

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

July 9, 2024

Town Events and Town Hall News

Volunteer Training

We have scheduled this summer's volunteer training for Tuesday, August 6th at 12pm or 6pm. We had a successful turnout last year and look forward to continuing this opportunity!

Learn about town structures, ethics, managing public comments, the appointment and resignation process, Town finances, volunteer and chair roles and responsibilities, and more.

Early In Person Voting Hours Recommendation

Attached is a recommendation from the Town Clerk's Office for early in-person voting hours for the 2024 State Primary. This requires a Select Board vote.

Human Resources Update

We are excited to welcome James Mullen as our Interim Town Clerk on Monday, July 8th!

We will be conducting interviews for the public safety dispatcher position and the part-time public health nurse position in mid-July. We continue to interview candidates to fill the DPW roles. We are collecting resumes for the Electrical and Facilities Technician role.

Procurement and Project Updates

FY24-25 Road Repair Program – Contracting with Newport Construction, the winning firm for our two-year paving procurement, will complete this week. We expect to publish a paving schedule in the coming weeks and see road work begin by the end of the summer.

Westford Street Temporary Culvert Replacement – A state requirement to allow contractors the ability to request a MassDOT prequalification waiver requires that we extend the procurement

deadline for this project to July 23. Residents can expect this repair to begin within 60 days of the bid award.

Corey Auditorium Electrical Construction – I will have an update on this bid award in time for your meeting; however, the bid does not open until 1pm on the 9th.

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.* We continue to discuss having updated and standardized hours. Key discussion points include Select Board/Committee expectations, public-facing hours, and employee schedules.
- *Friends of Center Park Agreement.* The Board will discuss extending your five-year agreement with FOCP at your meeting on July 23.

Staff Recognition

This week I would like to recognize our hard working public safety officials who keep us safe during major holidays, forgoing time with their family and friends. Although our team will say it is part of the job, I have a never-ending appreciation for the commitment of the public safety team. Happy Independence Day to all.

Also, a special thanks to Christian Seminatore for his 14+ years of service to Carlisle. The Police Department have Christian a special send off last week and we have received compliments from residents above Christian's years of dedication to public safety in Carlisle.

Upcoming Select Board Dates of Interest

July 23, 2024: Select Board Meeting

August 5-9, 2024: TA Vacation (Out of State)

August 13, 2024: Select Board Meeting

August 27, 2024: Select Board Meeting

Draft Agenda Review

To be discussed at the Select Board meeting



Town of Carlisle

MASSACHUSETTS 01741

Office of
TOWN CLERK
66 Westford Street
Tel. (978) 369-6155



Margaret Wang
Town Clerk

Alanna Lynch
Assistant Town Clerk

Carlisle Select Board

July 9, 2024

As the Chief Election Officer for the Town of Carlisle I am recommending that the hours and dates for Early Voting In-person for the 2024 State Primary be as follows:

Saturday	8/24/2024	12:00 pm to 4:00 pm
Monday	8/26/2024	1:00 pm to 3:00 pm
Tuesday	8/27/2024	4:00 pm to 6:00 pm
Wednesday	8/28/2024	8:00 am to 10:00 am
Thursday	8/29/2024	1:00 pm to 3:00 pm
Friday	8/30/2024	4:00 pm to 6:00 pm

According to the State Election Advisory #22-01 for a Town with 0 – 4,999 voters

Required **Weekend** Early Voting In-Person Hours

At least 1 day per weekend

At least 4 hours total each weekend day

Required **Weekday** Early Voting In-Person Hours

At least 25% of regular business hours (the proposed hours meet this criteria)

At least 2 hours each day the Town Clerk Office is open

For weekdays, by default, the early voting hours are during regular business hours; however, the select board has the option to limit early voting in-person hours. To limit the hours the select board will need to vote to do so at a public meeting held no later than 20 days before early voting in-person begins.

Margaret Wang
Carlisle Town Clerk

Gretchen Gallimore

From: James Mullen <jmullen4035@yahoo.com>
Sent: Wednesday, July 3, 2024 2:28 PM
To: Gretchen Gallimore
Subject: Re: Welcome and Preparation

Ms Gretchen,

I have contacted Mary for a time to be sworn in. I told her I would go to her office. The hours of early voting look fine to me. However, for the size of the town I think we could have early voting during all office hours for the November election. I have always hired a police officer for the early voting. You never know what can happen. We shall see. The state has all of my information from my last post in Lancaster. They are extremely difficult to work with. Arthur should not be working with other human beings.
Have I covered everything?
Jimmy

Sent from my iPhone

On Jul 3, 2024, at 12:45 PM, Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

Good afternoon, James –

I'm looking forward to your start next week!

In preparation for your arrival, there are a few things I wanted to reach out about:

First, because it needs to go before the Select Board at their **July 9th meeting**, please review the attached memo regarding reducing EV in-person hours. Then, if you could confirm agreement with the memo or provide a preferable plan. Peggy drafted the memo and schedule before her passing.

Second, you will (obviously) need to be sworn in before commencing any official duties. The Town Moderator is on vacation, but Mary DeAlderete (currently the Lexington Town Clerk) has offered to swear you in, if your schedules can line up. She said you know each other, but her cell phone number is 781-354-4047 and her email is mdealderete@lexingtonma.gov to arrange. Any other arrangement is also fine.

The next couple of things can wait until Monday, but wanted to send them in case we can check a box:

Third, you will need to be bonded. I've attached the blank application and can forward it to our insurance company. Use a limit of \$25,000; effective and start date of 7/8, leave the end date blank; the last four digits of your social is fine.

Fourth, I need to try to get you as the Clerk for Vitals. They are a pain to work with, so if I can start the process I will try! That needs the "Clerk Signature" form and to fill in the missing pieces on the excel sheet (middle initial, birth date, choose a four-digit pin)

Hope you have a great 4th of July!

Best,
Gretchen

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

<EV In-person Select Board Recom.doc>

<Clerk Signature.pdf>

<TownofCarlisle_070824.xls>

<0 Travelers Bond Application.pdf>

**Memorandum of Understanding
by and between
the Town of Carlisle and the Stanton Foundation**

The purpose of this Memorandum of Understanding is to set forth the mutual understandings and commitments between the Stanton Foundation (the “Foundation”) and the Town of Carlisle (the “Town”), acting through its Select Board, pursuant to which the Foundation will make a capital gift for the design and construction of a public dog recreational space (“DRS”) at Carlisle Unleashed Dog Park located at 304 Bedford Road in Carlisle, MA.

RECITALS

WHEREAS, one of the missions of the Foundation is promoting the welfare of dogs and encouraging the dog-human bond;

WHEREAS, the Foundation has awarded the Town a capital grant for construction of a planned DRS;

WHEREAS, the Town has committed \$317,448 in town funds and the Foundation has approved the Town’s DRS plans;

WHEREAS, the Town has identified and designated Town of Carlisle owned land at 304 Bedford Road for the DRS and has the right to use this land for DRS purposes; and

NOW, THEREFORE, the parties to this Memorandum of Understanding (“MOU”) agree that the following is set forth to govern their rights and obligations.

Terms:

1. The Foundation will make a one-time \$250,000 capital gift for the construction of the DRS.
2. The Foundation will provide one capital grant of up to 5% of the \$250,000 capital gift one year after the opening of the DRS and not later than October 1, 2025, provided: 1) the Town’s annual narrative and financial reporting required by this MOU are up to date as of the date of said additional grant, and 2) The Town of Carlisle is supporting the operating budget of the DRS as of the date of said additional grant.
3. The Town has identified and designated that it owns the land at 304 Bedford Road and has the right to use this land for the DRS, subject, however, to all applicable Zoning Bylaws of the Town.
4. The operations of the DRS will be fully compliant with all applicable Town Zoning and General Bylaws.
5. The Town designates Holly Mansfield as the point of contact (POC) with respect to all issues related to the construction, operation and reporting regarding the DRS. Design and

construction documents will be submitted directly to the POC for input from appropriate departments and by the Foundation. Should the Town of Carlisle's designee leave, the Town will provide a new POC as soon as possible, but not later than 30 days.

6. All grants by the Foundation will be provided to the Town of Carlisle pursuant to the Provisions of Section 53A of Chapter 44 of the Massachusetts General Laws.
7. Initial commitments: In the initial stages of this project, the Town shall have responsibility for:
 - Managing public communications during construction and thereafter;
 - Maintaining a DRS account to receive the grant and provide quarterly reporting on the use of these funds;
 - Overseeing the construction of the DRS, including bidding and construction oversight;
 - Make all necessary payments to contractors and other vendors;
 - Facilitating regular communication with designated representatives of the Foundation from execution of this MOU;and
 - Providing a financial report following payment of all project expenses after the completion of construction.
8. The Town has identified or will identify an existing water line that will be made available for the DRS and that will provide water suitable for safe drinking for dogs. The Town commits to complete the infrastructure work necessary for such water line to become operational prior to the completion of construction of the DRS. The Town of Carlisle agrees to maintain such water line on a continuous basis for so long as the DRS is operating.
9. The Town will provide waste containers that will be installed at the DRS. The Town agrees that the Department of Public Works will monitor the waste containers at the DRS on a daily basis and empty as needed.
10. The Town will install signage at the DRS in compliance with applicable sign code. The Foundation agrees that the Town may use signage to acknowledge donors to the DRS, and in that event the Town agrees to acknowledge the Foundation.
11. The Town will provide written reports to the Foundation outlining usage, finances and other issues related to the DRS as mutually agreed.
12. The Town will comply with operating guides as described in Attachment A.
13. If requested by the media or in its own releases, Town may use the following language in describing the Foundation:

The Stanton Foundation is a private foundation, created by Frank Stanton, longtime President of CBS. It has as one of its missions, promoting the welfare of

dogs and encouraging the dog-human bond.

If a media inquiry requires additional information about the Foundation, the Town will make reasonable efforts to notify the Foundation of the request. The Foundation understands that it may not always be possible for the Town to provide such prior notice. The Foundation acknowledges and understands that the Town is subject to the Massachusetts *Open Meeting Law* and that materials and communications related to the Foundation's grant and this MOU may be subject to public disclosure.

14. The Town of Carlisle recognizes the significant financial contribution of the Foundation and agrees that such contribution would be given substantial weight if a future request to rename the DRS is submitted to the Town Administrator.
15. The Town's intent is to maintain the park at 304 Bedford Road as a DRS for a period of no less than ninety-nine (99) years.
16. The Town will attempt to form or work with a "Friends" group to assist with cleaning, fundraising and programming for the DRS.
17. The Town has engaged Fisher Design Group for the Design of the DRS. Desmond Landscape was the lowest eligible bidder resulting from a public procurement process in compliance with MGL Chapter 30 Section 39M. The Foundation approves the selection of Fisher Design Group for the design of the DRS and Desmond Landscape for the construction of the DRS, as put forth in the approved design documents. The Foundation agrees that any payments made from a capital gift from the Foundation to Fisher Design Group or Desmond Landscape shall not be subject to recall or challenge.
18. As per documents provided by the Town, both parties are committed to the opening of the DRS by January 1, 2025. The Town will notify the Foundation's Project Advisor of the expected start date when the contract is fully executed, the date on which construction begins, and at the 50% progress point. The Town will promptly report to the Foundation any delay in the expected completion date.
19. The terms of this MOU are final and binding on all parties, including their respective successors, assigns, executors and personal representatives. This instrument contains the entire agreement of the parties with respect to the subject matter contained herein. This MOU may be modified or waived only by the mutual written consent of the Foundation and the Town.
20. This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Massachusetts.
21. This Agreement sets forth completely the conditions and purposes of the grant contemplated herein, and it shall be binding upon the parties hereto, as well as their successors and assigns, unless and until the provisions hereof shall be modified, in writing, in accordance with Paragraph 20 above.

Agreed to:
The Stanton Foundation

By: _____

Title: _____

Date: _____

Agreed to:
Town of Carlisle, by and through its Select Board

By: _____

Date: _____

Attachment A

The general understandings concerning this project in addition to those described in the MOU are as follows:

Goals.

The goals of this project are to improve animal welfare, foster Town community and camaraderie, and generally improve the quality of life in the Town of Carlisle through the creation of a “Dog Recreational Space” (DRS) at Carlisle Unleashed Dog Park at 304 Bedford Street as described in the attached MOU.

Design.

The DRS is to be built substantially to plan as provided in the Design grant application subject to the Town’s planning and design review process.

Approvals.

The Town of Carlisle has provided the Stanton Foundation with the opportunity to review the design and construction plans for the DRS prior to the construction bid process. The Stanton Foundation is satisfied with the final design.

The Town of Carlisle will create a Coordinating Committee that will meet as required, but at least quarterly during the first three years of operation.

The Coordinating Committee will be responsible for:

- Recommending operating policies such as rules and regulations to the appropriate Town department;
- Regulating use by out-of-town dog owners; and
- Developing the annual proposal to the Foundation for the use of follow-on capital grants from the Foundation.

The membership of the Committee shall include two Town representatives and a member of the Friends of the Dog Park or similar Town canine association if such a group exists. Additional members may be added by unanimous consent of the initial members.

Changes in operating policies must be approved by the Town Administrator or designee.

Miscellaneous.

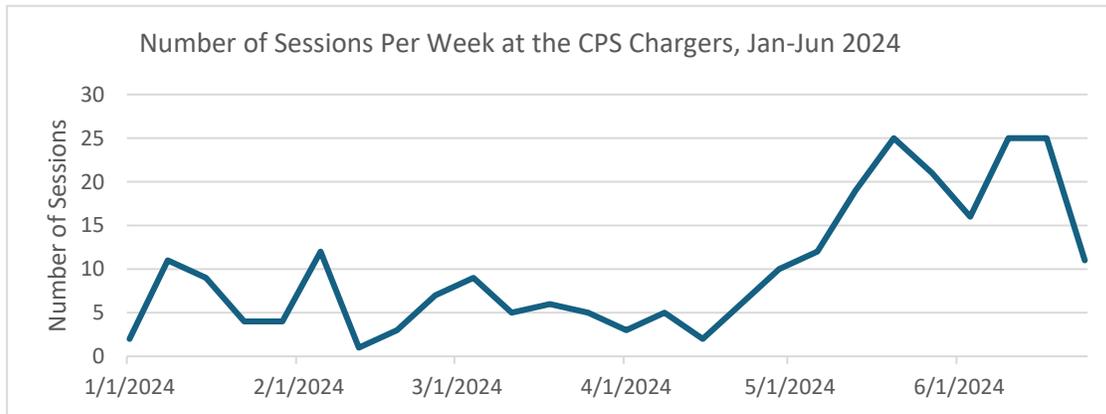
Other than as specifically provided herein, the Foundation will not provide ongoing support for the operation of the DRS.

The participating organizations will not seek renaming of the DRS except in acknowledgment of an endowment gift from which the income is sufficient to cover 50% or more of the annual budget of the DRS.

The timetable for the project shall correspond approximately to the timetable included in the MOU. The parties agree that a January 1, 2025 groundbreaking is desirable.

EV Trial Memo
7/2/24

On May 1st, 2024, the price at the 6 CPS charging ports was lowered to \$0.30/kWh from \$0.65/kWh. This change was made to test if lowering the cost would increase EV charger use at the school, which until that point was lagging behind expectations. The \$0.30/kWh rate was chosen based on extensive calculations and feedback from a CPS staff survey. The survey also indicated interest in charging at work from those who own electric or plug-in hybrid vehicles. In the 60 days of the initial trial period, the number of sessions nearly doubled on average, as indicated in the graph below.



The financial data also indicates a positive trend: when the price is lowered, enough people are motivated to charge to offset the lowered price.

Month	Net Revenue	Eversource Bill	Difference
March	\$141.32	\$200.43	-\$59.11
April	\$71.71	\$104.48	-\$32.77
May	\$377.88	\$347.32	\$30.56

In the months before lowering the price, the town was not making enough money from users to remain budget-neutral. In the first month of the trial (Eversource bill not yet available for June), the town earned \$30.00.

This aligns with the initial calculations that determined the price point. In these calculations, the \$0.30/kWh price point was predicted to be financially neutral if total energy use was between 800-1000 kWh per month. In May, the total energy use was 1390 kWh, and in June, 1600 kWh. Thus, the use of the chargers exceeded the minimum energy necessary to offset the \$0.30 price.

Extending the trial through the end of July allows for a longer data-gathering period that encompasses two different seasons of use: the school year, when CPS staff are charging, and the summer, when the user base may be less consistent. Gathering data during this month will create a fuller picture and allow for an informed, long-term pricing policy for the chargers.

Following July 31st, the EV charging team will analyze the data and propose a new price that will be more in line with the regional market rather than calculated from predicted use. This new price will also be held for a 90-day trial period, and data incorporated into the pricing policy.