

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

February 13, 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 news and event items from Town Hall:

- **Land Use File Project**

The flat files cabinets are now removed, making way for the second phase of the town employee cubicle project. We will continue to work with the land-use departments to sort, clear, and scan files. Simultaneously, we are scheduling the second install cubicle install for late April. Residents can expect one-day department closures when construction begins.

- **Heald/Parlin Technology Updates**

The Touchview screens continue to be popular with staff and committees. Any committee looking for a smoother hybrid experience is encouraged to book one of these rooms. If any Board members are looking for training, please have them contact my office.

- **Entry and Security**

Stephen and the staff worked to fix the front door entry. While we tried to correct this issue in-house, it required a third-party vendor to replace some door components. We are also speaking with the MFC about funding a FOB-entry system for the Town Hall main entry and all the doors along the wings. This will increase security and allow us to open doors remotely when Boards are looking for night access.

- **Upcoming Projects**

- Land-use file project – February-June
- Lactation Room – End of February
- Cubicle installation Phase Two – May

Human Resources Update

We are pleased to present Juniper Friedman to you for appointment to the vacant Municipal Assistant position. This post supports the Community Preservation Committee, the Historical Commission, and the MFC. This is a particularly important part-time role that keeps these major boards on track administratively and financially. We are excited to have Juniper join our team starting Monday, March 4.

We are pleased to present Officer John Ryan for appointment and pending your approval, will have a badge pinning ceremony at your next meeting. Officer Ryan brings police experience to the job, serving previously as a full-time officer in Dracut. His training as a Crisis Intervention specialist is also a welcome addition as this capability is a key Chief Amendola focus.

We are interviewing candidates for the vacant DPW Heavy Equipment Operator position and may have appointment recommendations ready for your consideration in February.

FY25 Budget Update

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

The official warrant is now closed, but the Select Board authorized an extension for citizen's petitions, mainly to accommodate Cranberry Bog Dam #1 requests. The deadline for a citizen's petition is February 27, 2024. I have collaborated with the current petitioners, at your request, to legally shape these articles. Since the second article involves a new CPA appropriation, the CPC must recommend the article for it to be valid. The CPC has been alerted to this responsibility.

I met with the School Committee, at their request, on February 7, 2024, to offer my thoughts about the proposed Special Education Stabilization Fund. David and Kate were also in attendance.

The Insurance Advisory Committee (IAC) will likely complete their work on assessing health insurance options. Potential recommendations to the Select Board include plan design changes that would result in reduced costs for the Town. Examples of potential plan changes include increasing deductibles and out-of-pocket cost. MIAA informed us this week that our health insurance increase, barring any plan changes, will be 8.95%. Plan change adjustments average a 3% reduction in the increase.

The Finance Committee held two sessions after their marathon meetings to help shape the FY25 budget. Their deliberations included commentary on how to use revenue and expense reductions to meet the requested target of a 3% average tax bill increase. They plan to offer suggestions and seek further direction at your next meeting.

Land Use Summit

The so-called land-use summit discussed at your last meeting is now scheduled for February 26th at 6:30 pm. All members of every relevant Board are invited, including this Board. The agenda for this meeting includes town-wide discussions about the Cranberry Bog, conservation land, the accessory apartment bylaw, and the MBTA communities' requirements. The hope is that all Boards will bring their questions, comments, and concerns to the meeting so we can help shape future discussions and working sessions.

Police Station Renovation Project Update

We held a successful Police Station Open House and Q+A event on February 5th. More than 30 residents came to see the proposed design, ask questions about the project, and tour the station with our dedicated officers. Our thanks to the staff and to our designer Justin (TBA) for listening to every resident who asked a question or had a comment. Chief Amendola invites members of the public to reach out for individual tours. We do plan to have another open house prior to the Annual Town Meeting in May and at least one online Q+A discussion.

The Police Station Building Renovation Committee also met twice since your last meeting. Suzanne Spinney was nominated to serve as chair and the Committee will meet every other week until the Town Meeting. On Friday, the Committee reviewed the initial planning documents, changes from the previous study, and asked questions of our designer. Julie is also working with TBA to shepherd the project through the various permitting processes. As the Board knows, the timeline is tight, but we should be able to present the Town Meeting with a reasonable construction estimate and nearly complete construction documents.

Library Renovation Project

I was invited to work with the Library Trustees to start the renovation procurement process. This will begin with the selection of an Owner's Project Manager (OPM). Martha and I met to discuss this process and I attended a kickoff meeting with the Trustees last week. While fundraising is not complete, we are collaborating with counsel to make sure we can both move the project along and meet all state procurement guidelines. We encourage supporters to continue their unbelievable fundraising efforts to help make this project a reality.

DPW Assessment

LiRo (house doctor) kicked off the DPW conditions assessment on Thursday, February 8th. Under the direction of your MFC, LiRo will look at assorted options for repairing this building and offer potential price estimates for future planning. It was interesting to watch them assess the roof and associated structures with a drone! We expect this report at the end of June.

Procurement and Project Updates

Our departments are procuring projects for the town as we head into the winter months. Here are updates on those efforts:

DPW Trailer Sprinkler System – Construction is now substantially complete and awaiting final approval before our DPW workers can use the facility for long-duration storm rest. We appreciate the efforts of the MFC, our house-doctor engineers, and the contractor to complete this work in time to support the staff.

Dog Park – The Recreation Commission continues to work with our planning staff to present this project redesign to the Planning Board.

Corey Auditorium Lighting – Due to cost constraints, we are rejecting the electrical construction portion of this bid and continuing with one of two options – rescoping the electrical work with a qualified engineer or hiring an in-house electrician to work on items throughout the school and Town. We will award the goods and services contract (the actual lights and equipment) to Barbizon (sole bidder) and work with them to coordinate the remainder of the project.

Greenough Barn – The pre-bid conference with interested deconstruction vendors is scheduled for February 12th. We have half a dozen interested contractors at this point. The sealed bids are due to the town at the end of the month.

Recreation Mowing and Fertilizing Contracts – I am working for the Commission to finalize their FY24/25 field maintenance contracts. We are trying to extend these contracts to three years to limit the annual administrative requirements and to seek more competitive bidding.

MMA Conference

It seems like months ago, but Carlisle sent a delegation to MMA's Annual Conference in Boston on January 20 and 21. Sandy, Gretchen, Julie, and Kelly joined Kate and I to seek professional development and build relationships with our peer communities. Professional development opportunities included sustainability efforts, grant opportunities, infrastructure training, planning developments, and legal updates. I also served as Carlisle's voting representative for the MMA's fiscal policy resolution and voted on MIAA Board Members for FY2025.

STAM Legislative Priorities

The Small Town Administrators of Massachusetts (STAM) recently passed their 2024 Legislative Priorities, measures intended to increase the visibility of issues that are of high importance to small towns. Communities across the state are signing on to these priorities and forwarding them to their legislative delegation. If the Board is willing, I request their endorsement of these

legislative priorities and permission to forward them to our delegation. It might also make sense to invite our elected representatives to a future Select Board meeting.

Subcommittee Notifications

We are trying a new notification method for subcommittees authorized by groups under the direction of the Select Board. The COAHS is establishing a strategic planning subcommittee made up of a smaller number of their own committee members. This committee will be subject to OML, but it is not necessary for you to approve them or appoint its members.

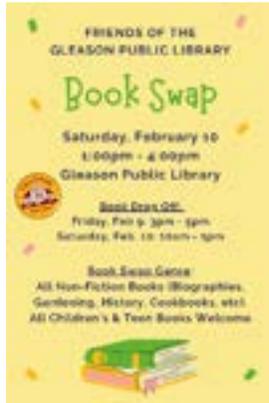
In the future, this section of my report will include information about subcommittees and their appointments so you stay informed and can action items if necessary. This will all be included in the next draft of your Board and Committee policy.

Rotary Sign Notifications

I am notifying the Select Board that the Friends of the Gleason Library will advertise their book swap in the rotary from February 2, 2024, to February 10, 2024.

I am notifying the Select Board that the Environmental Sustainability Committee will advertise their Route to Sustainability Day event from April 14, 2024, to April 27, 2024.

I am notifying the Select Board that the Carlisle Congregational Church will advertise their Easter events from March 11, 2024, to March 31, 2024.



National Brain Tumor Society Ride

We received our annual request to authorize the National Brain Tumor Society Ride. The ride is scheduled for Sunday, May 19, 2024. The non-profit charity ride requests permission to travel through a portion of Carlisle.

Attached are the turn-by-turn directions and course maps for all the routes. Directional signage will be installed on Saturday morning and removed Sunday afternoon. This year roughly 700 riders are anticipated.

Both Chiefs approved this request, and the Fire Department is considering an escort if staffing hours will allow for the support.

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 Audit.* The Fy2023 financial audit is complete. While our new auditing form did find minor areas for financial control improvement, there were no material weaknesses discovered or areas of significant concern. I brought in a member of the Select Board and a member of the Finance Committee to meet with the auditors and review their process and get to know the new auditing firm. The firm will present their findings to you on March 13, 2024, and the final documents [can be found here](#).
- *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.
- *Military Leave.* I am travelling to Fort Bill Texas from March 13-29 to complete my military Non Commissioned Officer professional development. While I am gone, I will maintain financial and human resources authority, but will delegate in-person responsibilities to our Treasurer/Collector Sandy Nason.
- Below is a suggested charge for the proposed Cemetery Task Force and a suggested charge revision for the Traffic and Pedestrian Safety Committee. This item is currently scheduled for your meeting on February 27th. We will seek your approval for the committee charges and the committee make up - number of committee members and desired committee composition.

- **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:

The Carlisle Cultural Council approved grant funding for three different family programs that Children's Library Jenn Buliszak either applied for, or was instrumental in applications for:

- The Ancient Art of Chinese Paper Cutting on Tuesday, February 20th, with two sessions for ages 5 through adult
- To Bee or Not To Bee with the Piti Theatre Company on Saturday, May 25th
- Drum and Rhythm Circle with Otha Day in June (partnership with Rec Department)

I am immensely proud to work in a community where staff, like Jenn, not only provides quality programming, but also seeks ways to fund the initiatives and reduce the taxpayer impact.

Speaking of library talent, I would also like to recognize Library Assistant Sinead Sinnott for using her artistic talents to decorate the Gleason windows with beautiful Carlisle winter scenes!

And a sincere congratulations to one of our library pages, Mia Kablotsky, who was accepted to NYU early admission.

Upcoming Select Board Dates of Interest

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

February 23, 2024: Select Board Meeting

February 26, 2024: Land Use Summit

March 12, 2024: Select Board Meeting

March 26, 2024: Select Board Meeting

March 13-29, 2024: TA Military Leave (Fort Bliss, TX)

Draft Agenda Review (attached)



2024 LEGISLATIVE PRIORITIES

More than 100 Chief Administrative Officers representing communities with populations of 12,000 or less from across the Commonwealth joins with the Town of _____ to advocate for legislative priorities impacting resident lives. We call upon our legislative leaders to pass bills related to these priorities to properly equip small towns with the resources they need.

STAM members listed addressing crumbling Infrastructure as their top legislative priority

- Permanently change the **CHAPTER 90 FORMULA**, increasing total funding to more than \$330 million per year to help small towns improve roads, bridges and water systems
- Create and fund the **MUNICIPAL BUILDING ASSISTANCE AUTHORITY**

Regional school support and sustainable approaches to education remain a top priority

- Reform the **EDUCATION FUNDING FORMULAS** to provide more support for regional school districts in towns having to choose between schools and municipal services
- Create regional incentives for districts looking to create **SUSTAINABLE PATHWAYS** in the face of declining enrollment and increased costs for personnel and transportation

Members continually cite common-sense reductions in procurement burdens

- Increase state **PROCUREMENT THRESHOLDS** to reduce administrative and cost burdens on small towns with limited budgets and vendor choices
- **IMPROVE PREVAILING WAGE LAWS** by provide exemptions and rural factors that would allow small towns to complete necessary projects

Small towns consistently advocate for legislative changes with a big “small-town” impact

- Reform the state-owned land **PAYMENT IN LIEU OF TAXES (PILOT)** to create more equity for towns constrained by necessary land preservation
- Provide **STAFFING AND SUPPORT** for the Office of Rural Affairs
- Reduce **ADMINISTRATIVE BURDENS** that prevent small towns from getting state grants

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Tuesday, January 16, 2024 10:45 AM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Rotary for Private Signs

Reserve Rotary for Private Signs

Name	Bill Cooney
Email Address	williamcooney@comcast.net
Address	959 Concord Street
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9785023903
Date(s) of Reservation	2/2/2024 7:00 AM - 2/10/2024 7:00 AM
All Day	Yes
Size and Type of Sign	2x3ft
Organization and Purpose	Friends of the Gleason Public Library Book Swap
Language	see attached file
Attach File	FOGPL_February 2024 Book Swap Poster_Rotary.png
Terms of Use	Yes

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

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Wednesday, January 31, 2024 2:14 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Rotary for Private Signs

Reserve Rotary for Private Signs

Name	Chiao Bin Huang
Email Address	chuang@carlisle.k12.ma.us
Address	83 School Street
City	Carlisle
State	MA
Zip Code	07141
Phone Number	9782572659
Date(s) of Reservation	2/3/2024 9:00 AM - 2/10/2024 6:00 PM
All Day	<i>Field not completed.</i>
Size and Type of Sign	Sandwich Board
Organization and Purpose	Carlisle Public Schools
Language	English
Attach File	Lunar New Year Celebration Flyers.pdf
Terms of Use	Yes

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

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Monday, January 29, 2024 7:17 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Rotary for Private Signs

Reserve Rotary for Private Signs

Name	Sara Dunleavy
Email Address	sara.dunleavy@gmail.com
Address	159 Fiske St.
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9788771423
Date(s) of Reservation	4/14/2024 8:00 AM - 4/27/2024 4:00 PM
All Day	Yes
Size and Type of Sign	Sandwich board
Organization and Purpose	ESC. Promote the Route to Sustainability Day Event on 4/27. Apologies for asking for 2 weeks in advance.
Language	Route to Sustainability Day. April 27. 10am - 2pm Carlisle Center
Attach File	RTSD 2023 sign.png
Terms of Use	Yes

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

From: [Annie Zampitella](#)
To: [Ryan McLane](#)
Subject: National Brain Tumor Society Ride- Town Request 5/19/24
Date: Tuesday, January 30, 2024 10:38:17 AM
Attachments: [NBTR Carlisle Highlights.pdf](#)
[NBTSR24 Carlisle Request Letter.pdf](#)

Good morning Ryan,

I am reaching out on behalf of the National Brain Tumor Society and their annual bike ride taking place on Sunday, May 19th. This event brings the community together to support the needs of brain tumor patients and their families.

Attached is a formal letter requesting the use of Carlisle roads to be included on our routes as well as course maps for reference. As always, no road closures are needed and we plan to use the same routes from 2022 and 2023. Please let me know if you need any additional information at this time for approval.

I look forward to working with you.

Best,
Annie

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[Conventures, Inc.](#)



Annie Zampitella

Senior Account Executive

617 204 4234 [Direct](#)

617 439 7700 [Office](#)

617 799 5904 [Cell](#)

azampitella@conventures.com

Conventures, Inc.

88 Black Falcon Avenue

Suite 202

Boston, MA 02210

conventures.com



National Brain Tumor Ride

Course Map: 10-MILE RIDE

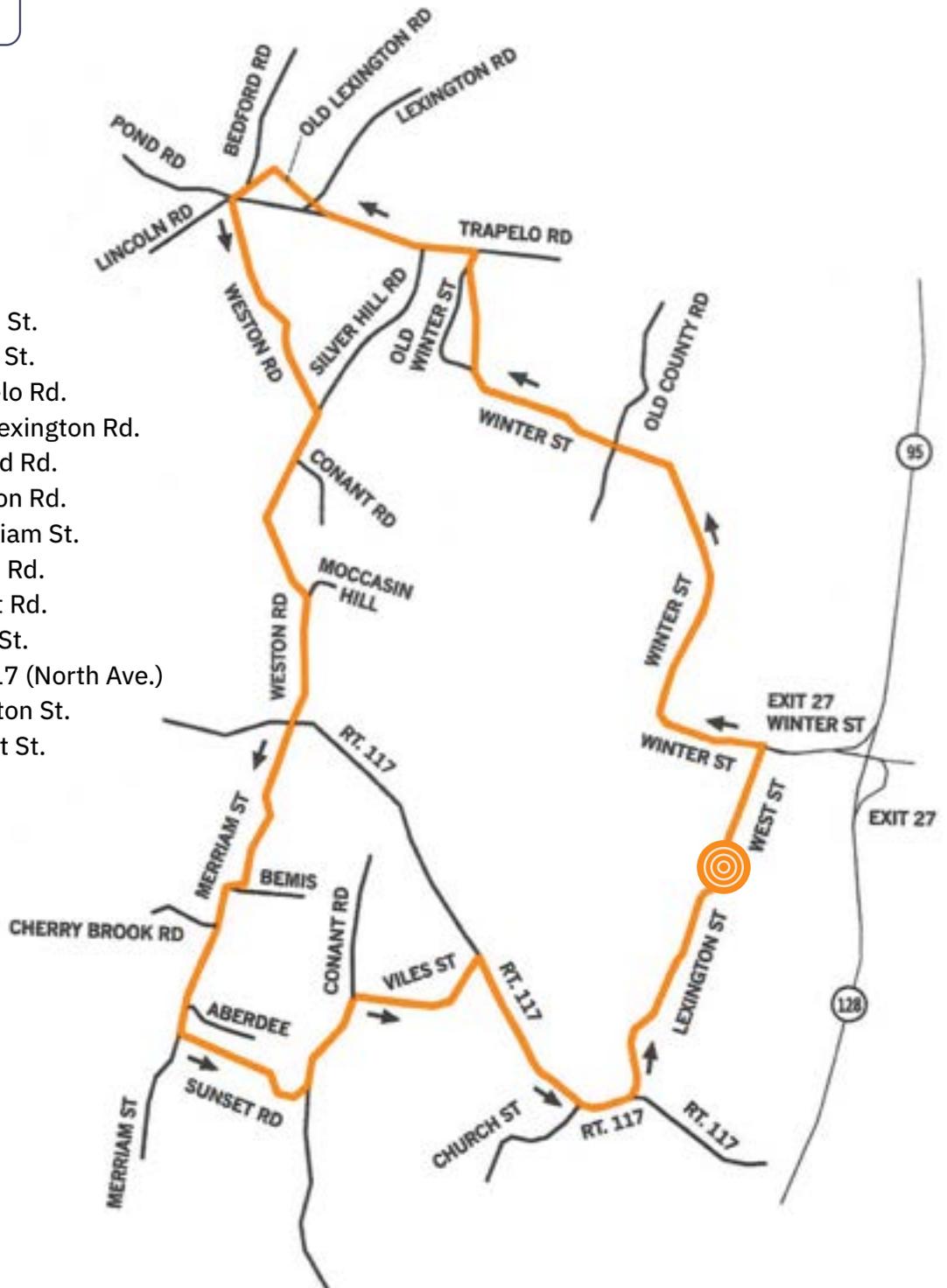


START/FINISH
200 West Street
Waltham, MA

TURN BY TURN

- Turn right onto West. St.
- Turn left onto Winter St.
- Turn right onto Trapelo Rd.
- Bear right onto Old Lexington Rd.
- Turn left onto Bedford Rd.
- Turn right onto Weston Rd.
- Stay straight on Merriam St.
- Turn left onto Sunset Rd.
- Turn left onto Conant Rd.
- Turn right onto Viles St.
- Turn right onto SR 117 (North Ave.)
- Turn left onto Lexington St.
- Go straight onto West St.
- End at 200 West St.

END

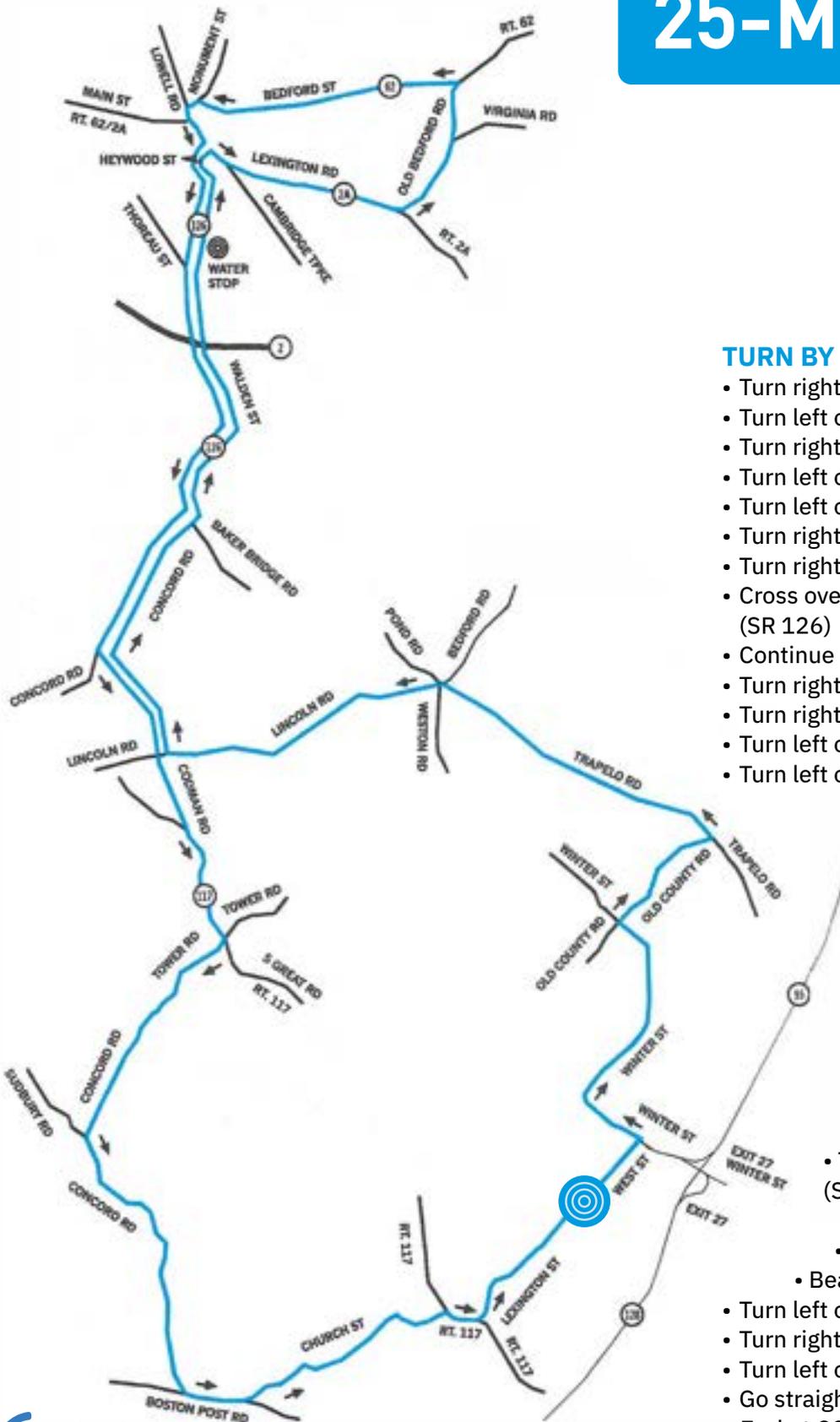


National Brain Tumor Ride

Course Map: 25-MILE RIDE



START/FINISH
200 West Street
Waltham, MA



TURN BY TURN

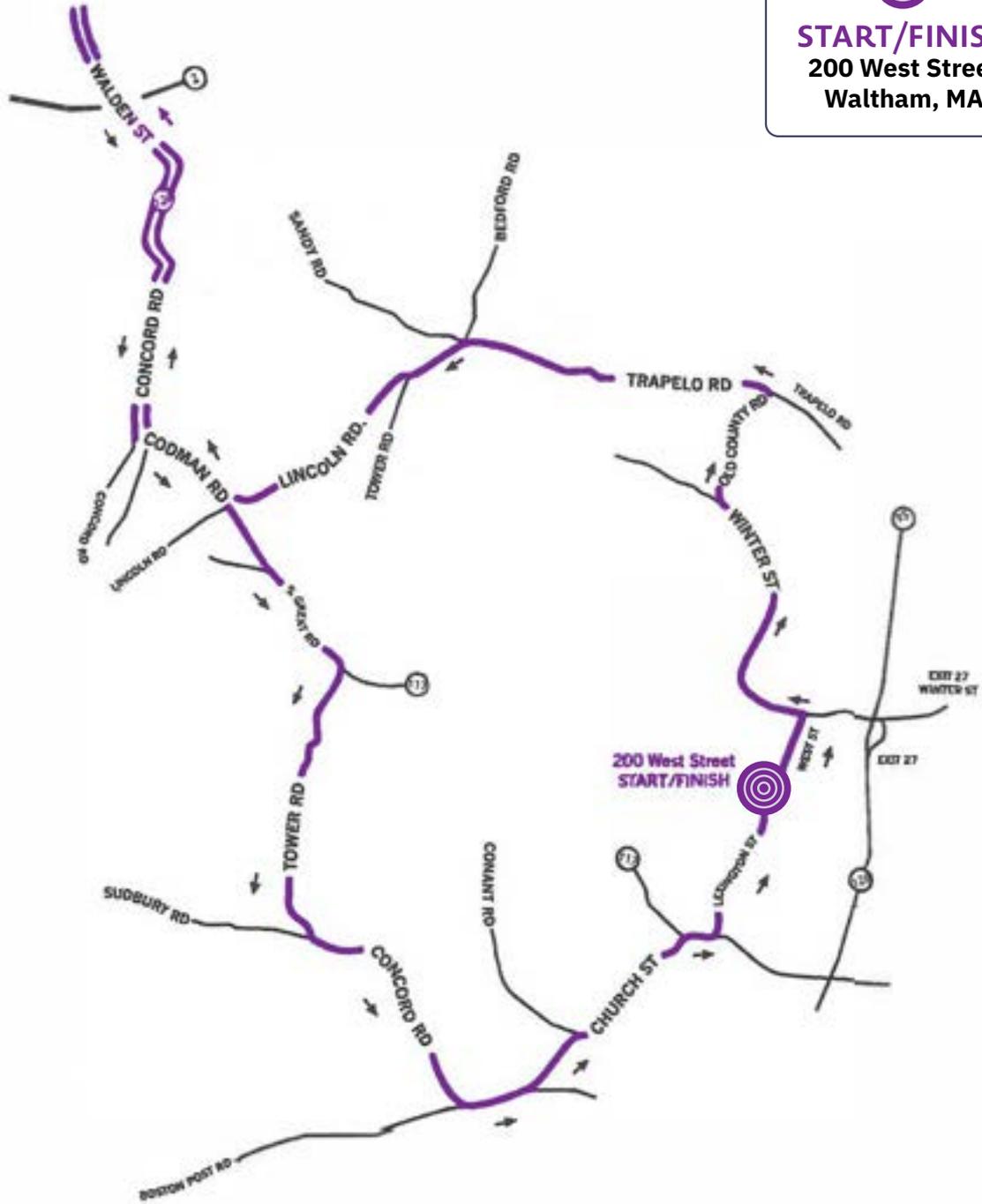
- Turn right onto West St.
- Turn left onto Winter St.
- Turn right onto Old County Rd.
- Turn left onto Trapelo Rd.
- Turn left onto Lincoln Rd.
- Turn right onto Cadman Rd.
- Turn right onto SR 126 (Concord Rd.)
- Cross over Rt. 2 onto Walden St. (SR 126)
- Continue straight to Water Stop
- Turn right onto Heywood St.
- Turn right onto Lexington Rd. (Rt. 2A)
- Turn left onto Old Bedford Rd.
- Turn left onto SR 62 (Bedford St.)
 - Go around Monument Square to Lexington Rd. (Rt. 2A)
 - Turn right onto Heywood St.
 - Turn left onto Walden St. (SR 126)
 - Continue to Concord Water Stop
 - Cross over Rt. 2 onto Walden St (SR 126)
 - Turn left onto Cadman Rd.
- Turn left onto SR 117 (S Great Rd.)
 - Turn right onto Tower Rd.
 - Bear left onto Concord Rd.
- Bear left onto Boston Post Rd.
- Turn left onto Church St.
- Turn right onto SR 117 (North Ave)
- Turn left onto Lexington St.
- Go straight onto West St
- End at 200 West St.

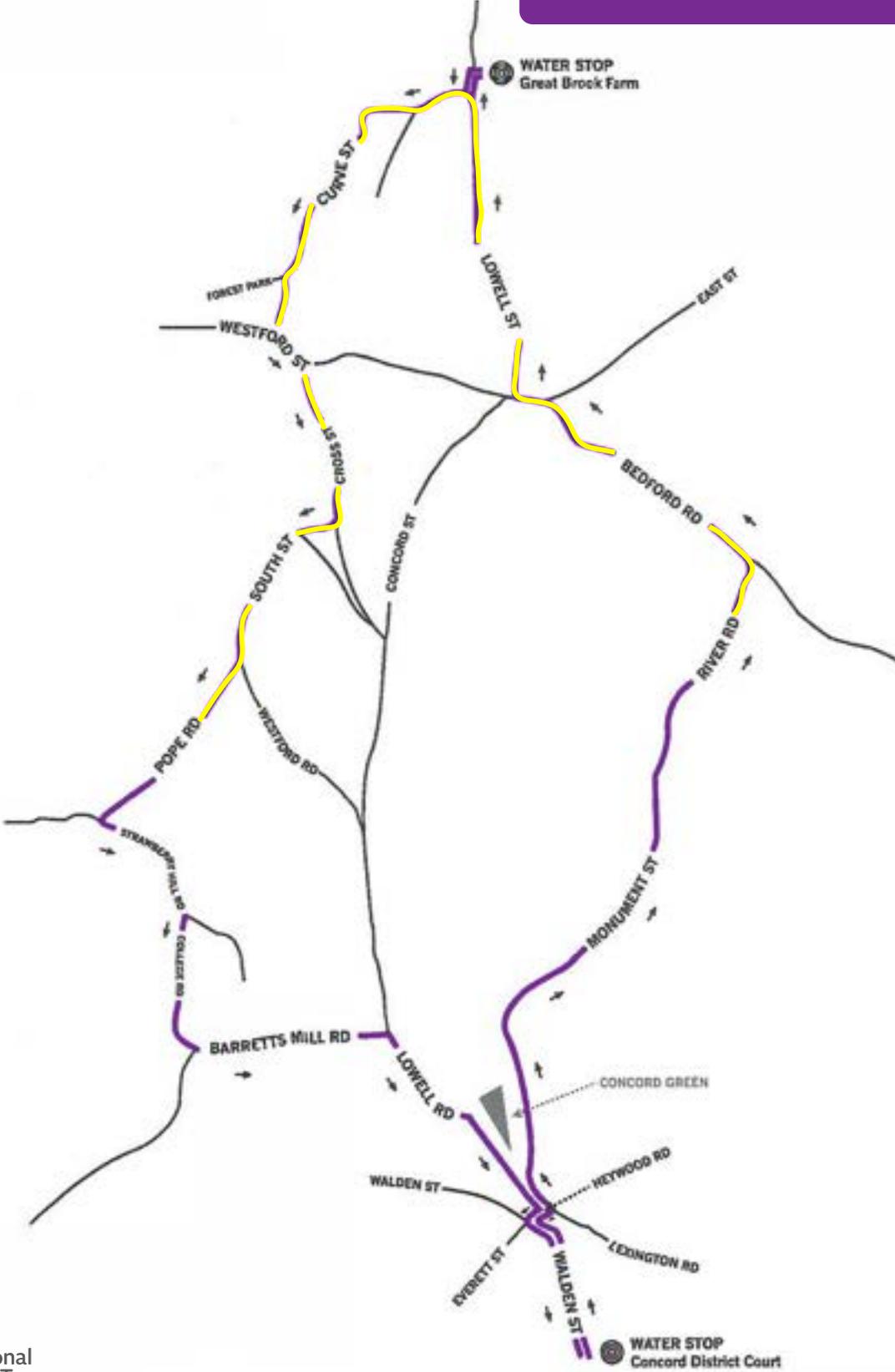
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START/FINISH
200 West Street
Waltham, MA





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National Brain Tumor Ride

Course Map: 40-MILE RIDE

TURN BY TURN

- 0.0 miles Turn RIGHT onto West St.
- 0.4 miles Turn LEFT onto Winter St.
 - Two (2) speed bumps
- 1.9 miles Turn RIGHT onto Old County Rd.
- 2.6 miles Turn LEFT onto Trapelo Rd.
- 4.3 miles Turn LEFT onto Lincoln Rd.
- 6 miles Turn RIGHT onto Codman Rd.
- 6.7 miles Turn RIGHT onto Concord Rd./
Route 126 North
 - Changes to Walden St.
- 8.6 miles Cross Rt 2/2A

🕒 9.3 miles: WATER STOP AT CONCORD DISTRICT COURT

- 9.7 miles Turn RIGHT onto Heywood St.
- 9.75 miles Turn LEFT onto Lexington Rd.
- 10.0 miles Bear RIGHT onto Monument St.
at the Concord Green
 - Bear LEFT at first fork
 - Bear RIGHT at second fork to stay on
Monument St
 - Changes to River Rd.
- 13.3 miles Monument St. becomes River Rd.
- 14.5 miles Turn LEFT onto Bedford Rd./Route
225
- 16.2 miles Turn RIGHT onto Lowell St.
(first turn off rotary)

🕒 18.8 miles: WATER STOP AT GREAT BROOK FARM (on right hand side on Lowell Street)

- 19.0 miles Turn LEFT onto Lowell St.
- 19.1 miles Turn quick RIGHT onto Curve St.
 - Bear LEFT to stay on Curve St
- 21.2 miles Turn LEFT onto Westford St./Route
225

- 21.5 miles Turn RIGHT onto Cross St.
- 22.5 miles Turn RIGHT onto South St.
 - May be unmarked
- 22.6 miles Turn RIGHT to stay on South St.
- 23.5 miles Turn LEFT onto West St.
- 23.6 miles Turn RIGHT onto Pope Rd.
- 25.0 miles Turn sharp LEFT onto Strawberry
Hill Rd. - 25.9 miles Turn RIGHT onto
College Rd.
- 26.8 miles Turn LEFT onto Barretts Mill Rd.
- 28.0 miles Turn RIGHT onto Lowell Rd.
- 29.0 miles Go straight past the Concord
Green and through rotary onto Lexington Rd.
- 29.5 miles Turn RIGHT onto Heywood St.
- 29.6 miles Turn LEFT onto Walden St.
 - Changes to Concord Rd.

🕒 30.0 miles: WATER STOP AT CONCORD DISTRICT COURT

- 32.5 miles Turn LEFT onto Codman Rd.
- 33.6 miles Turn LEFT onto S. Great Rd./Route
117
- 34.25 miles Turn RIGHT onto Tower Rd.
 - Changes into Concord Rd.
- 35.6 miles Bear LEFT to stay on Concord Rd.
- 37.2 miles Turn LEFT onto Boston Post Rd.
- 37.6 miles Bear LEFT onto Church St.
- 38.9 miles Turn RIGHT onto North Ave./Route
117 - 39.0 miles Turn LEFT onto Lexington
St.
 - Five (5) speed bumps
- 40.0 miles Turn RIGHT into 200 West St.

END

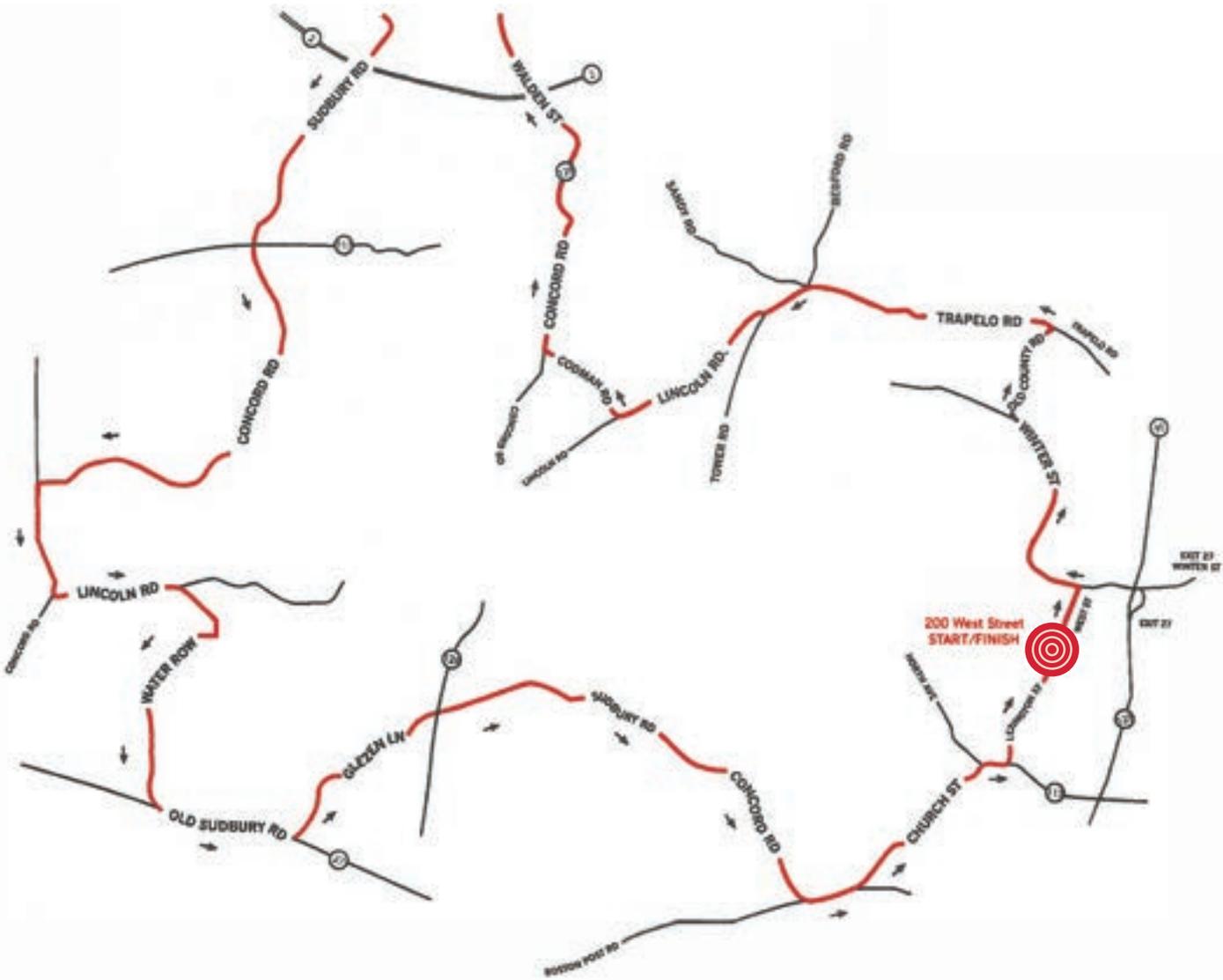
National Brain Tumor Ride

Course Map: 62-MILE RIDE



START/FINISH
200 West Street
Waltham, MA

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National Brain Tumor Ride

Course Map: 62-MILE RIDE

TURN BY TURN

- 0.0 miles Turn RIGHT onto West St.
- 0.4 miles Turn LEFT onto Winter St.
 - Two (2) speed bumps
- 1.9 miles Turn RIGHT onto Old County Rd.
- 2.6 miles Turn LEFT onto Trapelo Rd.
- 4.3 miles Turn LEFT onto Lincoln Rd.
- 6.0 miles Turn RIGHT onto Codman Rd.
- 6.7 miles Turn RIGHT onto Route 126N/Concord Rd.
 - Changes to Walden St.
- 8.6 miles Cross Route 2/2A

🕒 9.3 miles WATER STOP AT CONCORD DISTRICT COURT

- 9.7 miles Turn RIGHT onto Heywood St.
- 9.75 miles Turn RIGHT onto Lexington Rd.
 - Bear LEFT at first fork
- 10.9 miles Bear RIGHT at second fork to stay on Lexington Rd.
- 11.7 miles Turn LEFT onto North Great Rd./2A East
- 13.3 miles Turn LEFT onto Hanscom Dr.
- 14.2 miles Turn LEFT onto Old Bedford Rd.
- 14.6 miles Turn RIGHT onto Virginia Rd.
- 16.2 miles Turn RIGHT onto Old Bedford Rd.
- 16.7 miles Turn LEFT onto Bedford St./Route 62
- 18.1 miles Turn RIGHT onto Monument St.
 - Bear LEFT to stay on Monument St.
- 21.4 miles Becomes River St.
- 22.5 miles Turn LEFT onto Bedford Rd./Route 225
- 22.8 miles Turn RIGHT onto Maple St.
 - Bear RIGHT staying on Maple St.
- 24.1 miles Turn RIGHT to stay on Maple St.
 - Turns into Treble Cove Rd./North Rd.
- 25.0 miles Turn LEFT onto West St.
 - Turns into North (N) Rd.
- 27.7 miles Turn RIGHT onto Lowell St.

🕒 27.8 miles WATER STOP AT GREAT BROOK FARM (on right hand side on Lowell Street)

- 27.8 miles Exit water stop and turn LEFT onto Lowell St
- 27.9 miles Turn quick RIGHT onto Curve St.
 - Stay LEFT to stay on Curve St.
- 30.1 miles Turn RIGHT onto Westford St./Route 225
- 31.1 miles Turn sharp LEFT onto Blane St. before the traffic light
 - Turns into West St.

- 33.3 miles Bear RIGHT onto West St.
- 33.4 miles Bear RIGHT onto Pope Rd.
- 34.7 miles Turn RIGHT onto Strawberry Hill Rd.
- 35.7 miles Turn LEFT onto Great Rd/Route 2A/Route 119
- 36.8 miles Turn LEFT onto Pope Rd.
- 38.1 miles Cross Strawberry Hill Rd. continuing on Pope Rd.
- 39.4 miles Turn LEFT onto West St.
- 39.5 miles Bear RIGHT onto South St.
- 40.4 miles Turn LEFT towards Cross St.
 - May be unmarked
- 40.5 miles Turn LEFT onto Cross St.
 - 41.0 miles Turn RIGHT onto Bigham Rd.
- 41.7 miles Turn RIGHT onto Concord St.
 - Turns into Lowell St.

🕒 44 miles WATER STOP AT MIDDLESEX SCHOOL

- 46.7 miles Turn RIGHT onto Main St/Route 62 after passing the Concord Green
- 46.9 miles Bear LEFT onto Sudbury Rd.
- 47.6 miles Bear RIGHT to stay on Sudbury Rd.
- 47.9 miles Cross Rt 2/2A
- 49.3 miles Bear LEFT staying on Sudbury Rd.
- 50.0 miles Cross Rt 117, becomes Concord Rd.
- 52.4 miles Turn LEFT to stay on Concord Rd.
- 53.2 miles Turn LEFT onto Lincoln Rd. at Lincoln-Sudbury High School
- 54.0 miles Turn RIGHT onto Water Row
- 56.0 miles Turn LEFT onto Old Sudbury Rd./Route 27
- 56.9 miles Turn LEFT onto Glezen Ln.
 - Four (4) speed bumps
- 57.9 miles Bear Right to stay on Glezen Ln.
- 59.2 miles Becomes Sudbury Rd.
- 60.0 miles Becomes Concord Rd.
- 61.5 miles Turn LEFT onto Boston Post Rd.
- 61.9 miles Bear LEFT onto Church St.
- 63.1 miles Turn RIGHT onto Route 117 /North Ave.
- 63.3 miles Turn LEFT onto Lexington St.
 - Five (5) speed bumps
- 64.2 miles Turn RIGHT into 200 West St.

END

National Brain Tumor Ride

Course Map: ALL RIDES



January 29, 2024

Town of Carlisle
c/o Ryan McLane
66 Westford Street
Carlisle, MA 01741

Dear Mr. McLane,

I am reaching out as event organizers for The National Brain Tumor Society Ride taking place on Sunday, May 19, 2024. The non-profit, charity ride requests permission to travel on a portion of the streets of the Town of Carlisle on that day. The event starts at 200 West St in Waltham and consists of the following routes:

- 62- mile begins at 8:30am
- 40- mile begins at 8:40am
- 25- mile begins at 8:50am
- 10- mile begins at 9:00am

For this event, all departing riders will exit from 200 West Street, turning right onto West Street and left on Winter Street. All riders returning to the finish at 200 West Street will travel from Rt. 117 onto Lexington Street to the finish at 200 West Street. Attached are the turn-by-turn directions and course maps for all the routes. Directional signage will be installed Saturday morning and removed Sunday afternoon. This year roughly 700 riders are anticipated.

We will have full communication support from cellular radios in each SAG vehicle, as well as a Command Center located in Waltham at the event start/finish site. There will be staff and volunteers at all water/rest stops and Police Details stationed at intersections along the route to offer additional safety and support to participants.

Thank you very much for your consideration of this request. We look forward to working with you again this year. Should you need to contact me, I can be reached by email at azampitella@conventures.com or phone at 617-204-4234.

Sincerely,
Annie Zampitella
Senior Account Executive, Sports Events
Conventures, Inc.

Gretchen Gallimore

From: Chris C <cccarlisle21@gmail.com>
Sent: Thursday, February 8, 2024 8:13 AM
To: Ryan McLane; Gretchen Gallimore; Kate Reid
Cc: eric.balles.scd@gmail.com; Sara Dunleavy
Subject: Re: ESC request for use of Town Common and to hang a banner

Good morning,

Just a follow-up on this request, I received notice yesterday that the FRS has granted permission.

Thanks

Christina

On Wed, Feb 7, 2024 at 2:15 PM Chris C <cccarlisle21@gmail.com> wrote:

Greetings,

The Environmental Sustainability Committee (ESC) requests the use of the Town Common for April 26, 2024 through April 29, 2024 for Route to Sustainability Day. The event will take place on Saturday, April 27 from 10:00am to 2:00 pm but we request the additional days to accommodate setup and clean-up.

We will do our utmost to ensure we leave the area in the condition in which we found it.

The ESC also requests to hang a banner publicizing Route to Sustainability Day from the week of April 1, 2024 to the week of April 29, 2024, subject to Fire Department schedule. The banner is the same banner as last year (with the date amended) and will span the width of School Street near the intersection with Concord Street (where it hung last year).

This request has also been submitted to the First Religious Society for their consideration and approval.

Thank you for your time and consideration.

Christina Christodouloupoulos
Co-Chair Environmental Sustainability Committee



RECONCILIATIONS

PURPOSE

To ensure transactions are in balance, mitigate fraud, and safeguard general ledger accuracy, financial officers must conduct regular reconciliations of their accounting records, and these must be reconciled to the general ledger. Although each financial officer is responsible for maintaining independent records of his or her office's transactions, they are also collectively accountable for the overall accuracy of the Town's financial records. Failure to reconcile cash, receivables, and withholdings hampers the Town's ability to produce reliable reports, close its books, make timely submissions to the Division of Local Services, and complete audits. This type of failure also may adversely affect the Town's bond rating. In addition, unresolved variances reduce the amount of certified free cash and may result in significant deficiency findings by the independent auditor.

APPLICABILITY

This policy applies to the Treasurer Collector Town Accountant, or their designees, and to the heads of other department with accounts receivable responsibilities (e.g., Police, Fire).

POLICY

The Treasurer/Collector and all department heads with accounts receivable duties will internally reconcile their respective accounting records and subsequently reconcile them with the Town Accountant according to the guidelines and periodic time frames outlined in this policy.

All data entry access to the general ledger (and all its subledgers) shall be restricted solely to Accounting office staff. This segregation is necessary to maintain the general ledger's integrity as the official record of the Town's accounting activity.

A. Cashbook Reconciliation

To ensure an accurate accounting of all revenue activity, the Treasurer/Collector will maintain a cashbook that contains up-to-date and accurate information for all cash and assets. To do so, the Treasurer/Collector will make certain that all cash receipts, disbursements, transfers, and interest are recorded in the cashbook within two business days of each transaction and will reconcile cashbook accounts to their corresponding bank accounts within five days of receiving bank statements. These shall include zero-balance vendor and payroll bank accounts, whose balances must equal the outstanding checks at the end of any month.

Reconciling items, including deposits in transit, bounced and voided checks, and discrepancies between the Treasurer/Collector's cashbook and financial institutions, will be identified and corrected when appropriate. The Treasurer/Collector will then forward a summary of the reconciled cashbook balances and, when needed, an additional Schedule of Receipts for any adjustments made to the Town Accountant.

B. Payroll Withholdings Reconciliation

Payroll withholdings include federal and state taxes, child support and other wage assignments for legal obligations, deferred compensation, insurances, association dues, and other employer-sponsored options, which are all maintained in separate accounts. The Treasurer/Collector will

ensure that all employee and employer contribution portions of withholdings are recorded and reconciled to the general ledger monthly. To reduce the risk to the Town for liabilities more than payroll withholdings, the Treasurer/Collector shall identify and report any discrepancies between the general ledger withholding accounts and applicable vendor/recipient accounts payable. The Treasurer/Collector will then forward the results of these activities to the Town Accountant.

C. Accounts Receivable Reconciliation

Accounts receivable are outstanding monies owed to the Town, whether from committed records (i.e., taxes and excise) or from uncommitted department records (e.g., work details, ambulance charges). To ensure these assets are accounted for and balance, the Treasurer/Collector and the department heads with accounts receivable duties (the “record-keepers”) will make certain that all cash receipts are recorded timely, maintain a control record for each receivable type and levy year, and verify the detail balance agrees with the receivable control.

The receivable control is a record of original entry in which the record-keeper reduces a commitment according to collections, abatements, and exemptions processed and increases it by refunds issued. To maintain accuracy, the record-keeper must review the detailed list of receivables, identify credit balances as prepaid amounts or investigate them for possible correction, and reconcile the control balance to the detail.

Whenever these records do not agree, the record-keeper must determine the discrepancy by:

- Verifying the various transactions (commitments, charges, abatements, refunds, chargebacks, reclassifications) against their supporting documents
- Comparing the total amount of posted payments to the turnovers accepted by the Treasurer/Collector
- Determining whether any inappropriate revenues were recorded as payments to the commitment, such as interest and fees

The record-keeper will forward a copy of the internally reconciled accounts receivable balances to the Town Accountant monthly.

D. General Ledger Reconciliation

To achieve the core objective of maintaining the general ledger’s integrity, the Town Accountant must regularly reconcile it with the separately maintained accounting records outlined in Sections A – C above. In addition, it is the Town Accountant’s responsibility to review all accounts analytically from time to time for reasonableness and to identify unusual activity.

The general ledger’s cash accounts should reflect only those transactions reported to the Town

Accountant by the Treasurer/Collector, so that in theory, they should be in balance with the cashbook. However, errors may happen due to omitting transfers or transactions or applying them in the wrong amounts or to the wrong accounts. Whenever the Town Accountant identifies a discrepancy between the general ledger and the cashbook, the following steps must be taken in conjunction with the Treasurer/Collector to determine the cause(s):

- If the total amount of revenue reported in the cashbook does not agree with the amount recorded in the ledger for that month, the Treasurer/Collector must verify that the monthly Treasurer's Schedule of Receipts agrees by detailed amount and classification with the cashbook and correct any mistakes.
- Compare the total number of warrants paid during the month as recorded in the cashbook with the total recorded in the ledger for the same period. The last warrant paid must be the last one recorded; otherwise, a timing problem will create a discrepancy.
- If the records still do not agree, the Treasurer/Collector and Town Accountant must go through each entry to the ledger until they determine the reason for variance.

The Town Accountant will review the payroll withholdings reconciliation report provided by the Treasurer/Collector against the general ledger and make changes to the ledger as needed.

Committed and uncommitted accounts receivable records must also be reconciled to the Town Accountant's general ledger. If a given receivable control sheet has been internally reconciled, any discrepancy must be in the general ledger, so the Town Accountant must:

- Review the commitments, charges, payments, abatements, refunds, reclassifications, and adjustments in the general ledger, as appropriate for the control
- Verify whether receipts are recorded to the correct type and levy year
- Verify the dates that activities were recorded

The Town Accountant's receivable accounts in the general ledger should reflect the transactions provided by each record-keeper. Therefore, the above steps must resolve any discrepancies between the receivable control and the ledger. If they do not, the record-keeper and Town Accountant must go through each ledger entry until they determine the reason for variance.

E. Time frames and Documentation

The financial officers shall complete reconciliations of their internal accounting records early each month so that the subsequent reconciliations to the general ledger take place no later than [the 20th] of the month following the one being reconciled.

The financial officers who jointly complete each general ledger reconciliation will sign reconciliation worksheets. In each month, if any variation has not yet been fully resolved, this must be noted along with a work plan and timetable for resolution. The Town Accountant shall collectively submit the reconciliation worksheets to the Town Administrator by each month's end.

F. Audit

All reconciliation documents are subject to audit by the independent auditor.

REFERENCES

DLS Best Practices, [*Reconciling Cash and Receivables*](#)

Massachusetts Collectors Treasurers Association: [*Treasurer's Manual*](#) & [*Collector's Manual*](#)

EFFECTIVE DATE

This policy was adopted January 2024



Preventing Fraud Waste and Abuse

PURPOSE

To protect town assets and its reputation from misappropriation and abuse by creating an environment in which employees and citizens can report any suspicion of fraud, communicating the Town's intent to prevent, report, investigate, and disclose to proper authorities suspected fraud, abuse, and similar irregularities, and providing management with guidelines and responsibilities regarding appropriate actions in conducting investigations of alleged fraud and similar improprieties.

APPLICABILITY

This policy pertains to any suspected fraud, abuse, or similar irregularity against the Town. It applies to the Select Board, School Committee and all other elected town officials; their appointees; all Town of Carlisle employees; and to any other persons acting on behalf of the Town, such as vendors, contractors, consultants, volunteers, temporary, and casual employees, and grant subrecipients.

POLICY

The Town is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, consultants, vendors, agents, or its own employees, to gain by deceit, financial or other benefits at the expense of taxpayers. Town officials, employees and other persons acting on behalf of the Town must, always, comply with all applicable policies, laws, and regulations. The Town will not condone any violation of law or ethical business practices and will not permit any activity that fails to stand the closest possible public scrutiny. The Town intends to investigate any suspected acts of fraud or other similar irregularities regardless fully, objectively, and impartially of the position, title, length of service, or relationship with the government of any party who may be the subject of such investigation.

A. Definitions

Any person acting on behalf of the Town shall mean any person responsible for or to Carlisle's government placed in that position by some official relationship with the Town.

Abuse includes misuse of governmental authority or position for personal financial benefit or the benefit of an immediate or close family member or business associate.

Abuse can occur in financial or nonfinancial settings and refers to, but is not limited to:

- Improper use or misuse of authority
- Improper use or misuse of Town property, equipment, materials, records, or other resources
- Waste of public funds

Fraud or other irregularity refers but is not limited to:

-
- Any dishonest or fraudulent act
 - Forgery or alteration of any document or account
 - Forgery or alteration of a check, bank draft, or any other financial document
 - Misappropriation of funds, securities, supplies, or other assets
 - Impropriety in the handling or reporting of money or financial transactions
 - Profiteering because of insider knowledge of Town activities
 - Disclosing confidential or proprietary information to outside parties
 - Accepting or seeking anything of material value per Massachusetts General Law Ethics Guidelines from consultants, contractors, vendors, or persons providing services or materials to the Town
 - Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
 - Any claim for reimbursement of expenses not made for the exclusive benefit of the Town
 - Any computer-related activity involving the alteration, destruction, forgery, or manipulation of data for fraudulent purposes
 - Any omissions and misrepresentations made in bond offering documents, presentations to rating agencies, and annual financial reports

Fraud, for purposes of this reporting process, is an intentional act of deceit or dishonesty, or misrepresentation of a material fact, by which a benefit is obtained from the municipality, or where a benefit is obtained because of an individual's duties or functions within the municipality. Fraud may also include an omission or purposeful failure to state material facts, when nondisclosure makes other statements misleading. Fraud can take many forms, such as bribery, forgery, theft, corruption, conspiracy, misappropriation of funds or resources, false representation, concealment of material facts, and collusion.

Fraud may also involve misuse of municipal time or assets, or other situations in which non-monetary benefits are obtained. Falsifying an invoice or travel voucher to obtain reimbursement from the Town for expenses that were not incurred, or that do not relate to Town business, is an example of fraud.

Waste generally involves inappropriate management of government resources or funds that causes taxpayers not to receive reasonable value for their money in connection with government-funded activities.

B. Antifraud Responsibilities

Every employee has the responsibility to assist the Town in complying with policies and laws and in reporting violations. The Town encourages the support and cooperation of all employees in meeting the Town's commitment and responsibility to such compliance.

Town managers and officials are responsible for instituting and maintaining a system of internal controls to reasonably ensure the prevention and detection of fraud, misappropriations, and similar irregularities. Management should be familiar with the types of improprieties that could occur within their areas of responsibility and be alert for any indications of such conduct.

The Town Administrator has primary responsibility for investigating all activity defined in this policy and will, to the extent practical, notify the Select Board of reported allegations of fraudulent or irregular conduct upon commencing the investigation. In all circumstances where there are reasonable grounds to indicate a fraud may have occurred, the Town Administrator, subject to the advice of Town Counsel, will contact the District Attorney's office and/or the Carlisle Police

Department. Upon concluding the investigation, the Town Administrator will report results to the Select Board and others as determined necessary. If the Town Administrator is the subject of the complaint, the Select Board will lead and direct the investigation.

C. Disclosure

If the Town's investigation concludes that there was a violation of any federal criminal law involving fraud, bribery or gratuity potentially affecting a federal award, the Treasurer Collector will disclose such in writing to the federal awarding agency in compliance with the Office of Management and Budget's Omni Circular. Similarly, if there are findings of bond offering information falsification, the Treasurer Collector will disclose in writing to the bondholders.

PROCEDURES

The Town Administrator will create procedures for the following areas at a minimum and will provide an update annually to Town officials.

1. Procedure and methods for reporting suspicions of fraud, abuse and other irregularities
2. Assignment of responsibilities in response to reported suspicions
3. Employee protections from retaliation
4. Security of investigation documents
5. Treatment of anonymous allegations and false allegations (intentional and unintentional)
6. Personnel disciplinary actions
7. Responsibilities around media contact
8. Training, education and awareness
9. Disclosure requirements and protocols

Upon completing these procedures, they should be referenced or appended to this policy.

IMPORTANT CONTACT INFORMATION AND LINKS

The Town Administrator will create procedures for the following areas at a minimum and will provide an update annually to Town officials.:

How to Report Suspected Fraud, Waste or Abuse to the Office of the Inspector General (MA)
<https://www.mass.gov/how-to/how-to-report-suspected-fraud-waste-or-abuse-to-the-oig>

Carlisle Town Website Complaint Form
TBD

24-hour Confidential Hotline Call Fraud Hotline
(800) 322-1323

Whistleblower Laws and Protections
<https://www.mass.gov/info-details/oig-fraud-reporting-faq-what-to-know#whistleblower-laws,-retaliation-and-intimidation:-you-may-be-protected->

REFERENCES

[M.G.L. c. 149 §185](#)

U.S. Office of Management and Budget's [Omni Circular](#) issued December 2013

EFFECTIVE DATE

This policy was adopted January 2024

Purpose of the COAHS Strategic and Capital Planning Subcommittee (SCPS) is:

- To update the data and graphical information on the previous year's Strategic Planning Document.
- Assess accomplishments and plan for the future, pushing out the strategic plan by one year.
- To bring its recommendations annually to the COAHS board and the COAHS Director.

The SCPS will meet regularly beginning each October to conduct its planning work for the COAHS.

Membership: Members are appointed by the Select Board.

The subcommittee will include: three to seven voting members comprised of board/ associate board members and community volunteers plus the COAHS Director or their designee as a non-voting member.

The voting membership for fiscal year 2023-24 will include John Ballantine, Ann James, Jerry Lerman, Toni McBride, Ann Quenin, and Abha Singhal. The COAHS Director, Carol Grueneich, will serve as a non-voting member.

Term: All but two of the voting members will serve a one year term. At the end of the fiscal year, two subcommittee members will remain on the board for an additional year for continuity purposes.

The COAHS SCPS will conduct its deliberations in accordance with Massachusetts' Open Meeting Laws. The subcommittee will take meeting minutes and ensure that they are approved by the SCPS and posted in a timely manner.



SELECT BOARD
TUESDAY, FEBRUARY 27TH, 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
7:15 p.m.	3. Continued Dog Hearing – 40 Laurelwood Road
7:45 p.m.	4. Fire Station RFQ
8:00 p.m.	5. FY25 Budget and Town Meeting Review with Finance Committee <ul style="list-style-type: none">• FY25 Draft 2 Review• Capital Discussions• Warrant Article Review• Ballot Questions
9:00 p.m.	6. Cemetery Task Force and Safety Committee <ul style="list-style-type: none">• Finalize charges
9:25 p.m.	7. Select Board and Town Administrator Goal Review
9:35 p.m.	8. Policy Approvals <ul style="list-style-type: none">• Town – Buy Recycled• Town – Committees and Boards• Finance – Reconciliations• Finance – Fraud, Waste, and Abuse
9:50 p.m.	9. TA Report
10:00 p.m.	10. Minutes and Warrants
10:05 p.m.	11. Liaison Reports
10:10 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=K3oTbFRtemJrMjVmNU00dURhMGNVZz09>



One tap mobile

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

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