

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

January 9, 2023

Town Events and Town Hall News

Town Hall improvements continue as we move towards creating functional employee workspaces and a welcoming and professional environment for volunteers and visitors. Here are some news and events from Town Hall:

- **Lactation Room**

Curtains are ordered and ready for installation. Al Foote collaborated with a local vendor to add a functional lock to the room, providing the necessary level of privacy. This space will be ready by the end of January.

- **Land Use File Project**

I met with our land use departments last week to reschedule the completion of the filing and employee space project. The Departments agreed to complete an initial records scrub by the end of January and prepare for record and cubicle solutions by the end of March. This will allow me to better assess the ARPA grants associated with this project for spending or for reuse by other departments.

- **Heald/Parlin Technology Updates**

The Parlin Room is now mostly empty and roomier thanks to the efforts of Peggy and our DPW crews. We will now work on installing new IT equipment to make this a more functional small conference room. The same equipment will be installed in the Heald Room as described in previous reports. The end goal is three compatible conference rooms to accommodate volunteer meetings and daily staff work.

- **Upcoming Projects**

- Land-use file project - February
- Cubicle installation Phase Two – March/April
- Heald and Parlin Room IT upgrades – February

Human Resources Update

Aubrey and Tim Thomas are proud to announce their son Russell was born January 4, 2024, at 1:44pm. Russell weighed in at 9lbs 5 oz and measured 21 inches in length. While we will miss Aubrey around the office for the next three months, we are thrilled to see her family expand and cannot wait until she follows through on her promise to visit with Russell!



While it is hard to top Russell, Sarah, our new Land Use and Sustainability Coordinator, started in her position this week. We are happy to add her skill sets to our staff and cannot wait to see how this long awaited position will help us attack components of the Master Plan.

We are interviewing candidates for the following roles: Police Officer, DPW Heavy Equipment Operator, DPW Driver/Laborer, and Municipal Assistant for MFC, CPC and CHC.

FY25 Budget Update

Here are a couple small updates to the FY25 budget process:

We did not include in Draft 1 a \$5k request from the Cultural Council for additional funding to support their music program at Old Home Day. Additionally, we must report a \$10k capital request from your Center Park Committee to add a storage shed to the park. Both requests will require consideration by the Finance Committee and Select Board.

The Community Preservation Committee is rounding up projects for the upcoming Town Meeting. We will add these requests to the next draft of the proposed FY25 budget.

We are seeking the Board's final agreement that the Annual Town Meeting will be held on May 13, 2024. While it was difficult to find a free day at the schools to use the auditorium, we believe this date to be the best compromise between the traditional Town Meeting date and the desire to extend the timeline to meet the Police Station Renovation timeline goals.

ICMA Intern Jake Gokey – Summary of Work

Attached to this report is a summary of the work completed by Jake during his internship. It was nice to have an intern in the office and we plan to continue reaching out to organizations to have interns in the office. Jake gathered a large amount of data that will pay dividends as we work through Master Plan items. He summarized all this data collection and findings, and we stored them on our servers for future use. We also worked with the Massachusetts Municipal Managers Association (MMMA) to afford Jake professional development opportunities. The success of his internship inspired us to request an executive intern from UMass Boston to help us this spring with economic analysis including Carlisle's fees and comparable town tax comparisons.

Procurement and Project Updates

Our departments are procuring projects for the town as we head into the winter months. Here is an update on those projects:

DPW Trailer Sprinkler System – Infrastructure Ltd. Began pouring the concrete pad necessary for installing this system. The contractor will continue to work on this project around difficult weather to complete the project this winter. This will allow DPW employees to finally occupy this space during long-duration storms for sleeping.

Wastewater Treatment Plant (WWTP) Make Up Air Unit – We finalized the contract for this project and expect to see installation begin in the summer months.

Dog Park – The bids for this project far exceeded expectations and the Recreation Commission decided not to move forward with this version of the park. The Commission is collaborating with their selected vendor to reduce the scope of the project to retain the Stanton Foundation Grant.

Corey Auditorium Lighting – The project team approved the lighting portion of this procurement but has decided to seek counsel's assistance with potentially rebidding the electrical construction part of the installation. Without a rebid, the project would run \$70-\$90k over the original \$280k projection. The result is a delay in the completion of this project until next summer.

Route 225 Hart-Desiato Bridge

While this project is still more than a decade away, I continue to work with Julie to try and advocate for the necessary bridge repairs. It is important to continue to note that this bridge does not require immediate repair, in fact, the state does not consider this bridge to be an immediate

priority. Julie tried to get this project on the local TIP; however, after discussing this with state officials, we believe the Town should not conduct its own design and wait/advocate for the state to prioritize this project within the next decade.

ESC – Route to Sustainability Day Subcommittee

The ESC is creating a small subcommittee to organize and promote the 2024 Route to Sustainability Day. These meetings will be posted according to the Open Meeting Law and open to the public. Since this is already an approved ESC function, we are simply informing the Select Board of the subcommittee's creation. It will disband following the event.

ESC – Resolution of Support

The ESC voted unanimously last week to recommend that the Select Board sign the Resolution of Support regarding opposition to the proposed Hanscom Airfield expansion. I will include a draft of the resolution when ready. The ESC has asked the Board to consider supporting this resolution with a public vote at an upcoming meeting.

Upcoming Discussion Points

This section of my report will outline items likely to come before the Board in future meetings. The intent of this is not just to inform the Board, but to solicit guidance on what information you will need to make decisions.

- *Financial Policies.* This report's attachments include draft financial policies for reconciliations and fraud, waste and abuse. The Financial Management Team and the Finance Committee reviewed these policies. I will bring these to the Board for a final vote at your next scheduled meeting.
- *Buy Recycled Policy Update.* I will be asking the Board to support an update of our "Buy-Recycled Policy." We send this policy annually to Departments and Boards for two reasons. First, the town does believe in buying sustainable products. And second, the Town receives a small financial grant for publishing this policy annually. We believe this revised draft, crafted by Gretchen through a comparison of like town policies and best practices, offers a stronger message and approach. This policy has not been updated by the Board since 1999.
- *Warrant Article Review.* I will present a list of known Annual Town Meeting warrant articles at your next meeting. I would also like to solidify a schedule for reviewing the warrant articles, so the Board feels prepared to make recommendations for each in March and April. With the May 13th Annual Town Meeting date set, the Board will need to finalize the warrant in mid-April and finalize recommendations prior to May 1, 2024.

Staff Recognition

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

The Fire Department deserves immense credit for their work in the early part of this winter season responding to flooding and preparing for winter storms. The Department assisted residents with significant flooding during the most recent storm cycle. They also responded, with the Police and DPW, to health and structure emergencies. As always, our dispatch crews were on point, assisting residents and directing resources to mitigate issues caused by power outages.

I would also like to thank Gretchen Gallimore for her dedicated processing of Transfer Station Stickers. Although this is a regular part of her job and an annual tradition, Gretchen has been flooded with requests this winter, including residents looking to get an early start. Hundreds of applications come in this time of year and Gretchen has processed these without complaint and without error while maintaining a robust workload. Gretchen is working on ways to continue making this a more accessible process for residents while also increasing efficiency.

Upcoming Select Board Dates of Interest

January 15, 2024: Public Police Department Renovation Presentation

January 16, 2024: CCA Information Session

January 19-20, 2024: Massachusetts Municipal Association Annual Meeting

January 23, 2024: Select Board Meeting

January 25, 2024: TA Military Leave

Jake Gokey

Summary of Work Completed

1. Developed public health data digitization process and filing conventions with assistance from GIS contractor. Digitized septic plans and other pertinent documents for 54 homes. Provided input during meetings with Carlisle's GIS contractor to increase efficiency of septic layer development.
2. Wrote and presented a report on town clerk governance trends during October's select board meeting.
3. Wrote a memo detailing the powers and responsibilities of TA's in comparable municipalities.
4. Wrote a memo making recommendations for Carlisle's EV transition. Developed relationship with Eversource consulting program to allow Carlisle to make more informed EV transitions decisions.
5. Wrote a memo detailing the personnel policies of comparable municipalities related to family, child, and personal leave.
6. Cataloged parking near Carlisle center to better inform community center planning decisions.

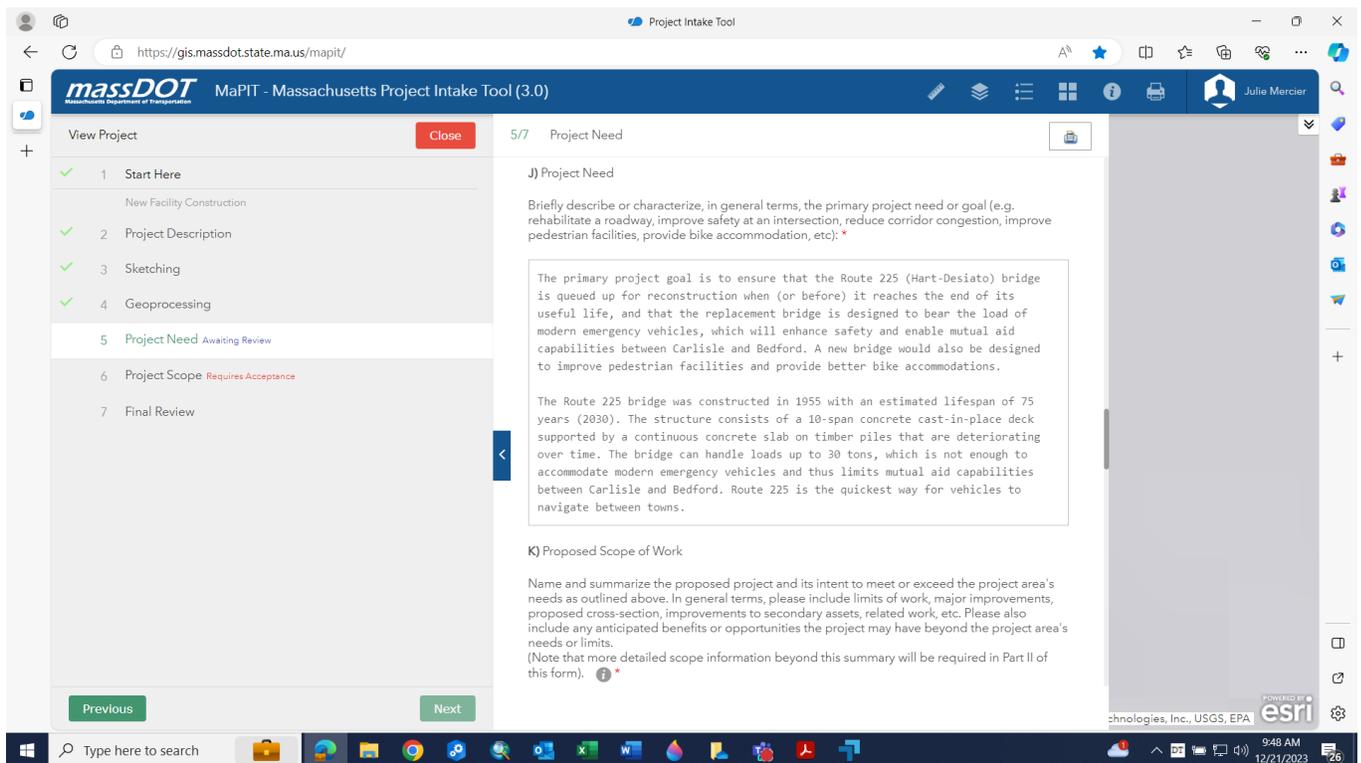
Route 225 Hart-Desiato Bridge

After discussions with MassDOT District 4, a session with MAPC and MPO staff, and guidance from Nitsch Engineering, Carlisle staff decided the best course of action for ensuring the Route 225 Hart-Desiato Bridge is funded for reconstruction in the next decade (fingers crossed) is to apply to get the project on the State's Transportation Improvement Program (TIP). [Bedford staff have been looped in a few times and have not expressed any objections. We will work to strengthen this coordination.]

MassDOT has a tool for initiating projects, called the Ma Project Intake Tool. There are a series of steps to initiate a project; mainly involving basic, high-level information about the existing bridge, which I was able to get from the latest (October 2023) inspection report, and brief project narratives (see below).

At this time, the first 5 steps (through Project Need) are completed, and we are "awaiting review" of the Project Need form before we can proceed to the Project Scope form. The review involves a site visit with a District official. Once both the Project Need and Project Scope forms are reviewed and accepted, the project becomes TIP eligible, is evaluated against TIP funding criteria, and is timed/programmed for an upcoming TIP target year. Then we need to get the project to 25% design, funding for which could come from the TIP or other sources (i.e., legislative earmarks, the MPOs design pilot program, etc.); ongoing advocacy will be critical. [NB: Funding the project through the TIP will likely require compliance with Complete Streets, so a reconstructed bridge will include improved pedestrian and bike amenities.]

Screen Shot of Project Intake Tool:



The screenshot displays the Project Intake Tool (MaPIT) interface. The browser address bar shows the URL: <https://gis.massdot.state.ma.us/mapit/>. The page title is "massDOT MaPIT - Massachusetts Project Intake Tool (3.0)". The user is logged in as Julie Mercer.

The interface shows a progress bar with 7 steps:

- 1 Start Here
- 2 Project Description
- 3 Sketching
- 4 Geoprocessing
- 5 Project Need *Awaiting Review*
- 6 Project Scope *Requires Acceptance*
- 7 Final Review

The "Project Need" form is currently active. It includes the following sections:

- J) Project Need**
Briefly describe or characterize, in general terms, the primary project need or goal (e.g. rehabilitate a roadway, improve safety at an intersection, reduce corridor congestion, improve pedestrian facilities, provide bike accommodation, etc): *
- Text Area:**
The primary project goal is to ensure that the Route 225 (Hart-Desiato) bridge is queued up for reconstruction when (or before) it reaches the end of its useful life, and that the replacement bridge is designed to bear the load of modern emergency vehicles, which will enhance safety and enable mutual aid capabilities between Carlisle and Bedford. A new bridge would also be designed to improve pedestrian facilities and provide better bike accommodations.

The Route 225 bridge was constructed in 1955 with an estimated lifespan of 75 years (2030). The structure consists of a 10-span concrete cast-in-place deck supported by a continuous concrete slab on timber piles that are deteriorating over time. The bridge can handle loads up to 30 tons, which is not enough to accommodate modern emergency vehicles and thus limits mutual aid capabilities between Carlisle and Bedford. Route 225 is the quickest way for vehicles to navigate between towns.
- K) Proposed Scope of Work**
Name and summarize the proposed project and its intent to meet or exceed the project area's needs as outlined above. In general terms, please include limits of work, major improvements, proposed cross-section, improvements to secondary assets, related work, etc. Please also include any anticipated benefits or opportunities the project may have beyond the project area's needs or limits.
(Note that more detailed scope information beyond this summary will be required in Part II of this form).

The interface also features "Previous" and "Next" buttons at the bottom of the form area.

If you'd like to see more of the submission, let me know and I'm happy to show you on my computer!

ENVIRONMENTAL SUSTAINABILITY COMMITTEE TEMPORARY ROUTE TO SUSTAINABILITY SUBCOMMITTEE

On December 21, 2023, the Environmental Sustainability Committee (ESC) voted unanimously to create a temporary Route to Sustainability Day (RTSD) subcommittee.

The purpose of the subcommittee is to organize and prepare for the 2024 Route to Sustainability Day event without taking up ESC agenda and meeting time for “nuts and bolts” work. The subcommittee will provide updates to all ESC members during regular ESC meetings.

The temporary subcommittee will commence work in January, 2024 and will disband by the end of May, 2024. The RTSD temporary subcommittee will be comprised of Christina Christodoulopoulos, co-chair of ESC, and Sara Dunleavy, ESC member. The working group will function under Open Meeting Law guidelines.

Thank you.

Christina Christodoulopoulos, co-chair Environmental Sustainability
Committee

The resolution below is a template that a town or city may modify to express its opposition to the planned expansion at Hanscom Field or anywhere else. The template lists some of the many reasons for opposing this project but perhaps not all of these reasons resonate with officials of a particular town or city.

Resolution Opposing private jet hangar expansion at Hanscom Civil Airport or Anywhere

WHEREAS Massport, the owner of Hanscom Field, the largest private jet airport in New England (as distinct from Hanscom Air Force Base), has proposed to build additional hangars on nearly 50 acres for the exclusive use of private luxury travel - which would result in hundreds of thousands of tons of additional greenhouse gas (GHG) emissions - in opposition to every Climate Goal that our towns, cities, the Commonwealth and the nation have set forth, and;

WHEREAS private jet emissions from Hanscom already cancel 50% of the climate benefits from all solar PV ever installed in Massachusetts, thereby single-handedly negating emissions reductions that the towns and cities in MA have struggled to achieve over many years, and;

WHEREAS private jets are recognized as the most polluting form of travel per passenger for their carbon footprint and are referred to as super-emitters, and;

WHEREAS expansion of private jet facilities anywhere else would also result in the expanded use of super-emitting private jets, and;

WHEREAS in the midst of the climate crisis it is not appropriate and equitable to support and provide the means that allow the ultra-wealthy to contribute dramatically and disproportionately to climate change (e.g., a typical car emits approximately 5 tons of CO₂e per year where a typical private jet emits approximately 20 tons of CO₂e per 2.5 hour flight),

NOW, BE IT THEREFORE RESOLVED that the Select Board of Carlisle opposes the expansion of private jet facilities at Hanscom Field or anywhere because such expansion is contrary to the critical and urgent greenhouse gas emission reduction and equity goals for the Commonwealth of Massachusetts and the realities of climate science, and to local and municipal efforts to reduce greenhouse gas emissions, and

BE IT FURTHER RESOLVED that the Carlisle Select Board requests that the Governor take all possible actions to prevent the private jet hangar expansion from proceeding at Hanscom Field or anywhere.

TOWN OF CARLISLE

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY DRAFT

POLICY STATEMENT:

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Carlisle encourages, to the greatest extent practicable, the purchase of Environmentally Preferable Products (EPP). Including but not limited to, recycled products that have a lesser or reduced effect on human health and the environment when compared with competing products or services that address the same purpose.

It is not the intent of this policy, however, to require a department, buyer, or contractor to take any action that conflicts with local, state, or federal requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable time.

The 2023 iteration of this document incorporates the Town's previous Buy Recycled Policy (March 8, 1999).

GUIDELINES

SOURCE REDUCTION

To the maximum extent practicable, the following recommendations should be adhered to:

- The Town of Carlisle shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.
- The Town of Carlisle shall purchase remanufactured products whenever practicable, but without reducing safety, quality or effectiveness.
- Products that are durable, long lasting, reusable, refillable, and recyclable or otherwise create less waste shall be selected whenever possible.
- All documents shall be printed and copied on both sides to reduce the use and purchase of paper, unless needed to be single sided as per legal requirements.

Commented [GG1]: DEP Rec

Commented [GG2]: Lowell

Commented [GG3]: Some policies have a statement to this effect or include a scan of the former policies and have a statement that the policy is cumulative

Adapted from Medford

Commented [GG4]: A number of municipalities have source reduction statements. With the perspective of the TSAC/ESC, a source reduction section would likely be well received.

These are also copied from Lowell

Commented [RM5R4]: Yes, but how to implement...

Commented [GG6R4]: I mean, other than the duplexing, I don't know that we actually can with any confidence. You can ask people to comply with the guidelines, but I don't think there's an easy implementation. They could be "reach" guidelines? I'm also thinking that someone will ask, so we might need a justification/plan for why it's not included

- The Town’s IT contractor shall be instructed to set duplexing as the default on each workstation for all capable printers. This includes printing from network connected or stand-alone personal computer printers that are capable of duplexing.

RECYCLED PROCUREMENT

To the maximum extent practicable, the following recommendations should be adhered to:

- For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
- For all purchases of janitorial paper products and trash bags, a minimum of 10% recycled content shall be required, and/or these products are determined to be environmentally preferable by an independent third party organization such as the Forest Stewardship Council, US EPA, USDA, UL, or Green Seal.
- All purchases of office equipment shall be deemed energy efficient (example rated Energy Star) and all purchases of electronics shall be EPEAT registered silver or higher.
- Other recycled content products that should be considered by departments include, but are not limited to: outdoor fixtures and furnishings including picnic tables, benches, and recycling and trash containers made with post-consumer recycled plastic; remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges; re-refined antifreeze; remanufactured paint; and re-refined lubricating and hydraulic oils. Transportation products, including signs, cones, parking stops, delineators, and barricades
- To secure these products, departments should consult the Commonwealth of Massachusetts’s ‘Find Green Products and Services on Statewide Contracts’, located on the Operational Services Division’s Environmentally Preferable Products (EPP) Procurement Programs website (www.mass.gov/epp) and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
- The Town shall request its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practical.

Optional for Carlisle

- For the purpose of measuring the progress of the program and success in meeting recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Administrator on July 30 for the previous fiscal year.

Commented [GG7]: Lowell

Commented [GG8]: DEP Rec

Commented [GG9]: DEP Rec

Commented [GG10]: There are further recommendations from DEP or goals/standards other municipalities have added. These are the ones I thought may be considerations for Carlisle

Commented [RM11R10]: Keep - Bullet 1, 4, 5/6,

We are not ready for 2, 3 and 7. We can do three if it said the Chief Procurement Officer hall where applicable apply this standard

Commented [GG12R10]: Kept 1, 3, 4, 5; changing the language of 3 as suggested

Commented [GG13]: In Medford the Planner was responsible for tracking this data

- The Chief Procurement Officer shall, where applicable, apply the standard to implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.
- The head of each Town Department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.
- All Boards, Commissions, Committees, and other organizations that utilize any municipal building for meetings, events, and the like are also responsible for adherence to this policy.

Commented [GG14]: New language, as mentioned

Commented [GG15]: This may not actually go over well for Dept heads



SELECT BOARD
TUESDAY, JANUARY 23RD, 2024
AT 7:00 P.M.
TOWN HALL (CLARK ROOM)
66 WESTFORD ST, CARLISLE, MA
HYBRID MEETING

AGENDA

TIME	PURPOSE
7:00 p.m.	1. Community Input
7:05 p.m.	2. Appointments and Resignations
7:10 p.m.	3. Meeting with the Celebration Committee <ul style="list-style-type: none">▪ 250th Celebration of Patriots Day
7:10 p.m.	3. Regional Study Report (MAPC)
7:20 p.m.	4. Fire Station Design Proposal
8:05 p.m.	5. Building Committee Discussion
8:35 p.m.	6. Chief Evaluation Process
8:55 p.m.	7. Discussion of Changes to the Collective Bargaining Agreement with the Carlisle Police Unit, Local 201
9:05 p.m.	8. Flag Policy
9:25 p.m.	9. Rotary Policy
9:45 p.m.	10. Review Minutes & Warrants
9:50 p.m.	11. Liaison Reports
9:55 p.m.	12. Community Input
	Adjourn

* The meeting agenda lists all topics reasonably anticipated by the Chair at the time of posting. Agenda times are approximate, and items may be taken up out of order to facilitate the use of time.

Join Zoom Meeting

<https://us02web.zoom.us/j/84860744090?pwd=K3pTbFRtemJrMjVmNU00dURhMGNVZz09>

One tap mobile

+16469313860,,84860744090#,,,,*992633# US

+19292056099,,84860744090#,,,,*992633# US (New York)