

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

August 13, 2024

Town Events and Town Hall News

Employee Appreciation – August 21, 2pm, Kimballs

We plan to have an “open ice cream bar” to thank Town employees for their hard work in Fiscal Year 2024. The staff had a remarkably successful year, accomplishing both short and long term goals and providing great customer service to Carlisle residents. Members of the Select Board are welcome to join. Town Hall will be closed that afternoon.

Volunteer Training Recap

Dozens of Carlisle volunteers joined us for Aubrey’s second annual Volunteer Training Day. Volunteers, new and experienced, learned about Town structure, finances, Committee roles and responsibilities, OML/Ethics, appointment processes, and how to use Town Hall technology. We hope this event continues to provide newly appointed officials with more context and resources for their important work.

Cemetery Task Force and Safety Committee Work

Initial meetings are now planned after a wave of volunteers filled these important committees. The Cemetery Task Force will focus on developing a strategic and capital plan and the Safety Committee will vet safety improvement requests for the Board.

Human Resources Update from the Assistant Town Administrator/HR Director

As of this report, we have sent offer letters for the following positions:

- DPW Driver/Laborer
- Public Health Nurse (BOH)
- Dispatcher

We are conducting interviews for the following positions:

- Electrical and Facilities Technician
- DPW Heavy Equipment Operator
- Planning, Zoning and Land Use Assistant

Last, we are confirming the job description for the COAHS Social Services Coordinator position. Stay tuned!

Fall Town Meeting – Vote to Open the Warrant

I am recommending that the Board vote to open the Fall Town Meeting Warrant with a closure date of September 24, 2024.

Greenough Barn Deconstruction

Deconstruction activities began last week after Select Demo confirmed erosion controls with the Conservation Commission. The project's first stages include removing the slate tiles, removing the cupola, and separating the middle section of the barn from the wings. The Greenough Conservation Land remains open during the deconstruction phase, but visitors are asked to follow all signs/directions and to stay out of the fenced off areas.

Procurement and Project Updates

FY24-25 Road Repair Program – Newport Construction will mark streets starting August 15. The contractor is aware of the school start date on August 26th and the charity ride scheduled for August 18th. The DPW will prepare all streets for paving on the following roads:

- Church Street
- Curve Street
- Proctor Street
- Prospect Street
- River Road
- School Street (this will be last)

Westford Street Temporary Culvert Replacement – We held the preconstruction meeting for this project and construction will begin the week of August 12th. Westford Street will be closed for at least one week as the culvert is repaired. The closure will impact traffic, but it allows the contractor to complete the work faster. The closure is being heavily advertised.

Corey Auditorium Electrical Construction – We held a coordination meeting last week and expect electrical construction to begin before the end of the month. The project will begin in earnest when the equipment is delivered in September. The auditorium will be closed during the

installation, but the project will be completed in time for planned activities in the fall including theatrical performances and the Fall Town Meeting.

Dog Park – A preconstruction meeting held this week determined this long-awaited project will begin in August and be completed by November.

Central Burying Ground Repairs – The Historical Commission issued four Requests for Quotes for Town Meeting (CPA) approved projects. Issued RFQs include tree maintenance, grave maintenance, stone maintenance, and repairing of the Litchfield Seat (carpentry).

School Concrete Project – We contracted with Antonellis Construction to complete concrete repairs identified in the FY25 capital plan. The project will be completed prior to school starting.

Building Construction Projects

Library Renovation

Martha hosted a well-attended pre-bid conference with interested Owner's Project Managers. The Library Building Committee will review applications this month and select an OPM to start the bidding and construction process.

Police Station Renovation

Chief Amendola and Suzanne Spinney hosted a well-attended pre-bid conference with interested OPMs. The Police Station Building Renovation Committee will review applications on the 23rd and select an OPM after in-person interviews. It is also important to note that the project is through all permitting Boards except for the Board of Health and will soon be ready for bidding.

Fire Station Renovation

The OPM solicitation will go out the week of August 12th with a tentative response date of September 13th. Selecting the project OPM will likely be a large part of your September 27th meeting. I recommend inviting the fire chief to join you for the selection discussion.

Road Work

I engaged with Nitsch Engineering to acquire proposals for two Select Board requests. The first is an inventory of all Town culverts. This inventory and assessment will mirror the road repair assessment and inform the long-term capital plan. The second proposal provides a survey and options for the repair of Pheasant Hill Lane.

EV Charging Testing

Our EV charging price sensitivity data collection continues. My working group, led by Sarah, is evaluating a rate of 35 cents for the next three months, followed by another adjustment and three month analysis this winter. The rate is tied to a regional average. This data collection will provide information to the Select Board to create a lasting EV pricing policy.

Upcoming Discussion Points

This report section outlines 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.

- *Fire Station OPM.* The Select Board agreed to serve as the Designer Selection Committee for the Fire Station OPM decision. This means the Board will review bid proposals, select OPMs to publicly interview (if necessary), and make the final decision.
- *TA Evaluation.* It is that time of year again!
- *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

Holly Mansfield and the Recreation Commission sent out a hearty thank you to the Fire Department, Police Department, Board of Health, School, Library, and DPW for their assistance with the immensely popular Summer Fun program. She identified the following programs as favorites: fire truck sprinklers, checking out the police cruiser, creating a beautiful bird craft at the library and movies and events at the school. She also thanked the BOH for helping to keep everyone healthy and to all departments for chipping in with equipment movement. I would personally like to thank Holly for her dedication, always going beyond to improve the program.

Upcoming Select Board Dates of Interest

August 21, 2024: Employee Appreciation at Kimball's Farm

August 27, 2024: Select Board Meeting

September 10, 2024: Select Board Meeting

September 21-25, 2024: TA ICMA Conference (Pittsburg)

September 24, 2024: Select Board Meeting

October 8, 2024: Select Board Meeting

October 22, 2024: Select Board Meeting

November 12, 2024: Fall Town Meeting

Draft Agenda Review

To be discussed at the Select Board meeting



SELECT BOARD
TUESDAY, AUGUST 27TH, 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. Review Town Administrator Bylaw Draft
8:30 p.m.	4. Police Station Renovation OPM Discussion and Vote
8:45 p.m.	5. ARPA Discussion and Review
9:00 p.m.	6. Town Administrator Evaluation – Initial Discussion
9:15 p.m.	7. Town Administrator Report <ul style="list-style-type: none">• Building Project Updates• FY25 Budget Calendar Vote• Goals Calendar Discussion<ul style="list-style-type: none">○ Buildings○ Budget○ Planning Efforts
9:40 p.m.	9. Warrants
9:45 p.m.	10. Minutes
9:50 p.m.	11. Liaison Reports
9:55 p.m.	12. 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/82690280675?pwd=Za9Quy53BhqfBS1KllF9xD1r1fg7.1>

Meeting ID: 826 9028 0675

Passcode: 609893

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