

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

January 23, 2024

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**

Al Foote added a lock to this room and scheduled the curtain installations. This space is still on track for completion in January.

- **Land Use File Project**

We set a deadline for clearing the “flat files” and removing the bulky cabinetry by the end of the month. This will allow us to reconfigure the filing cabinets in the land-use area and perhaps engage the cubicle designer. We plan to analyze the project’s ARPA funding after completing this phase of the project to see if there will be a turnback.

- **Heald/Parlin Technology Updates**

The Parlin and Heald Rooms now have TouchView screens and full wireless hybrid meeting technology. Staff members received training and I sent a notice to all Board Chairs for increasing their use of these rooms for hybrid meetings. We will provide training for all Boards that request it.

- **Upcoming Projects**

- Land-use file project - February
- Cubicle installation Phase Two – May

Human Resources Update

Judy Hodges joined our Team once again, this time filling in for a temporary vacancy in the land-use departments. Judy will assist Sylvia with various administrative projects on a temporary basis. This temporary appointment will potentially run until June 30, 2024.

We are also still looking to hire a person for the vacant Municipal Assistant position for the MFC, CPC, and CHC. We had heavily advertised this position but have not received any applications thus far. The position calls for 19 hours per week.

We are interviewing candidates for the DPW Heavy Equipment Operator and the vacant Police Officer (fulltime) position and may have appointments ready for your consideration in February.

FY25 Budget Update

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

We continue to receive warrant article requests. I have consolidated many of them in a preview document for you to consider, but until February 13th, this document is fluid. Please see the attachment. We also reserved the CPS auditorium for May 16, 2024, as a back-up date for the Annual Town Meeting. Let's cheer for one night!

The School Committee voted to recommend the creation of a Special Education Stabilization Fund.

The Concord Carlisle Regional High School reduced their projected operating budget request, resulting in a \$24k reduction from our Draft 1 budget total.

The Insurance Advisory Committee (IAC) will likely complete their work on assessing health insurance options. Potential recommendations include plan design changes that would result in reduced costs for the Town. We are aware, from MIAA, that Carlisle will receive a maximum assessment increase in FY25 due to our claim history, likely near 10%.

The Finance Committee starts their marathon meetings next week (Monday and Wednesday). Departments will present their budget and capital requests to the Committee. The Committee plans to meet the following week to offer recommendations shaping Budget Draft 2. This draft will serve as the basis for discussions between the Committee and the Board, leading to a draft budget for the public hearing and eventually the Town Meeting.

Land Use Summit

We are recommending that several pending issues require deep discussions between the Town's elected and appointed Boards. Topics include but are not limited to: Cranberry Bog maintenance and capital investments, MBTA zoning requirements, accessory apartment bylaw changes, and long-term building and capital needs. There will also be recommendations about climate change mitigation and sustainability that comes before this Board in 2024. We are suggesting that all relevant Boards gather off cycle to discuss these issues and create paths forward. Many of the topics have budget implications important for FY25 and beyond.

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 – Construction started on the shed that will house the trailer’s sprinkler system. The weather is interrupting work on this project, but the vendor continues to chip away at the necessary work.

Dog Park – The Recreation Commission is working with the Planning Board to seek the approvals necessary for a reduced dog park design. While this project faces many hurdles, the project team is working diligently to try and save the grant funding.

Corey Auditorium Lighting – The project team scheduled a meeting to discuss options for this important project. Additionally, we received final paperwork for the \$20k earmark Carlisle received in the FY24 state budget. While this earmark does not eliminate the delta between the project quote and the appropriation, it must be spent by June 30, 2024.

Greenough Barn Bud Package – Julie and I finalized the Greenough Barn Bid Package, and it is not live and receiving interest. We invited all known parties to submit proposals. This bid period closes on February 29th.

Shared Substance Abuse Coordinator Position and IMA

Attached to this report is preliminary information from the Board of Health about the hiring of a shared coordinator position. The cost to Carlisle is less than \$7k and well within the annual revenue produced by the Opioid Settlement, meaning a zero impact on the town’s operating budget. I am looking for feedback from the Board about this shared position and agreement. The Resident Services Team unanimously supports funding the position.

Rotary Sign Notification

I am notifying the Select Board that the Carlisle Garden club will place a sign in the rotary from March 9, 2024, to March 16, 2024, advertising their free seed giveaway.

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.

- *Pride Event.* Our COAHS Director requested that the Select Board support an intergenerational pride event scheduled for May 31, 2024, at 3pm. The COAHS is joined by the Gleason Public Library and the First Religious Society. The event seeks approval for a banner over School Street, rainbow lights strung on the Town Common Tree and small Pride flags placed in the ground around the rotary. While I very much support this event and our Departments, this request requires Select Board approval.

- Below is a suggested charge for the proposed Cemetery Task Force and a suggested charge revision for the Traffic and Pedestrian Safety Committee:
 - **Cemetery Task Force (CTF)**
 - Charge: Green Cemetery and other Carlisle burying grounds represent essential and sacred space that demonstrate the town’s commitments to its residents and history. The Cemetery Task Force will work with the Department of Public Works and Town Administrator to identify opportunities for improving Carlisle’s cemetery grounds and burial operations. The Committee will provide researched recommendations for the following:
 - Policy changes
 - Staffing and succession planning
 - Infrastructure
 - Software investments
 - Maintaining character and historical significance
 - Future directions and expansions

 - Recommended Membership: Five residents as voting members and two staff members as non-voting members.

- **Traffic and Pedestrian Safety Committee**

- Recommended name change: Safety Committee
- Charge: Ensuring ~~pedestrian and vehicle~~ safety in Carlisle is a critical responsibility of the ~~Board of~~ Select Board. Towards this end, the Board has created a ~~Traffic and Pedestrian~~ Safety Committee. The mission of the Committee will be to bring attention to, and work to eliminate, unsafe conditions for pedestrians, bicyclists, and drivers of motorized vehicles of all ages and abilities.
- *The Select Board could consider adding to this committee's scope, workplace and town safety, offering recommendations, training, and researched grant opportunities.*

This Committee will have three focus areas:

- Implement approved projects as assigned by the Select Board and Town Administrator in accordance with the Town's capital plan. ~~to include the Complete Streets Program – Manage all approved and funded Complete Streets grant projects awarded to Carlisle.~~
- Pedestrian Safety – Improve existing pathways and road crossings and propose new pathways and crossings to enhance the overall walkability of Carlisle.
- Traffic Safety – Review traffic safety concerns and issues within Carlisle, including, but not limited to, speed limits, signage, lines of sight, and traffic flow.

The Committee will determine short-term and long-term goals and draft plans and policies necessary to create a comprehensive and integrated transportation and pedestrian network serving the needs of all users, prioritizing the needs of Carlisle citizens. The Committee will develop proposed revisions to all appropriate plans, general and zoning bylaws, procedures, rules, regulations, guidelines, programs, templates, and design manuals to integrate, accommodate, and balance the transportation goals in Carlisle. The Committee will also be responsible for assessing and providing solutions for potential obstacles to the successful completion of all pedestrian and traffic related projects in the Town of Carlisle.

The Traffic and Pedestrian Safety Committee is a sub-committee of the Board of Selectmen and does not have direct spending authority.

The Committee will be comprised of five ~~seven (7)~~ members appointed by the ~~Board of Selectmen~~ Select Board for a three-year term with the expectation that the term may be extended. The Town Administrator will assign staff to this Committee as necessary (non-voting) to include the Chief of Police, the Fire Chief, and the DPW Director.

Staff Recognition

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

I had the chance to drive with Jim Hall during the last snowstorm and observe his expertise not only on snow removal equipment, but about Carlisle's roads. And to his credit, he did not let me drive. Jim is doing a great job balancing the needs of the Town with his staff expertise and although he does not complain about it, he often comes in early to handle calls, sand roads, and remove trees due to his ability to get here quickly from his home. I continue to praise the DPW for their dedicated efforts, and they are a complete team, but it is great to see more than 30 years of experience and true dedication in the leader of this department.

Joe Pittorino, one of our dedicated Driver/Laborers, fulfilled his commitment to receive the licensing necessary to operate our Town equipment.

Upcoming Select Board Dates of Interest

February 5, 2024: Public Police Department Renovation Q+A and Open House (Police Dept.)

February 13, 2024: Select Board Meeting

February 13, 2024: ATM Warrant Closes

February 15, 2024: MVP Community Forum (SB invited)

February 23, 2024: Select Board Meeting

March 12, 2024: Select Board Meeting

March 15-29, 2024: TA Military Leave (Fort Bliss, TX)

2024 ANNUAL TOWN MEETING



Warrant Articles

May 13, 2024

The 2024 Annual Town Meeting warrant opened on November 28, 2023, and closes on February 13, 2024, unless extended by the Select Board. The following is a list of articles requested by Town Officials and Boards.

Consent Agenda

Article 1 – Consent Agenda

Article 2 – Town Reports

Article 3 – Salary of Elected Officials

Moderator
Town Clerk
Assessors

Article 4 – Actuarial Valuation (OPEB)

Article 5 – Real Estate Tax Exemption

Article 6 – Chapter 90 Authorization

Article 7 – Peg Appropriation

Article 8 – Revolving Funds Authorization

Financial Articles

Article 9 – FY25 Salary/Wage Table

Article 10 – PLACEHOLDER: Prior Year Bills

Article 11 – FY25 Operating Budget

Article 12 – Capital Equipment

Article 13 – PLACEHOLDER: MFC Projects

Article 14 – PLACEHOLDER: Additional Capital Project

Article 15 – PLACEHOLDER: Opioid Article

Article 16 – PLACEHOLDER: CPS Special Education Stabilization Fund

Department and Committee Articles

Article 17 – CCRHS Amenities Building

Article 18 – Planning Board GIS 3-Year Costs

Article 19 – ConsCom Bog House Repairs

Article 20 – Fiske Street Dike

Article 21 – Bog Water Management Plan

Article 22 – Center Park Shed

Article 23 – Police Station Renovation

CPA Articles

Article 24 – Bog House Feasibility Study

Article 25 – Benfield ADA Door

Article 26 – Rent Assistance

General Articles or Bylaws

Article 27 - PLACEHOLDER

Article 28 - PLACEHOLDER

GMPHC minus Wayland				
		Bedford	Carlisle	Concord
Population (2020 Census)		14,383	5,237	18,491
Percentage of Region		19%	7%	24%
Budget				
Substance Use Coordinator	\$ 76,173.00	\$ 14,432.83	\$ 5,255.14	\$ 18,555.06
Fringe (20%)	\$ 15,234.60	\$ 2,886.57	\$ 1,051.03	\$ 3,711.01
Technology Hardware	\$ 3,000.00	\$ 568.42	\$ 206.97	\$ 730.77
Phone Costs	\$ 1,000.00	\$ 189.47	\$ 68.99	\$ 243.59
Mileage	\$ 1,000.00	\$ 189.47	\$ 68.99	\$ 243.59
Other Expenses	\$ 2,000.00	\$ 378.95	\$ 137.98	\$ 487.18
Total	\$ 98,407.60	\$ 18,645.72	\$ 6,789.10	\$ 23,971.22

GMPHC with Wayland				
		Bedford	Carlisle	Concord
Population (2020 Census)		14,383	5,237	18,491
Percentage of Region		16%	6%	21%
Budget				
Substance Use Coordinator	\$ 76,173.00	\$ 12,193.21	\$ 4,439.67	\$ 15,675.77
Fringe (20%)	\$ 15,234.60	\$ 2,438.64	\$ 887.93	\$ 3,135.15
Technology Hardware	\$ 3,000.00	\$ 480.22	\$ 174.85	\$ 617.38
Phone Costs	\$ 1,000.00	\$ 160.07	\$ 58.28	\$ 205.79
Mileage	\$ 1,000.00	\$ 160.07	\$ 58.28	\$ 205.79
Other Expenses	\$ 2,000.00	\$ 320.15	\$ 116.57	\$ 411.58
Total	\$ 98,407.60	\$ 15,752.36	\$ 5,735.60	\$ 20,251.47

Lincoln	Sudbury	Weston	Total
7,014	18,934	11,851	75,910
9%	25%	16%	100%

\$ 7,038.30	\$ 18,999.60	\$ 11,892.06	\$ 76,173.00
\$ 1,407.66	\$ 3,799.92	\$ 2,378.41	\$ 15,234.60
\$ 277.20	\$ 748.28	\$ 468.36	\$ 3,000.00
\$ 92.40	\$ 249.43	\$ 156.12	\$ 1,000.00
\$ 92.40	\$ 249.43	\$ 156.12	\$ 1,000.00
\$ 184.80	\$ 498.85	\$ 312.24	\$ 2,000.00
\$ 9,092.75	\$ 24,545.51	\$ 15,363.30	\$ 98,407.60

Lincoln	Sudbury	Wayland	Weston	Total
7,014	18,934	13,943	11,851	89,853
8%	21%	16%	13%	100%
\$ 5,946.13	\$ 16,051.32	\$ 11,820.20	\$ 10,046.70	\$ 76,173.00
\$ 1,189.23	\$ 3,210.26	\$ 2,364.04	\$ 2,009.34	\$ 15,234.60
\$ 234.18	\$ 632.17	\$ 465.53	\$ 395.68	\$ 3,000.00
\$ 78.06	\$ 210.72	\$ 155.18	\$ 131.89	\$ 1,000.00
\$ 78.06	\$ 210.72	\$ 155.18	\$ 131.89	\$ 1,000.00
\$ 156.12	\$ 421.44	\$ 310.35	\$ 263.79	\$ 2,000.00
\$ 7,681.78	\$ 20,736.64	\$ 15,270.47	\$ 12,979.29	\$ 98,407.60

**Inter-Municipal Agreement Regarding
Use and Expenditure of Certain Opioid Abatement Funds**

THIS AGREEMENT dated as of this [DATE] (“the Agreement”) is entered into by and between the municipalities of Bedford, Carlisle, Concord, Lincoln, Sudbury, Weston, Massachusetts, (collectively, “the Municipalities”) and Town of Sudbury in its capacity as “Host Agent” of “the Collaborative” as those terms are defined herein;

Commented [A1]: Include Wayland, TBD

WHEREAS, M.G.L. c. 40, s. 4A, as amended, authorizes the chief executive officer of a city or town to enter into agreements with one or more municipalities and other governmental units to jointly perform services and share costs which any one of them is authorized to perform;

WHEREAS, each of the Municipalities is participating in certain statewide opioid settlements (“Statewide Opioid Settlements”) reached between the Massachusetts Attorney General and opioid industry participants (“Defendants”), pursuant to which they are directly receiving Global Settlement Abatement Funds (“Abatement Funds”).

WHEREAS, under the terms of the Statewide Opioid Settlements, related agreements signed by participating subdivisions and judgments entered by the Suffolk Superior Court against the Defendants, those Abatement Funds must be expended on [abatement strategies](#) developed with input from public health experts, municipal leaders, and families affected by the opioid crisis;

WHEREAS, the Municipalities believe that undertaking these abatement strategies collaboratively will optimize the impact of the Abatement Funds across their geographic region and, accordingly, appropriately serve the public health needs of their residents;

WHEREAS, each Municipality has obtained authority to enter into this Agreement pursuant to M.G.L. c.40, s. 4A. The Municipalities have duly obtained authorization for this Agreement by vote of their Select Board or City Council with the approval of the Mayor as reflected by copies thereof contained in Appendix A.

WHEREAS, each Municipality will, for the duration of its participation in this Agreement, annually seek to appropriate its allocated share of the costs and fees of the Program described herein.

NOW THEREFORE, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, the Municipalities agree as follows:

1. **Collaborative.** There is hereby established a collaborative of the Municipalities (“the Collaborative”). The Collaborative, acting by and through an advisory board (“Advisory Board”), will coordinate, manage, and direct the activities of the parties with respect to this Agreement. The purpose of the Collaborative is to: (a) design a program by which to expend Abatement Funds received by the Municipalities (“Program”), subject to the requirements

set forth in [State-Subdivision Agreement](#) and in a manner intended to optimize their impact and serve the public health needs of the Municipalities; (b) prepare a Program budget which, without limitation, allocates to each Municipality an annual share of the costs and fees of the Program; and (c) execute the Program subsequent to the duly authorized appropriation by each of the Municipalities' legislative bodies. A supermajority vote of two-thirds (2/3) of the voting members of the Advisory Board shall be required to approve the annual Program budget.

2. **Host Agent.** During the term of this Agreement, Town of Sudbury ("Host Agent") shall manage the administrative obligations of the Program through its Director of Public Health. The Host Agent, in collaboration and consultation with the Board, shall work to implement the Program. The Host Agent shall, each year, appropriate the entire cost of the Program and collect reimbursement from the Municipalities for Program. The Host Agent shall maintain accurate and comprehensive records of Program services performed, costs incurred, and reimbursements and contributions received; perform regular audits of such records; issue financial statements to the Municipalities at least annually; and submit required reporting to EOHHS. The Host Agent may also act for the Collaborative with respect to all grant applications submitted and gifts and grants received collectively by the Municipalities and maintain any gifts or grant funds in accordance with applicable law. The Advisory Board must approve any and all grants or grant applications submitted by the Collaborative. The Host Agent shall act as the Municipalities' purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized by the Advisory Board, established pursuant to Section 5 of this Agreement, to be entered into collectively by the Municipalities. Final approval of any such contract is subject to approval of the Advisory Board, to the extent required. Subject to approval of the Advisory Board, the Host Agent may include in the annual Program budget a reasonable administrative fee for its work as Host Agent.

3. **Advisory Board.** There shall be an Advisory Board convened at least semi-annually by the Host Agent and comprised of two members appointed by each Municipality's Board of Health: one full voting member and an associate member who may vote only when the full member is not in attendance. The Advisory Board may act by a simple majority of members present and voting, except as otherwise provided herein. All meetings shall be posted in compliance with the Massachusetts Open Meeting Law M.G.L. c. 30A, §§ 18-25. The Advisory Board shall:

- a. Review reports and recommendations from the Municipalities and available assessments;
- b. Develop, approve and amend the annual Program budget, as necessary;
- c. Review and approve all proposals, contracts and grant applications sought by the Collaborative;
- d. Review and approve all hiring proposals by the Host Agent, including any proposals to hire a Program Manager;
- e. Develop a sustainability plan;
- f. Adopt policies and regulations, as needed;

- g. Review the Programs' financial status;
- h. Ensure compliance with the State-Subdivision Agreement, including applicable annual reporting requirements.

4. **Commitment to Collaboration.** Each Municipality shall direct its agents and employees to work in good faith to support the objectives of this Agreement, to appoint members to the Advisory Board in accordance with paragraph 3 herein, and to participate in the Advisory Board meetings.

5. **Payment and Funding.** Municipalities agree to use best efforts to appropriate funds for the Program each fiscal year as a member of the Collaborative. Further, the Municipalities agree to promptly pay any invoices from the Host Agent for Program costs. If a Municipality fails to appropriate funds for the Program prior to the start of the applicable fiscal year, the Advisory Board shall modify the Program budget accordingly and suspend the Municipality from participating in the Program for that fiscal year.

6. **Term and Termination.** This Agreement shall commence on the Effective Date and shall expire when the Abatement Funds are no longer available, or when terminated by a vote of a majority of the Municipalities' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose; provided that the representative's vote has been authorized by the Municipality's appointing authority. Any termination vote shall not be effective until the passage of at least sixty (60) days and until the Municipalities have agreed to an equitable allocation of all remaining costs, expenses and assets.

7. **Removal.** A Municipality may be removed from the Collaborative or forced to withdraw pursuant to the terms of paragraph 11 by a vote of a two-thirds majority of the Municipalities' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose. The Advisory Board, by majority vote of the remaining members may equitably allocate back to a removed/withdrawing Municipality any unspent appropriated funds received from a removed/withdrawing Municipality subject to an allocation of costs and expenses.

8. **Employees.** Employees and personnel of each Municipality providing services pursuant to this Agreement shall be deemed employees of their respective Municipalities, and not regional employees or employees of any other Municipality. An employee who performs services, pursuant to this Agreement on behalf of another member Municipality, shall be deemed to be acting within the scope of his current Municipal job duties at all times and remain an employee of the employee's Municipality for insurance coverage purposes. Said Municipal employee shall retain all accrued benefits and shall be subject to standard hiring and personnel practices of such municipality.

9. **Indemnification & Insurance.** To the extent permitted by law, each Municipality shall defend, indemnify, and hold the other Municipalities harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs and expenses, including attorney's fees, arising out of the indemnifying Municipality's acts or omissions, breach of

this Agreement, or the negligence or misconduct of the indemnifying Municipality or its agents or employees. In entering into this Agreement, no Municipality waives any governmental immunity or statutory limitation of damages. Should the Collaborative or a Municipality incur any liabilities in connection with this Agreement each of the member municipalities will proportionally share in the liability for such expenses. The Host Agent shall obtain and keep in full force and effect public liability insurance in the amount of One Million (\$1,000,000) Dollars combined single limit for bodily injury, death and property damage arising out of any one occurrence, protecting the other party against all claims for bodily injury, \$3,000,000 aggregate, death, or property damage arising directly or indirectly out of the Indemnification Provisions of this Agreement.

10. **Additional Members.** The Municipalities can add additional municipalities to this Agreement, following a duly authorized request, upon a two-thirds vote of the Advisory Board.

11. **Withdrawal.** Any Municipality other than the Host Agent, by a vote of its respective authorizing Select Board or Chief Executive Officer and Board of Health, may withdraw from this Agreement with the provision of at least three (3) months prior written notice to the Advisory Board. Upon such withdrawal, the Host Agent shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. By a vote of its Select Board and Board of Health, the Host Agent may withdraw from this Agreement upon the provision of at least three (3) months prior written notice to the participating Municipalities, and a new Host Agent shall thereafter be designated by the Advisory Board, by a vote of the representatives of the remaining parties. Prior to the effective date of its withdrawal, the Host Agent shall transfer all funds held pursuant to this Agreement to the new Lead Municipality as designated by the Advisory Board. Any Municipality may withdraw at the end of any fiscal year in which the Municipality's legislative body has not appropriated funds sufficient to support that Municipality's continued participation in the subsequent fiscal year. In such an event, the Municipality shall give as much notice to the other Municipalities to this Agreement as the circumstances allow. The Advisory Board, by vote of the remaining members may equitably allocate back to a withdrawing Municipality any unspent appropriated funds received from a withdrawing Municipality subject to an allocation of costs and expenses. Advisory Board, by vote of the remaining members, has the authority to reallocate funding that would have been allocated to the Municipality that has left the Agreement.

12. **Conflict Resolution.** The Advisory Board may hold additional meetings to discuss and resolve any conflicts that may arise in connection with this Agreement.

13. **Assignment.** None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

14. **Amendment.** This Agreement may be amended only in writing pursuant to an affirmative vote of each then-participating Municipality by its [Select Board or City Council].

15. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

16. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

17. **Headings.** The paragraph headings herein are for convenience only, are no part of this Agreement, and shall not affect the interpretation of this Agreement.

18. **Non-Discrimination.** Neither the Collaborative nor any of the municipalities shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service, or any other protected class under the law with respect to admission to, access to, or operation of its programs, services, or activities.

19. **Notices.** Any notice permitted or required hereunder to be given or served on any Party shall be in writing signed in the name of or on behalf of the Party giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of _____:

_____ (contact name)
_____ (email)
_____ (phone)
_____ (address)

Town of _____:

_____ (contact name)
_____ (email)
_____ (phone)
_____ (address)

From: [Gretchen Gallimore](#)
To: [Ryan McLane](#)
Subject: FW: Online Form Submittal: Reserve Rotary for Private Signs
Date: Thursday, January 11, 2024 1:36:47 PM

There is no schedule conflict. Let me know if it's okay to reserve or if you want to wait for the new policy

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Thursday, January 11, 2024 10:00 AM

To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <athomas@carlislema.gov>

Subject: Online Form Submittal: Reserve Rotary for Private Signs

Reserve Rotary for Private Signs

Name	J. Juniper Friedman
Email Address	jjunipero@yahoo.com
Address	210 Elizabeth Ridge RD
City	Carlisle
State	MA
Zip Code	01741
Phone Number	6175977638
Date(s) of Reservation	3/9/2024 9:00 AM - 3/16/2024 5:00 PM
All Day	Yes
Size and Type of Sign	2x3 ft x 3 signs
Organization and Purpose	Carlisle Garden Club - Free seed giveaway to local community

Language	TBD
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

Email not displaying correctly? [View it in your browser.](#)



SELECT BOARD
TUESDAY, FEBRUARY 13TH, 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. Continued Dog Hearing – 40 Laurelwood Road
7:30 p.m.	4. GIS Presentation – Town Planner
7:50 p.m.	5. Meeting with TSAC <ul style="list-style-type: none">• Committee Update• Black Earth Proposal
8:20 p.m.	6. Review Budget and Warrant Articles Joint with FinCom
9:00 p.m.	7. ARPA Discussions and Next Steps for Capital
9:30 p.m.	8. TA Report
9:40 p.m.	9. Policy Review
9:50 p.m.	10. Minutes and Warrants
10:00 p.m.	11. Liaison Reports
10:05 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)