered certificate, and a winner announcement in the Mosquito, at the Trails Committee Old Home Day Booth, and on the [Trekker Award Recipients page](#).

The Clark Room IT install begins the first week in February. This finalizes several months of work on this common space and provides screens and interconnectivity that works for public meetings and resident programming.

We continue to work on other technological improvements at Town Hall. Current focuses include evaluating potential telephone solutions and upgrading our internal security measures. Aubrey is also building a SharePoint site for all our internal teams. These will serve as connection points to share information and reduce versioning errors. Jenn is also working through our basic licensing and email assignments to remove old accounts and maintain a current inventory. The next steps involve inventorying IT equipment and creating accountability procedures for the assigning of equipment to employees.

The ongoing records project continues in earnest. Peggy is updating our vault database and clearing space for archiving. It is important to note that Peggy's work with records, while often unnoticed, has kept the town in compliance and ready for these proposed changes. My office continues to work with departments on storage plans and is ready to procure a records-management solution. The phased approach for this project will include reducing our file load,

eliminating cabinets and furniture, organizing and boxing archive files, and eventually organizing active files. This should free space for employees and meetings and serve as a multi-year solution for Town Hall needs. It also readies departments for document scanning when appropriate. Jenn is taking an active lead on managing this project, working through moving technology and coordinating project phases as they progress.

Human Resources Update from the ATA

I am currently collecting resumes for the Assessing Assistant, Foreman (internal thru 1/20/23), and Police Chief. The Police Chief Screening Committee met this week with Public Safety Consultants to provide insight on what the town will be looking for in the next Police Chief. The committee emphasized the importance of the police department caring about the community and connecting to the residents.

The vacant dispatch interviews are still underway. The department hopes to fill the position within the next few weeks. Hiring for this position will help alleviate current shift stress.

I am researching different HR portal platforms while also working with our existing vendors on their options to see what will work best and be most cost efficient for a fully online HR system. I have also been working on an updated Military Leave policy that I would like to have the Select Board approve at the 1/31 meeting. I attached a draft for your review.

We sent the latest municipal newsletter information request to all boards and committees as well as the website, the Mosquito, CITW, and all social media platforms. I am grateful for the collaboration with everyone in town and have received a lot of positive feedback on this initiative.

From the Town Administrator

We are sad to report that Tara Bicknell, our talented Assistant Treasurer Collector, received an offer for an excellent opportunity to progress her career. Her last day will be February 3. Aubrey is already working on a recruitment for this position, but it will be difficult to replace Tara's work ethic and professionalism. We thank her for her Carlisle service.

Finance

Finance Committee meetings with department began this week. These dedicated financial volunteers received important details from staff and committees regarding their operating budgets, capital requests, and town meeting warrant article requests. The Finance Committee will continue to deliberate on budget recommendations in preparation for a joint meeting with the Select Board on February 13th. The goal of that meeting will be the framework for a consensus budget to present to Town Meeting. For update budget documents, [click here](#).

The Finance Team is currently working through two more financial policies – Financial Reserves and Overlay. The Select Board will receive a recommendation on these policies as part of your

February 13th meeting. I am attaching an early draft of these policies for your review in anticipation of your discussion in February.

Kelly and I finished our FY24 Wage and Classification Plan analysis for the Board to review. We are recommending that the Board make decisions about these compensation packages early in the budget process to help inform the coming deliberations. In addition to COLA, the Board will hear recommendations about:

- 1.) Addressing HRS Wage Study recommendations
- 2.) Annual step-structure realignment and connection to employee evaluation
- 3.) Wage parity analysis
- 4.) Health insurance splits

Carlisle Community Choice Aggregation (CCA) Contract

Our CCA contract expires soon, and we need to begin negotiating to have a recommendation for the Select Board. I am appointing a working group to assist me with the negotiation. The initial group will include Bob Zogg from the ESC and our Sustainability Coordinator Sue Thomas. I will bring additional expertise in as needed to complete this recommendation. I will also report regularly on our progress. If any of the Board members would like to be a part of this working group, please let me know.

For more on our current CCA program, visit this [site](#).

Action Items

The Carlisle Garden Club requests use of the Town Common for their garden Tour on Friday, June 9, 2023, and Saturday, June 10, 2023. The also received approval from the First Religious Society (FRS) Church. For more information, please visit the [Garden Club's website](#).

The Carlisle Old Home Day Committee recommends June 24th and 25th as the dates for this year's event. Carlisle's Old Home Day originated in 1912 and, according to Ruth Wilkins Hollis' record, "It was a beautiful summer day, with the Town Flag flying on the Common and the Soldiers' Monument in the Square decorated with flags and flowers." The permissions requested include the use of the Town Center, Spaulding Field, portions of the school and grounds, the Fire Station, Town Hall, and the roads and byways necessary to complete the annual foot races.

Staff Recognition

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

Kelly Beyer went above and beyond this week assisting with multiple projects to help with FY24 budget analysis, employee wage analysis, and Select Board initiatives to include data for financial forecasting. Her professionalism and expertise multiply our abilities for concurrent projects.

James Hall stepped into the DPW Foreman role with almost no notice during their busiest time of year and during Gary's absence from the Superintendent role. His experience and ability created a seamless temporary transition that allowed for continued DPW services. Additionally, James communicates well with public safety and Town Hall departments, willing to assist with additional projects that make our town staff more effective.

Executive Office Admin

Please note I am switching from a military role requiring the traditional 2-3 weeks of consecutive mandatory training to a year-round training schedule with select days per month. This is in addition to the one weekend a month requirement. To limit the impact on my work schedule, I will be taking 1-2 days per month, normally at the end of the week, to meet this requirement. Additionally, I may be required to support missions with less than one-week's impact on my schedule. You will see these days populate in the dates of interest section of this report.

Upcoming Select Board Dates of Interest

Friday, Jan 20 to Saturday, Jan 21, 2023: MMA Annual Meeting (SB, TA and ATA)

Thursday, Jan 27 to Friday, Jan 28, 2023: Military Training (TA)

Tuesday, Jan 31, 2023: Regular Select Board Meeting

Thursday, Feb 2 to Friday, Feb 3, 2023: Military Training (TA)

Monday, Feb 6, 2023: FinCom Budget Meeting (Voluntary SB attendance)

Monday, Feb 13, 2023: Regular Select Board Meeting (or hold on the 15th)

Monday, Feb 20, 2023: Town Hall Closed, President's Day

Tuesday, Feb 28, 2023: Regular Select Board Meeting

Friday, March 3, 2023: Military Training (TA)

Future Agenda

See attached