

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

March 26, 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 events from Town Hall:

- **Land Use Cubicle Project**

Phase 2 of the second floor cubicle project is now scheduled for May. This will extend new employee space and furniture from the Planning Department to the Health Department. While we will still need to address record storage post construction to fully open the space for employees and residents, the changes will improve flow and productivity.

- **Digitizing Executive Records**

We continue to work through the records backlog in each department including the Town Administrator's office. Morgan Records, already engaged with the Planning Board, will now work to digitize all the old Executive records (about 20 boxes). This will allow for better search functionality and ensures records management compliance even with personnel changes. We may also complete an initiative with the facilities department to digitize building plans for the school. While this is a step forward in the records management project, we will likely continue to return ARPA money as further digitization in the land-use departments will take more time to organize.

## **Human Resources Update**

We regret to report that Juniper Friedman resigned from her position as Municipal Assistant. I will present options for the Board that might help us reorganize personnel to better staff the current vacancies supporting the Historical Commission, Community Preservation Committee, and the Municipal Facilities Committee.

We sent an offer to a new Heavy Equipment Operator (DPW) candidate; however, we lost the candidate during the negotiations. He cited the health insurance split as the difference between our position and a similar municipal position in another community.

## **FY25 Budget Update**

Here are updates to the FY25 budget process:

The recent Carlisle Public Schools (CPS) assessment reduction leaves the operating budget \$30k above the Finance Committee's state guideline of a 3% average tax bill increase. Town Officials can choose levers like one-time funds, increased revenue projections, and/or continued budget cuts to close the gap; however, this budget is now within the margin of error to achieve the guideline figure based on projections for new growth and assessment increases.

CPS pulled their stabilization fund warrant article, removing it from Town Meeting consideration this spring.

The following financial decisions must be made to prepare final budget numbers for April 9<sup>th</sup>:

- \*\* Current operating budget deficit
- \*\* Final approval for capital and warrant articles and associated budget requests
- \*\* There is 55k in borrowing capacity that I would like to move into the maintenance department line items for two reasons:
  - a. Fund admin costs (one year pilot to increase efficiency and support the MFC)
  - b. One time funds to form the MFC reserve (backs up their warrant article)
- \* Health insurance splits
  - a. Maintain the 1% contribution increase for FY25
  - b. Continue to align retirees with active employees
- \* COLA – maintain current 2.25%
- \* Capital stabilization – start saving money here or keep funds above 12% reserve in Free Cash

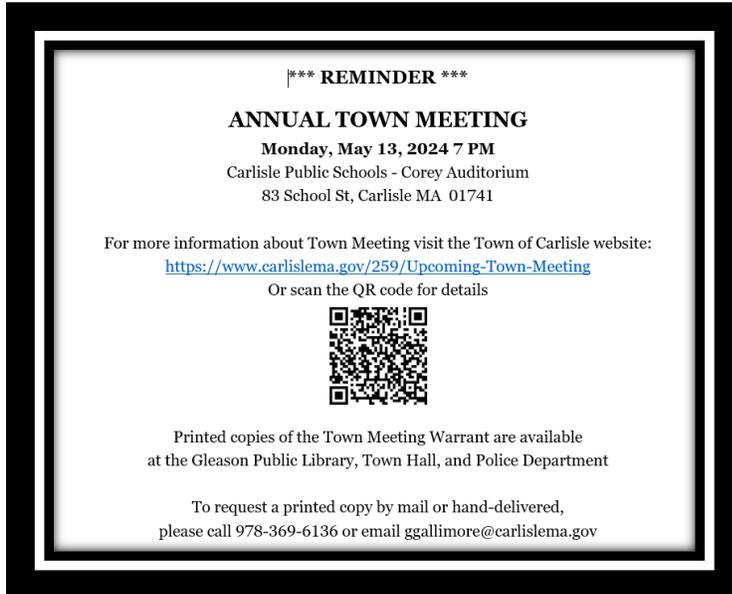
## **Town Meeting Information**

A draft warrant is included in your packet, but it still needs a final review by Town Counsel. The draft includes placeholder items for recommendations and summaries, but these details are not yet finalized. In short, please be patient with the draft.

Gretchen prepared the annual mailing (postcards) to send to all residents in early April (see below). This mailing alerts residents of the coming Town Meeting and directs them via QR code to a robust listing of documents and presentations for each article. We will continue to build out this page with information to help residents make decisions.

To further ensure all residents receive Town Meeting information, we are placing printed warrants in the Town Hall lobby, at the Police Station, and at the Gleason Public Library. We will

also put advertisements in key places around Town to promote the QR code including the Mosquito. We will mail or deliver a warrant to any resident who wants one so please tell your neighbors!



### **Tour de Cure Approval**

The American Diabetes Association, New England Chapter, is requesting your permission to conduct their annual cycling event through Carlisle and the surrounding areas.

The 2024 Tour de Cure: New England event is scheduled to take place on Sunday, August 18, 2024. Organizers anticipate having around 500 participants. The event begins in Lexington and cyclists will be passing through Carlisle between 7:00 a.m. and 4:00 p.m. as they take part in one of our route options: 5, 15, 30, 62, and 100 miles.

Both Chiefs approved this request.

### **Procurement and Project Updates**

DPW Trailer Sprinkler System – This project is now complete after passing final inspections. While the winter appears over, DPW workers finally have a fully compliant rest space for long-duration storms. Thanks to the MFC for their diligence with this project.

Dog Park – I have placed the revised dog park plans out to bid at the direction of the Recreation Commission and expect to see new bid proposals in early April. We give thanks to Holly and the recreation team for turning around this bid quickly and retaining potential grant funding.

Corey Auditorium Lighting – We started the contracting process with Barbizon this week and contracted with GGD to start designing the limited electrical construction. Based on the final EC design, we will either hire an in-house electrician or rebid the final design. There is a chance this project will require additional funding and we are suggesting the Select Board reserve some ARPA funds to complete the installation.

Greenough Barn – Julie and I revamped this bid package after speaking with bidding contractors. We are confident contractors will bid on round two, putting this project in a late summer timeframe.

Recreation Mowing and Fertilizing Contracts – These contracts are now out to bid with a return date of March 22.

### **Rotary Sign Notifications**

I am notifying the Select Board that the Concord Carlisle Community Chest will advertise their Millenium Fund Campaign in the rotary starting March 24, 2024.

I am notifying the Select Board that the Youth Commission is advertising their events in the rotary from April 2, 2024, to April 19, 2024.

I am notifying the Select Board that the Friends of the Gleason Public Library is advertising their Short Story Contest Awards Ceremony at the rotary from April 20, 2024, to May 4, 2024.

### **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.

- *Military Leave.* This leave request to attend the United States Sergeant Major Academy has been delayed to June 8, 2024, due to illness.
- *Upcoming Budget Discussions.* Please see the following highlights and budget decision dates. These will occur during your regularly scheduled meetings.
  - o April 9 – Approve Town Meeting Warrant and Budget
  - o April 23 – Final Town Meeting Article Recommendations
- *Climate Leader and ESC Workplans.* The ESC will present their recommendation for Carlisle to seek a Climate Leader designation from the state, the next level of the Green Communities Program. This will also be a chance for the Board to review the ESC workplan and decide where to invest ESC resources.

- *Fire Station Conceptual Design.* Julie and I will bring this proposed RFQ back to the Board for a discussion about project goals. The desired outcome for this discussion is agreement on the RFQ language, specifically the maximum budget for this project.
- *Road Maintenance Plan.* Jim, Julie, and I met with Nitch to continue refining the Town's plan for maintaining road surfaces. We will bring the first two years of the plan to the Board in April for your approval. This two year plan combines the recommendations from Nitch and recommendations from the DPW about the Town's most complained about roads. Once the two-year plan is approved, we will put the plan out to bid and schedule the work. The overall goal is to create a 10-year maintenance plan with specific funding targets, but we will bring the plan to you in chunks, seeking first a 2-year approval, then 5-years, then the final 10-year plan. I am recommending that the Board schedule a public hearing to present these plans and receive community feedback.

### **Staff Recognition**

This week I would like to recognize the following:

Although I could recognize Gretchen Gallimore weekly for her hard work, her efforts lately go above and beyond. With Aubrey and I both scheduled to be out of the office, Gretchen took on additional responsibilities and training serving as the executive office point person. She did this while balancing additional duties from the CPC, MFC, and TMSC and handling hundreds of transfer station sticker purchases. She never complains and when my schedule adjusted due to illness, Gretchen again added to her workload, keeping up communication with me and helping to work remotely. Much of the Town has literally run on Gretchen's shoulders lately and I am very thankful for her tremendous service.

### **Upcoming Select Board Dates of Interest**

March 29, 2024: Carlisle Election Caucus  
April 2, 2024: Special Select Board Meeting (Goals)  
April 2, 2024: ATA Returns from Parental Leave  
April 9, 2024: Select Board Meeting  
April 12-19, 2024: TA Vacation (Out of State)  
April 23, 2024: Select Board Meeting  
May 13, 2024: Annual Town Meeting  
May 29, 2024: Annual Town Election  
June 8-22, 2024: TA Military Leave

### **Draft Agenda Review (attached)**

## Gretchen Gallimore

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**From:** Timothy Downing <tdowning@designandco.net>  
**Sent:** Friday, March 8, 2024 11:13 AM  
**To:** Gretchen Gallimore  
**Cc:** Ryan McLane  
**Subject:** Re: Rotary Reservation Request 3/11-3/17

Thank you, Gretchen!

We will take 3/24.

Please confirm and thanks.

Tim

**TIMOTHY DOWNING**  
**OWNER AND DESIGN PRINCIPAL**

**D&CO**

44 CANTERBURY COURT  
CARLISLE MA 01741

T 617 524-1856 X 101

[WWW.DESIGNANDCO.NET](http://WWW.DESIGNANDCO.NET)

On Mar 8, 2024, at 8:33 AM, Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)> wrote:

Hi Timothy –

I received your rotary request on behalf of the Concord Carlisle Community Chest. Unfortunately, the Rotary is already booked for your requested dates.

Are there other dates that could work? There is a reservation available beginning March 24<sup>th</sup>. Would another location on Town land function, the Common, for instance?

If neither of those options work, we will ask the Select Board if they would like to override the “two signs rule”.

Best,  
Gretchen

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**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

**Email:** [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)

66 Westford Street  
Carlisle, MA 01741



## Gretchen Gallimore

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**From:** Bill Cooney <williamcooney@comcast.net>  
**Sent:** Monday, March 18, 2024 12:39 PM  
**To:** Gretchen Gallimore  
**Subject:** Re: Rotary Reservation Request

Hi, Gretchen,

Thank you for this approval to place a sign in the rotary.

I did not intend to select "Common" as well; we only need the Rotary.

Kind Regards,  
Bill

On 03/18/2024 8:54 AM EDT Gretchen Gallimore <ggallimore@carlislema.gov> wrote:

Hi Bill –

I am writing to confirm your reservation for a sign advertising the FOGPL Short Story contest 4/20-5/4 in the rotary. If conflicts arise, you may be asked to shorten the duration of your reservation to one week.

Regarding the request for the Town Common – have you reached out to or received permission from the First Religious Society yet? As the Common is jointly owned, they must also give permission.

Best,

Gretchen

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**Gretchen Gallimore**

Executive Assistant

to the Select Board and Town Administrator

**Phone:** 978-369-6136

**Email:** [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)

66 Westford Street

Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Friday, March 15, 2024 9:19 PM  
**To:** Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <athomas@carlislema.gov>  
**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

## Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

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Name	william cooney
Email Address	<a href="mailto:williamcooney@comcast.net">williamcooney@comcast.net</a>
Address	959 concord street
City	carlisle

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State	MA
Zip Code	01741
Phone Number	9785023903
I'd like to place a sign on the...	Rotary, Town Common
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	4/20/2024 8:00 AM - 5/4/2024 4:00 PM
All Day	Yes
Size and Type of Sign	2ft.x3ft
Organization and Purpose	Friends of the Gleason Public Library is sponsoring a Short Story Contest Awards Ceremony on May 4, 2024 at 2PM at the Gleason Public Library.
Language	"Invitation to attend the Short Story Contest Awards Ceremony on May 4th at 2pm on the front lawn of the Gleason Public Library."
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** Gretchen Gallimore  
**Sent:** Tuesday, March 19, 2024 8:50 AM  
**To:** Stefani Keene  
**Cc:** Ryan McLane  
**Subject:** FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Stefani –

I have had to adjust your reservation request due to current reservations.

The rotary is reserved for your sign beginning Tuesday April 2<sup>nd</sup> through Friday April 19<sup>th</sup>.

Due to the length of your reservation, if conflicts arise you may be asked to shorten the duration.

Best,  
Gretchen

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### Gretchen Gallimore

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

**Email:** [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)

66 Westford Street  
Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, March 18, 2024 12:40 PM  
**To:** Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <athomas@carlislema.gov>  
**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

## Reserve Town Property for Private Signs

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Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Stefani Keene
Email Address	<a href="mailto:stefanikeene@gmail.com">stefanikeene@gmail.com</a>
Address	123 EMBER LN
City	CARLISLE
State	MA
Zip Code	01741
Phone Number	6175135149
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	4/1/2024 12:00 PM - 4/24/2024 8:00 PM
All Day	Yes
Size and Type of Sign	sandwich board
Organization and Purpose	Carlisle Youth Commission
Language	*** sign template is already in your records, for Katie Greer
Attach File	<a href="#">image001 (1).jpg</a>
Terms of Use	Yes

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

**Gretchen Gallimore**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 7, 2024 2:31 PM  
**To:** Gretchen Gallimore; Aubrey Thomas  
**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

## Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Timothy Downing
Email Address	tdowning@designandco.net
Address	44 Canterbury Court
City	Carlisle
State	MA
Zip Code	01741
Phone Number	6177927791
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	3/11/2024 8:00 AM - 3/17/2024 8:00 PM

All Day	Yes
Size and Type of Sign	Sandwich board 2 feet by 3 feet
Organization and Purpose	Concord Carlisle Community Chet
Language	Support the Annual Fund and Millennium Fund Campaigns!
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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



SELECT BOARD  
TUESDAY, APRIL 2<sup>ND</sup>, 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. Climate Leader and ESC Discussion
8:15 p.m.	4. Review SB and TA Goals
9:15 p.m.	5. TA Report
9:30 p.m.	6. Minutes and Warrants
9:35 p.m.	7. Liaison Reports
9:45 p.m.	8. Cemetery Deeds
9:50 p.m.	9. 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

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