

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

August 27, 2024

## **Town Events and Town Hall News**

### *Employee Appreciation – August 21, Kimball Farm*

I had the privilege of hosting our annual Summer Employee Appreciation Day, held this year at the world famous Kimball Farm - Carlisle. Despite being mocked for my choice of soft-serve ice cream (thanks Travis), I had a great afternoon spending time with the world's greatest staff. Thank you to the Select Board for stopping by and saying hello and thank you to all the Town employees who work so hard to make Carlisle better.

### *Hallway Decoration*

Al Foote started the exciting work of returning decorations to the Town Hall walls. We took much of the history and décor down during the remodel and painting, but plan to return those memories and more. The goal is to make the Town Hall more interesting and to collaborate with residents and organizations to display Carlisle's history.

## **Human Resources Update from the Assistant Town Administrator/HR Director**

We are excited to present Sandra Fauvel for appointment as the newest Town dispatcher! Sandra owns multiple businesses, including Jazzercise of Nashua, Endorphin Factory Fitness Studio, and Pink Door Painting. We look forward to having her join our public safety!

We are interviewing two more candidates for the Planning, Zoning and Land Use Assistant position and anticipate having a finalist to appoint at the next Select Board meeting.

We are continuing to interview for the DPW positions, and we are collecting resumes for the Electrical and Facilities Technician position.

We are also finalizing the COAHS Social Services Coordinator position and plan to have it posted by September.

### **Fall Town Meeting – Calendar**

Attached to this report is a calendar highlighting important Fall Town Meeting dates. We continue to solicit warrant articles and prepare information for your review. We will distribute a list of potential articles at your next meeting. Please let us know what materials you need to make decisions about the warrant and eventual recommendations.

### **Fall Outreach Efforts**

TA Coffee Hours will continue in the weeks leading up to Fall Town Meeting. The first will be held at Ferns on Tuesday September 10<sup>th</sup> from 10-11am. Next, we plan to “move” Town Hall to Center Park on October 2<sup>nd</sup>. “Town Hall in the Park” will offer residents a chance to meet Town Officials and discuss key issues in a beautiful and informal setting.

### **FY2026 Budget**

The proposed FY26 Budget Calendar is attached to this report. Please note you have not finalized a date for the Annual Town Meeting, but the draft calendar officially begins the budget process and helps us schedule important milestones to move the process. I am looking for you to amend/approve this calendar with the understanding that it is a working document.

### **Capital Project Updates**

FY24-25 Road Repair Program – Newport Construction finalized Church and School Street paving. Completing these roads timely was a DPW priority to ensure a smooth return to school. Newport will finish the remaining projects after Labor Day. Remaining work includes:

- Curve Street
- Proctor Street
- Prospect Street
- River Road

The Greenough Barn Deconstruction Project is nearing completion. The Barn’s Cupola was carefully removed. The nearly 20-foot structure will be delivered this week to the Historical Society for repair and reuse. The DPW secured bundles of slate roof tiles for future projects and the dismantled “middle section” is headed to its new home in Concord. The remaining punch list items include removing all debris and restoring the land to conservation standards.

Westford Street Temporary Culvert Replacement – Two-way traffic is now possible on Westford Street. The culvert is fully restored including a paving course to secure the groundwork. Special

thanks to the DPW and Police Departments for their careful attention to this project and an efficient construction timeline that secured an important piece of infrastructure.

Corey Auditorium Electrical Construction – Our super volunteer Jeremy continues to work with Stephen to move this project forward and on time. We will provide the Select Board, School Committee, and public with pictures as soon as they are available.

Dog Park – Mobilization began this week. This project will take a couple of months to complete, starting with tree clearing and ending with grass planting.

Central Burying Ground Repairs – Historical Commission Co-Chair Krissy O’Shea led a pre-bid meeting at the cemetery to answer contractor questions about the four projects scheduled for this Fall. Project components include restoring at least 60 gravestones, trimming troublesome trees, repointing/repairing cemetery entrance stones, and restoring the Litchfield Seat.

### **Building Construction Projects**

#### *Library Renovation*

The Library Building Committee received five bids for renovation project OPM services. The Committee will now evaluate the responses and meet to create a concise list for interviewing. The Committee expects to select an OPM by the end of September.

#### *Police Station Renovation*

The Police Station Building Renovation Committee (PSBRC) received five bids for project OPM services. The Committee is in the process of evaluating bids and expects to select an OPM by the end of September.

#### *Fire Station Renovation*

The OPM solicitation is now out to bid and will return by the end of September. The Select Board will engage directly in the selection process in the month of October.

### **Rotary Sign Approvals**

We approved a rotary sign advertising the Middlesex County 4H Fair in Westford. A Carlisle resident made the request. The sign will be in the rotary from August 21-26.

We approved a rotary sign advertising the Annual Carlisle Democratic Town Committee Picnic. The sign will be in the rotary from August 18-25.

We approved a rotary sign advertising the 2024 6<sup>th</sup> Grade Spaghetti Supper. The sign will be in the rotary from October 10 to October 24.

## **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!

## **Staff Recognition**

I would like to recognize our Veteran Services Department for providing exceptional one-on-one services to our veterans and their family. While I have mentioned the work of Karen Tyler on Carlisle VA claims, we recently received a letter from a Carlisle resident praising Bill Linehan, a Veteran Services Officer serving on our regional team (attached). Bill went above and beyond to assist a veteran's family with understanding their loved one's service. As a veteran and former VSO, I am thrilled to recognize our veteran team and continue to hear about their dedication to our veteran population.

## **Upcoming Select Board Dates of Interest**

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

# FALL TOWN MEETING CALENDAR



Fiscal Year 2025

<b>Open STM Warrant</b> Select Board starts accepting article requests	<b>August 13, 2024</b>
<b>Close STM Warrant</b> Placeholders Due	<b>September 24, 2024</b>
<b>Deadline for Town Counsel Review</b> Final warrant signed	<b>October 15, 2024</b>
<b>Select Board Final Warrant Vote</b> Final warrant signed	<b>October 22, 2024</b>
<b>STM Warrant Posted</b> Departments and Boards	<b>October 23, 2024</b>
<b>Fall Town Meeting</b> Carlisle Public Schools	<b>November 12, 2024</b>

# CARLISLE BUDGET CALENDAR



Fiscal Year 2026

<b>Approve Budget Calendar</b> Select Board	<b>August 27, 2024</b>
<b>Present 5-Year Capital Plan</b> <b>Present Financial Forecast</b> <b>Budget Goals</b> Select Board Finance Committee	<b>October 08, 2024</b>
<b>Approve Budget Goals and Guidelines</b> Select Board Finance Committee	<b>October 22, 2024</b>
<b>Send Departments and Boards Guidelines</b> Town Administrator Finance Director	<b>October 25, 2024</b>
<b>Open Town Meeting Warrant</b> Select Board	<b>November 26, 2024</b>
<b>Department/Board Budgets Due</b> Departments and Boards	<b>December 3, 2024</b>
<b>Town Administrator's Budget</b> Town Administrator	<b>December 10, 2024</b>
<b>Department Meetings with Finance Committee</b> Finance Committee	<b>January 2025</b>
<b>Joint Budget Meeting</b> SB, SC, FinCom	<b>February 11, 2025</b>
<b>Close Town Meeting Warrant</b> Select Board	<b>February 11, 2025</b>

<b>Select Board Warrant Article Review</b> Select Board	<b>February 25, 2025</b>
<b>Select Board Warrant Article Recommendations</b> Select Board	<b>March 11, 2025</b>
<b>Public Budget Hearing</b> Select Board Finance Committee	<b>March 12, 2025</b>
<b>Finalize and Sign Town Meeting Warrant</b> Select Board	<b>March 25, 2025</b>
<b>Post Town Meeting Warrant</b> Town Administrator	<b>April 1, 2025</b>
<b>Town Meeting Mailing to Residents</b> Town Administrator Town Moderator	<b>April 15, 2025</b>
<b>Town Meeting Motion Booklet to Printer</b> Town Administrator	<b>April 21, 2025</b>
<b>Annual Town Meeting</b>	<b>April 28, 2025</b>
<b>Annual Town Election</b>	<b>May 6, 2025</b>

## Gretchen Gallimore

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**From:** Gretchen Gallimore  
**Sent:** Wednesday, August 21, 2024 11:30 AM  
**To:** Hrclarke@comcast.net  
**Subject:** FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Bob –

You're confirmed for the Rotary 8/21-8/23 and the Transfer Station 8/24-8/26

Best,  
Gretchen

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### Gretchen Gallimore

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

**Email:** [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)

66 Westford Street  
Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

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**From:** James Hall <jhall@carlislema.gov>  
**Sent:** Wednesday, August 21, 2024 11:28 AM  
**To:** Gretchen Gallimore <GGallimore@carlislema.gov>  
**Cc:** Ryan McLane <rmclane@carlislema.gov>  
**Subject:** Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi all,  
Yes, that is fine with me regarding signage at the transfer station.  
Thanks,  
Jim

Get [Outlook for Android](#)

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**From:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>  
**Sent:** Wednesday, August 21, 2024 11:03:20 AM  
**To:** James Hall <[jhall@carlislema.gov](mailto:jhall@carlislema.gov)>  
**Cc:** Ryan McLane <[rmclane@carlislema.gov](mailto:rmclane@carlislema.gov)>  
**Subject:** FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Jim –

I just got a call from Bob that he'd like to move the sign to the TS on Saturday (since the rotary is reserved). It that okay with you?

Best,  
Gretchen

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**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

**Email:** [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)

66 Westford Street  
Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

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**From:** Gretchen Gallimore

**Sent:** Wednesday, August 21, 2024 9:00 AM

**To:** [Hrclarke@comcast.net](mailto:Hrclarke@comcast.net)

**Subject:** FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Bob –

I received your below request.

However, there are already two reservations beginning Sat 8/24.

You could place your sign in the rotary today through Friday, or you can choose another space in Town (Town Hall, Transfer Station, etc.)

Let me know what you'd like to do.

Best,  
Gretchen

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**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

**Email:** [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)

66 Westford Street  
Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>

**Sent:** Tuesday, August 20, 2024 9:12 PM

**To:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>; Aubrey Thomas <[athomas@carlislema.gov](mailto:athomas@carlislema.gov)>

**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

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Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

Name	Bob Clarke
Email Address	<a href="mailto:Hrclarke@comcast.net">Hrclarke@comcast.net</a>
Address	174 Robbins Dr
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978 3699129
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	8/21/2024 8:30 AM - 8/26/2024 12:00 PM
All Day	<i>Field not completed.</i>
Size and Type of Sign	2x3"
Organization and Purpose	Middlesex County 4H Fair
Language	Middlesex County 4H Fair August 24, 25, 26 4H Fairgrounds 55South Chelmsford Rd, Westford MA
Attach File	<i>Field not completed.</i>

Terms of Use

Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, August 14, 2024 1:22 PM  
**To:** Gretchen Gallimore; Aubrey Thomas  
**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

### Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

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Name	Francis Tacardon
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Email Address	francistacardon@yahoo.com
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Address	195 Rockland Rd
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City	Carlisle
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State	MA
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Zip Code	01741
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Phone Number	9785908201
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I'd like to place a sign on the...	Rotary
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If "other", on what Town land would you like to place your sign?	United States
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Date(s) of Reservation	8/16/2024 10:00 AM - 8/25/2024 6:00 PM
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All Day	Yes
Size and Type of Sign	2x3 feet
Organization and Purpose	Annual Carlisle Democratic Town Committee Picnic
Language	Carlisle Democratic Town Committee Picnic/Potluck. Aug 25 Sunday 1-4. 64 Timothy Lane Carlisle MA
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

**Gretchen Gallimore**

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**From:** noreply@civicplus.com  
**Sent:** Thursday, August 22, 2024 4:25 PM  
**To:** Gretchen Gallimore; Aubrey Thomas  
**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

## Reserve Town Property for Private Signs

Use this form to request approval to place a private sign in the Rotary, Town Common, or other Town-owned land. Town Common requests must also be approved by the First Religious Society. Other Town-owned land may require permission of an associated public body.

The Select Board/Town Administrator will typically approve a display period not longer than one week, with a possible renewal for a second week. Only two private signs at a time, no larger than 2 feet by 3 feet, may be displayed in the Rotary. In order to place a private sign in the right of way in front of a residence or business, one must obtain the permission of the property owner.

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Name	Chris Winders
Email Address	chris@crullea.com
Address	528 Maple Street
City	Carlisle
State	Ma
Zip Code	01741
Phone Number	978-869-6016
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	10/10/2024 12:00 AM - 10/24/2024 11:45 PM

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All Day	Yes
Size and Type of Sign	Sandwich Board (2' x 3')
Organization and Purpose	2024 6th Grade Spaghetti Supper
Language	Spaghetti Supper 2024 A Night in Venice October 24, 2024 CPS Cafeteria www.spaghetthisupper.org  There will be more once the poster and theme are finalized
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

Matthew J. Hanson, Town Manager  
Town of Bedford  
10 Mudge Way  
Bedford MA 01730

August 7, 2024

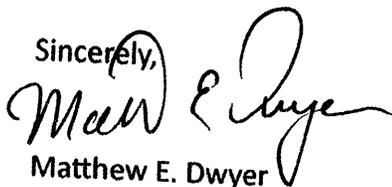
Dear Mr. Hanson:

I write to express my appreciation for the fine assistance I received recently from William Linehan, the Veteran's Agent for the Town of Bedford, in connection with my efforts to retrace the military service of my father, Matthew H. Dwyer, in the United States Army during WWII. My family were long-time residents of the Town and, after waiting in vain for more than a year for the federal bureaucracy to respond to my written inquiries for his records, my search had seemingly reached an impasse. I was then directed to Mr. Linehan by personnel at Post 221 of the American Legion in Bedford.

Mr. Linehan returned my call promptly, met with me in person for nearly two hours, and engaged his contacts at the Massachusetts military records service center while I remained present in his office. His efforts produced, within days, a series of documents that will, I believe, enable me to retrace my father's journey across the South Pacific Theater of Operations as a member of the 32d Infantry ("Red Arrow") Division, a unit credited with having served more days in combat than any Division in the United States Army in WWII.

Too often the efforts of our public employees go unrecognized. I want to acknowledge with gratitude that Mr. Linehan was diligent, unfailingly courteous and generous with his time, not to mention very effective in successfully navigating a course that had left me stymied for over a year. He is quite obviously an asset that the Town of Bedford, its veterans and their descendants are fortunate to have.

Sincerely,



Matthew E. Dwyer  
116 Patch Meadow Lane  
Carlisle, MA 01741

Cc: Board Of Selectmen, Town of Bedford  
John Cooper, Post Commander Post 221  
Karen Tyler, District Director  
William Linehan, Veteran's Agent



SELECT BOARD  
TUESDAY, SEPTEMBER 10<sup>TH</sup>, 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"><li>• Volunteers</li><li>• Employees</li></ul>
7:10 p.m.	3. Veteran and Celebrations Committee <ul style="list-style-type: none"><li>• Revolutionary War Markers</li><li>• 250<sup>th</sup> Update</li></ul>
7:30 p.m.	4. Fall Town Meeting Warrant Review <ul style="list-style-type: none"><li>• TA Bylaw</li><li>• AA Bylaw</li><li>• Veteran and Celebrations Bylaw Change</li><li>• Other Proposed Articles</li></ul>
8:30 p.m.	5. Friends of Center Park Agreement
8:45 p.m.	6. Select Board Goals
9:30 p.m.	7. Town Administrator Report
9:45 p.m.	8. Warrants
9:50 p.m.	9. Minutes
9:50 p.m.	10. Liaison Reports
9:55 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/82690280675?pwd=Za9Quy53BhqfBS1KllF9xD1r1fg7.1>

Meeting ID: 826 9028 0675

Passcode: 609893

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One tap mobile

+13052241968,,82690280675#,,,,\*609893# US

+13092053325,,82690280675#,,,,\*609893# US