

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

April 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 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.

- **Records Management**

We contracted with Morgan records to continue digitizing records. We sent more than 70 boxes of records from the executive office and the historical commission for scanning. They are also removing duplicates and extraneous materials. We are also working with the BOH to digitize five boxes of their records. This will make documents more searchable and reduce space in the Town Hall.

Human Resources Update

Our benefits fair is scheduled for May 15th from 2-4pm in the Clark Room. Anush Coates has organized representatives from BCBS, Hartford Life, and the SMART Plan to join us and be available to staff with any questions.

We have been interviewing candidates for both DPW positions and will be sending an offer letter to a Heavy Equipment Operator shortly. We hope to have the candidate ready for appointment by the next Select Board meeting.

Lois Hartley is retiring as a COAHS driver after years of service to the town. She will be missed!

We are collecting resumes for the Conservation and Land Use Assistant position and will schedule interviews later this month.

Town Meeting Update

The full communications plan for sharing Town Meeting information is now in place. In addition to printed warrants, posters, and the mailed post card, we are building a robust Town Meeting website complete with presentations and supplementary information.

To visit the Annual Town Meeting website, follow the link below:

<https://carlislema.gov/259/Upcoming-Town-Meeting>

Aubrey is also putting together a Town Meeting video presentation. This will be various Town officials talking about warrant article details. We are working with MMN to complete this project and the final presentation will be available on YouTube. We hope to make this an annual part of the Town Meeting process.

If you follow the Town on our various social media platforms, you will see daily posts about Annual Town Meeting articles, directing residents to additional information. Aubrey is managing these posts and suggestions are welcomed!

Lastly, I completed the FY25 Budget Book. This provides detailed information about the budget you recommended/approved and gives voters more context for Town Meeting warrant articles. We plan to list the Finance Committee's budget letter and presentation with the budget book for maximum transparency.

FY25 Budget Book - <https://carlislema.gov/DocumentCenter/View/5773/FY25-Town-Meeting-Budget-Book-Final?bidId=>

Additional Chapter 90 FY25 Allocation

The state informed us we will receive \$116k in Chapter 90 funds as part of the Rural Roadway program. This is different than the Fair Share Act which might allocate up to \$175k in additional funding to Carlisle.

Annual Poppy Display

I approved the use of the Town Common for the Annual Poppy Display. This year's display will be on the Town Common from May 18 to June 4. The setup is sensitive to the current global situation and will be of peace doves. Organizers let us know that it will be installed in a manner that will not interfere with the Memorial Day Ceremony and they assured us they have coordinated with the Garden Club as they are also using the common in May. There will be two lawn signs at either

end of the common, that are used every year, and were supplied by the Cultural Council. They state: " Lest We Forget, Memorial Day Poppy Display."

June as Trails Month

The Carlisle Conservation Foundation and the Trails Committee request that the Select Board designate June 2024 as Carlisle Trails Month. June 1 is National Trails Day. The goal is to encourage residents to learn more about and enjoy walking trails in Carlisle. The organizations plan to publicize the event, encourage access to information on the trails, highlight trail walking opportunities, reintroduce the Trail Marker Bingo game, and tie in some trail walking incentives by offering prizes at Old Home Day.

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.

- *Online Donations.* Our Finance Team has a pending request for accepting online donations using Town accounts. While we agree, in spirit, to this request, it does have staff ramifications and expansion concerns. We would like to present this option to the Board for their approval or disapproval.
- *Friends of Center Park Agreement.* Your five-year agreement with the Friends of Center Park expires this September. We have tentatively scheduled a discussion about this agreement (attached) for one of your meetings in May.

Upcoming Select Board Dates of Interest

May 07, 2024: Select Board Meeting

May 13, 2024: Annual Town Meeting (with 30 minute SB meeting if needed)

May 28, 2024: Select Board Meeting

May 29, 2024: Annual Town Election

May 29-31, 2014: TA Professional Development (Cape Cod)

June 8-22, 2024: TA Military Leave

Staff Recognition

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

Holly and I wanted to recognize our police officers with a special recognition for SGT Steve Mack (and his wife) for their efforts during the Town's recent Bike Safety Program. More than 15 residents attended the event, even in the unanticipated rain, working with our officers to learn

how to safely navigate their bikes. Holly said Officers Andrew Corwin and Dean Barbera worked hard to give the participants a great experience. Holly is hoping to make this an annual event.



Draft Agenda Review (attached)

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Tuesday, April 16, 2024 10:32 AM
To: Gretchen Gallimore
Subject: Online Form Submittal: Reserve Town Common for Community Events

Reserve Town Common for Community Events

Use of Town Common

Use of the Town Common for community events requires permission of the Select Board and the leadership of the First Religious Society.

Name	Deborah Bentley
Email Address	carlislepoppyproject@gmail.com
Address	128 Heald Rd
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9787766181
Date(s) and Time of Event	5/18/2024 10:00 AM - 6/4/2024 2:30 PM
Organization and Purpose	Annual Poppy Display
Event Description	<p>This year's display is sensitive to the current global situation and will be of peace doves.</p> <p>The display will be installed in a manner that will not interfere with the Memorial Day Ceremony and I have coordinated with the Garden Club as they are also using the common in May.</p> <p>There will be two lawn signs at either end of the common, that are used every year, and were supplied by the Cultural Council. They state " Lest We Forget, Memorial Day Poppy Display"</p>

Permission from the
First Religious Society

[FRS- Poppy Display for Memorial Day 2024- Repeat
Request.pdf](#)

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



TOWN OF CARLISLE
66 Westford St
Carlisle, Massachusetts 01741



PROCLAMATION: Carlisle Trails Month

WHEREAS, the Town of Carlisle, Massachusetts has over 60 miles of protected public trails offering access to conservation lands as well as linking neighborhoods; and

WHEREAS, a network of open trails benefits both individual residents and the Town as a whole and therefore the community should be supplied with information and opportunities to enjoy trails; and

WHEREAS, the trails are a treasured resource and important element of Carlisle’s rural character; and

WHEREAS, June 1st is National Trails Day;

LET IT BE KNOWN, the Select Board of the Town of Carlisle Massachusetts recognizes and proclaims the month of June 2024 as Carlisle Trails Month in Carlisle.

IN WITNESS WHEREOF, we have given our hand and seal this 23rd day of April 2024.

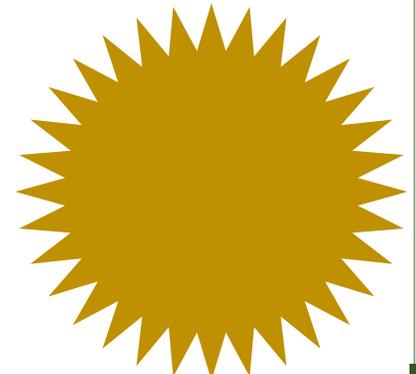
Kate Reid, Chair

Travis Snell, Vice Chair

Barney Arnold

Nathan Brown

David Model





SELECT BOARD
TUESDAY, MAY 07TH, 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. Pole Petition Acton Street
7:30 p.m.	4. Initial Vacancies and Committee Policy Discussion
8:00 p.m.	5. Shared Services Goals
8:30 p.m.	6. Town Meeting (HOLD TIME)
9:00 p.m.	7. TA Report
9:20 p.m.	8. Cemetery Deeds
9:30 p.m.	9. Minutes and Warrants
9:40 p.m.	10. Liaison Reports
9:50 p.m.	11. 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)