

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

July 23, 2024

Town Events and Town Hall News

Volunteer Training

Town volunteer training for 2024 is scheduled for Tuesday, August 6th at 12pm or 6pm. Town volunteers will learn from staff about town structures, ethics, managing public comments, the appointment and resignation process, Town finances, volunteer and chair roles and responsibilities, and more. Interested volunteers should email ATA Aubrey Thomas to reserve a spot (athomas@carlislema.gov).

Human Resources Update

We are conducting interviews for the following positions:

- DPW Driver/Laborer
- Dispatcher
- Public Health Nurse

We are collecting resumes for the following positions:

- Electrical and Facilities Technician
- Planning, Zoning and Land Use Assistant
- COAHS Social Services Coordinator

Chapter 90 Update

I am happy to report we have received all our 2024 allotments for Chapter 90. This funding will support the [2024-25 Road Repair Program](#), the Westford Street Culver replacement, and design investments for roads identified by the Select Board during parity discussions.

The Board should also note that Jim and I have been responding to and meeting with residents that continue to provide their input on the Town's road maintenance and associated safety. I am

hoping residents will continue to send us their information and concerns as the data helps us initiate immediate improvements and build a responsive long-term maintenance plan.

Greenough Barn Deconstruction

Attached is a project schedule for your review. The deconstruction begins this week with site preparation, and the rest begins in earnest the week of the 29th. Thank you to all who helped with this long-awaited project. Select Demo expects to complete the work by the end of August.

Procurement and Project Updates

FY24-25 Road Repair Program – Newport Construction will commence paving between August 12 and August 30th. We will communicate the construction plan to residents via our communication channels. The DPW will prepare all streets for paving in the coming weeks.

Westford Street Temporary Culvert Replacement – The final cost projection for this project will be available in time for your meeting on the 23rd.

Corey Auditorium Electrical Construction – This project bid was awarded to Acer Electric, and I am happy to report that this bid, combined with design and the Barbizon equipment purchase, came in at budget. Our technical advisor, Jeremy Behrle, suggests that we add the following equipment to the procurement. If the Select Board agrees with these additions, I am recommending an ARPA approval of \$20,705 to close the gap.

Emergency Lighting Bypass	\$3,200	(GGD states: Code & Safety Requirement)
Fireproof Curtains & Addressing Riggering Safety	\$6,670	(Safety - CPS had agreed to pay this before their facilities budget was reduced)
Backstage Blue Safety Lights	\$10,835	(Safety - Barbizon: \$7,835, Acer: \$3,000)
Total Deferred	\$20,705	

Dog Park – The Finance Committee agreed to a reserve fund transfer to help close the \$44k gap between the dog park grant funding (Stanton Foundation and McMorrrows) and the final bid. The options to close the remainder, approximately \$20k, include stretching the Parks maintenance budget, which may result in another end of year transfer, or using ARPA funds, a \$20k use.

Donation Acceptance

The Recreation Commission is recommending to the Select Board that the Town accept a \$1000 donation from resident Sandy Nash for pickleball equipment. Thank you, Sandy!

Owner's Project Managers

I am working with the Library Building Committee and the Public Safety Building Renovation Committee (PSBRC) on OPM procurements. Both projects, with approved funding totaling more than \$1.5 million, require a project manager according to state law. Procurement responses are due by the end of August with contracting to finalize immediately after. Once the OPM's are in place, project bidding will begin. I will provide regular project updates in my TA reports.

Rotary Sign Notification

I am notifying the Board that we have approved a rotary sign advertising the Carlisle Congregational Church's block party advertisement. This 28" by 44" advertises their Community Block Party. The advertisement will run from August 24 to September 7th.



Employee Disclosure

Tom McConnon is continuing to serve Carlisle in FY25 as a part-time DPW Driver Laborer and a COAHS Driver. His dual role requires an annual disclosure. We are recommending that the Select Board approve and sign this disclosure as a routine matter.

ICMA Scholarship

Get ready for some acronyms! The Massachusetts Municipal Manager's Association (MMMA) awarded me a scholarship to attend the International City/County Management Association (ICMA) Annual Conference in Pittsburgh from September 21-25. This scholarship covers the cost of the conference and \$1000 in expenses. Additionally, the ICMA offers a 50% reduction in membership cost. In total, the scholarship is worth \$2,220.

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.
- *ARPA Closeout.* The Board will receive a full ARPA report in the coming weeks and be asked to make decisions about how to obligate and spend the final funds. The Board should consider the balance required to spend these funds while also retaining a small reserve to cover issues needing funding flexibility.

Staff Recognition

This week I would like to recognize our staff, especially Al, Myriam, and Gretchen, for organizing the Employee Summer BBQ. Although the BBQ was only a quick hour, it is nice to gather as staff and be thankful for such a wonderful team and great weather. Al cooked a delicious meal, Myriam worked on not only this BBQ, but the COAHS BBQ as well, and Gretchen helped plan. Thanks to the Select Board members who were able to make it and socialize with staff.

At the BBQ, the staff was able to spend time with Steve Bastek and thank him for his years of service to the Town. Steve helped build the Town side of the maintenance department, now combined with the schools, and saved the Town significant money by coordinating and executing maintenance efforts. We wish him luck in his next role.

I would also like to congratulate Gretchen Gallimore for completing the coursework for the Commonwealth's MCPPO program. The state offered one free slot for this difficult training and Gretchen was able to fit in the training while also serving as the Temporary Town Clerk. Adding this skill to her resume will help the Town with procurement compliance.

Upcoming Select Board Dates of Interest

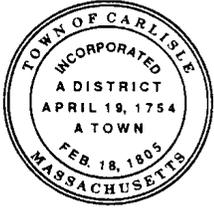
August 5-9, 2024: TA Vacation (Out of State)

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
Office of
RECREATION DEPARTMENT
97 SCHOOL STREET
CARLISLE, MASSACHUSETTS 01741
Telephone: 978-759-7632



Memorandum

To: Select Board

From: Holly Mansfield, Recreation Director

Subj: Donation of Pickleball Equipment

Date: July 11, 2024

A Carlisle resident, Sandy Nash, has generously offered to donate \$1000 toward two pickleball nets, paddles, balls and a tarp to cover the nets. The members of the Recreation Commission discussed this donation at the June meeting. All members are very grateful for the offer and would like to accept the donation.

If you need any further information, please let me know.

Thank you!

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Thomas McConnon
Title/ Position	COAHS Driver/DPW General Laborer/Driver
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	COAHS & DPW
Agency Address	66 Westford St, Carlisle MA 01741
Office phone:	
Office e-mail:	
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	2 / 14 / 2015
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee.
Write an X beside your financial interest.	<p><input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee.
	<input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p>What is your financial interest in the municipal contract?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>
<p>Date when you acquired a financial interest</p>	
<p>What is the financial interest of your immediate family?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>
<p>Date when your immediate family acquired a financial interest</p>	
<p>Write an X to confirm each statement.</p>	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
<p>Employee signature:</p>	<p><i>Thomas J. McConnon</i></p>
<p>Date:</p>	<p>7/16/2024</p>

Attach additional pages if necessary.

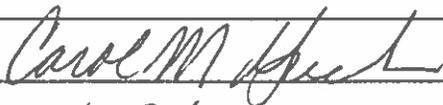
NOT A PERSONAL SERVICES CONTRACT – File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Carol Grueneich
Title/ Position	Director, COATS
Municipal Agency:	Carlisle Council on Aging and Human Services
Agency Address:	66 Westford St. Carlisle, MA 01741
Office Phone:	978-759-7633
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	7-16-24

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.



SELECT BOARD
TUESDAY, AUGUST 13TH, 2024
AT 7:00 P.M.
CLARK ROOM, TOWN HALL
66 WESTFORD ST. CARLISLE, MA 01741

HYBRID MEETING

AGENDA

TIME	PURPOSE
7:00 p.m.	1. Community Input
7:05 p.m.	2. Appointments and Resignations <ul style="list-style-type: none">• Volunteers• Employees
7:15 p.m.	3. Sustainability <ul style="list-style-type: none">• Climate Leader Vote
7:45 p.m.	4. Bog House Presentation
8:15 p.m.	5. Treasurer Collector <ul style="list-style-type: none">• Online donations• Tax bill frequency
8:30 p.m.	6. TA Bylaw
9:15 p.m.	7. TA Report
9:25 p.m.	8. Warrants
9:30 p.m.	9. Liaison Reports
9:35 p.m.	10. 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



Town of Carlisle

MASSACHUSETTS 01741

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



James Mullen
Town Clerk

Alanna Lynch
Assistant Town Clerk

Carlisle Select Board

July 19, 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:

August 24, 2024	Saturday	12:00 PM to 04:00 PM
August 26, 2024	Monday	09:00 AM to 03:00 PM
August 27, 2024	Tuesday	09:00 AM to 03:00 PM
August 28, 2024	Wednesday	09:00 AM to 03:00 PM
August 29, 2024	Thursday	09:00 AM to 03:00 PM
August 30, 2024	Friday	09:00 AM to 03:00 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.

James Mullen
Carlisle Town Clerk