

ASSISTANT TOWN ADMINISTRATOR REPORT



Aubrey K. Thomas

June 21, 2024

Town Events and Town Hall News

The Land Use Cubicle Project is now complete! Many thanks to Al, the DPW, Linda, Sylvia, Jennine and Bethany for all of their work to make this happen. The second floor is now fully furnished and looks much more professional for staff, volunteers and visitors.

Volunteer Trainings!

I have scheduled this summer's volunteer training for the below times on Tuesday, August 6th. We are offering two different times that day to allow new volunteers and chairs the opportunity to choose what best fits their schedule. We had a successful turnout last year and look forward to continuing this opportunity!

Volunteer Training 2024

Tuesday, August 6th at 12pm OR 6pm

Learn about town structure, ethics, managing public comments, appointment and resignation process, finance, volunteer and chair roles and responsibilities, and more

Robert Koning

Robert Koning, formerly of Carlisle, passed away May 19, 2024. Chief Koning served on the Carlisle Fire Department as a Volunteer, Firefighter, Deputy Chief and then from 1979 to 2003 as Carlisle's second Fire Chief. He was on the forefront of developing the modern EMS system in our area, as well as critical incident stress management for first responders. In addition to the fire service, Robert Koning was Carlisle's electrical inspector and also building commissioner. In 2002 he was awarded Carlisle's "Most Honored Citizen."

Based on his service and residency in Carlisle, I would like to ask that the Select Board support lowering all Town Hall flags to half-mast on June 27-28 to honor Chief Koning.

Human Resources Update

Gretchen Gallimore continues to hold her Temporary Town Clerk position while also managing the Select Board office. She and I have conducted interviews with Interim Town Clerk candidates and expect to have a name for appointment shortly.

We are still collecting resumes for the Electrical and Facilities Technician, and two DPW positions. We are posting advertisements for a Public Health Nurse (Trish McGean will assist until this position is filled!) and a dispatcher. Christian Seminatore's last day is July 1st and we'd like to thank him for his several years of service to the town.

IAGB Indian Flag Raising Request and Proclamation

The India Association of Greater Boston, known as IAGB is the oldest and one of the leading Indian American community organizations in New England. For the past 60+ years, IAGB has been celebrating August 15, as India Day to commemorate India's Independence and celebrate Indian Americans' rich culture and traditions, with utmost vigor and grandeur. The IAGB requests that Carlisle serve as a "Host" town, gathering around 50 people for a small celebration that includes raising the flags of India and the U.S at the Town Common/Field. The group is requesting a ceremony date of Sunday August 4th at 4:00pm. Select Board attendance is welcomed and traditional. Additionally, I have included a proclamation for your consideration honoring the 78th anniversary of India's independence.

Financial Policies

Your packet includes the two remaining policies for approval: 1) employee reimbursement, and 2) a policy guiding the use of Town credit cards.

Town Hall Garden

Our Town Hall garden has held strong despite the weather thanks to Sarah Wasserman leading many staff members to continue maintaining, weeding and watering at Foss Farm. I helped water the plants yesterday but failed to take updated photos, so here are Ryan's photos again.

I will also reiterate the importance of navigating the community plots slowly this time of year as turtles are crossing the dirt roads as they look for sandy soils to lay eggs.



Procurement and Project Updates

FY24-25 Road Repair Program – Jim Hall and I led a pre-bid conference on June 11. We continue to plan to begin repair work in July.

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.

- *Town Hall Hours.* I have attached an updated memo regarding Town Hall hours and would anticipate a vote at the July 23 meeting.
- *Friends of Center Park Agreement.* Your five-year agreement with the Friends of Center Park expires this September. We are scheduling this for July 9.

Staff Recognition

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

I'd like to thank Gretchen Gallimore and Alanna Lynch for working hard to make sure the Town Clerk's office continues to run smoothly during our Interim Town Clerk search. Gretchen was willing to be the Temporary Town Clerk without hesitation and we are fortunate to have her on our team!

I'd also like to thank ALL of the Town staff for being there for each other during a very difficult month. Almost everyone has offered to pitch in to help keep everything running and it's been a reminder of how great it is to work in Carlisle.

Upcoming Select Board Dates of Interest

July 3-7, 2024: TA Vacation (out of state)

July 4, 2024: Independence Day Holiday (Town Hall Closed)

July 9, 2024: Select Board Meeting

July 23, 2024: Select Board Meeting

Draft Agenda Review (attached)

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Thursday, June 6, 2024 11:04 AM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Space for Private Banner on Town Property

Reserve Space for Private Banner on Town Property

Name	Jennifer Albanese
Email Address	jenndalbanese
Address	700 Autumn Lane
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-413-9200
Date(s) of Reservation	11/2/2024 10:30 AM - 11/16/2024 10:30 AM
All Day	<i>Field not completed.</i>
Size and Securement Method	2x16 with pole pocket
Location of Banner	Town Center approaching Town Green
Organization and Purpose	The Savoyard Light Opera Co for fall musical
Language	English
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

India Day PROCLAMATION 2024

WHEREAS India is the largest free democratic country in the world, her beauty and rich cultural heritage are unmatched; and

WHEREAS, the Indian independence movement was led by patriots like Mahatma Gandhi, Subhas Chandra Bose, Bhagat Singh, Pandit Nehru, Veerapandiya Kattabomman, Rani Laxmi Bai, BR Ambedkar, Chandra Shekhar Azad, Bal Gangadhar Tilak, Mangal Pandey, Sardar Patel, Lala Lajpat Rai, C.R Das, Maulana Azad, Raja Gopalachari, Rani Gaidinliu, later became a model of Civil Rights movement around the globe, including the movement led by Martin Luther King Jr. in the U.S.A; and

WHEREAS, after generations of subjugation under British rule and a long campaign of nonviolent protests led by Mahatma Gandhi, the 1947 Indian Independence Act ushered in a new age of freedom for the people of India, and

WHEREAS, on August 15, 1947, India gained her independence from two hundred years of colonial rule with peaceful civil disobedience and nonviolence. That movement in turn became a new weapon to fight against inequality and injustice in the world; and

WHEREAS the Constituent Assembly of India created a most democratic constitution of its own, taking clues from the British, American and French constitutions; and

WHEREAS, in 1950, India became a republic and adopted a pluralist and democratic Constitution that gave equal rights to all citizens regardless of faith and other identity markers; and

WHEREAS India's Constitution guaranteed there would be no discrimination on the basis of caste, creed, color or sex; and

WHEREAS India has shown an unsurpassed growth in education, health, agriculture, and technology since its independence 77 years ago; and

WHEREAS India's Independence Day is celebrated by over 1.4 billion people across the country with flag-hoisting ceremonies, kite-flying, and parades; and

WHEREAS 29 million Indians residing outside India and overseas Indians comprising the world's largest overseas diaspora; and

WHEREAS with a population of more than 4.9 million in the US, Indian Americans make up approximately 1.35% of the U.S. population and are the largest group of South Asian Americans, the largest Asian-alone group, forming the second-largest immigrant group in the United States, who contribute greatly to the social, economic, and civic health of the nation; and

WHEREAS: India is a composite civilization – a nation extraordinarily unique as a cultural mosaic of people embracing a prodigious diversity of ethnic groups, religions, languages, customs, traditions, clothing, manners, food habits, climatic conditions and natural resources, and yet presenting an underlying unity; and

WHEREAS: this year, India will proudly mark its 78th Independence Day on the 15th of August, honoring 77 years of her treasured freedom; a nation proud of her heritage, including giving the world the numeral “zero”, AND

We, the Select Board do hereby proclaim the 15th day of August 2024 to be:

INDIA DAY

And encourage all residents of to join the Select Board in raising the flags of India and the United States at the Town Common/Field to heartily celebrate India.