

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

October 8, 2024

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

### *First Floor Employee Spaces*

We contracted with a design firm to develop solutions for integrating the COAHS into the Town Clerk's office. This project serves as the last step in the Town Hall's light remodel. The funding for this project continues to be ARPA. Our designers understand the goal is to maximize services in both departments while giving all employees productive workspaces. We expect to present a design to the Town Clerk, the COAHS, and the Select Board before ordering the furniture. The timeline for this project includes approvals in late October and installation after the holidays.

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

We have over fifteen applications for the permanent Town Clerk position. I am finalizing the interview panel who will help me review the applicants and identify the top candidates for interviews, which will happen later this month.

We are thrilled to ask that the Select Board appoint Kathleen Bond as our newest Social Services Manager for the Council on Aging and Human Services! Since stepping into the interim position, Kathleen has seamlessly taken on the responsibilities with enthusiasm and dedication while still maintaining her responsibilities in her current role, and we are confident that she will continue to excel. We will be advertising her former position this week!

Jim Hall and I are interviewing more candidates for the DPW Heavy Equipment Operator position and plan to have an appointment request for the next Select Board meeting. We are also advertising for the Facilities Technician position that will assist with all town buildings.

## **Fall Outreach Efforts**

Our first Town Hall in the Park was a success with representatives from departments on hand to meet with interested residents. While the turnout was low, the conversations were rich, including

most department heads getting to learn all about DPW equipment. I would like to thank the Friends of Center Park and Alison Saylor for providing park tours and talking about the park's coming attractions. Center Park is uniquely beautiful in the fall.

I have been invited to judge the Carlisle PTO Trunk-or-Treat later this month and I will be attending the Revolutionary Grave Marker installation at the Central Burying Ground on Sunday, October 27, at 3pm. The Select Board is invited to attend this event.

### **Community Compact Grant**

We received notification (attached) from the Lt. Governor's office that our proposal for a CCC Best Practice grant focused on our culvert assessment was approved. We do not know the exact dollar amount at this time, but the award will allow us to defer assessment costs to actual repair work. We requested \$50k.

### **FY2026 Budget**

The FY26 budget process officially begins next Tuesday when I present the FY26-30 Capital Plan and Financial Forecast to the Board. These presentations should help inform your budget goals. I presented a beta version of these reports to the Finance Committee last week and invited them to attend your meeting to hear your goals discussion.

### **Cemetery Task Force and Safety Committee**

Your newly created committees continue to work on their goals and scope.

The Safety Committee met with Town Counsel and our engineers from Nitsch to better understand the mechanics of proposed road safety changes. Additionally, we are starting to push vetted safety concerns to the Committee for their consideration.

The Cemetery Task Force has been visiting neighboring cemeteries to capture lessons learned and developing their plan for tackling current cemetery issues. We will also meet with vendors that provide services like GIS mapping and a more personalized cemetery experience.

### **Utility Vehicle Approval**

The Facilities Department is requesting permission to purchase a utility vehicle. This heated, street-legal vehicle with cab would be a cost-effective replacement for the old facilities truck, allowing the team to move personnel and materials to Town campuses without using a personal vehicle. The cost is \$25k; however, Aubrey is attempting to secure an insurance grant to defer up to \$10k of this cost. While this request will take from the FY25 facilities budget, it does remove an expensive truck from the FY26 capital plan and return approximately \$50k overall.

### **Capital Project Updates**

Julie completed the final walkthrough of the Greenough Barn project. The Conservation team signed off on the walkthrough after the contractor removed the fencing and a layer of crushed stone (needed for the heavy equipment). Slate from the roof will move to the DPW and the cupola will find its way to the Historical Society. I have asked the land-use team to create a final public presentation about this project.

The Corey Auditorium Lighting project continues to move forward, awaiting final equipment installation. The project remains on schedule. Town Officials can anticipate another 5-7 weeks for this project to complete.

I visited the Dog Park site this week and was impressed by the project's progress. Tree clearing is done, and the earthwork is nearing completion. The next steps include installing the fencing and planting the grass. According to the contractor, the park might be opened for use later this fall.

Contracts are being signed for the Central Burying Ground Projects. Phase One of the tree work is now complete, exposing the beautiful Litchfield Seat to passersby. Phase Two of the tree work includes removing dying trees and limbs that threaten the historic monuments. The final phase includes grinding the stumps. Next, contractors will restore the gravestones to their original positions and replace the roof of the Litchfield Seat. Although the entrance pillars were included in the original job description, the budget will not allow these to be replaced, and the Historical Commission is likely to seek additional CPC funding in the spring.

## **Building Construction Projects**

### *Library Renovation*

The Library Building Committee met Friday to interview their short-list of OPMs. I may have an update for you on their selection at your meeting Tuesday.

### *Police Station Renovation*

I am currently negotiating a scope of services and cost proposal with Construction Monitoring Services (CMS) Inc. Per the Town's Designer Selection Committee Policy, I will present the results of this negotiation to the DSC and ultimately the Select Board for approval. If I am not able to negotiate an acceptable fee, we will move on to the second place candidate, Hill-LiRo.

### *Fire Station Renovation*

The Select Board has received the proposals and instructions to review and score at your special meeting on October 15<sup>th</sup>. The goal of this meeting is to short-list candidates for interviewing on October 22<sup>nd</sup>. The Select Board should work to score their proposals ahead of the October 15<sup>th</sup> meeting to allow for a fruitful deliberation.

## 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.

- *Town Hall Hours.* The Board committed to this discussion in time for a December decision. Key points include predictable hours for residents, the ability to provide coverage for high-quality services, and employee recruitment and retention. Please let us know what you need in terms of data for this decision.
- *COAHS Discussion.* The COAHS Board will meeting in joint session with the Select Board to discuss their long-term strategic plan. While the highlight of this conversation will be proposed Community Center, the discussion should also touch on the service levels required/requested for the senior population as it continues to grow in Carlisle.
- *Town Clerk Appointment.* Aubrey has begun vetting candidates for interview. The Select Board can anticipate a potential name for appointment in mid to late November. The reason for the delay is the November election cycle. We have a team in place to carry the Town through the coming election and until the permanent Town Clerk is appointed.

## Sign and Banner Approvals

We approved a banner advertising the Savoyard Light Opera Co's fall musical. The banner will fly over School Street from November 2-16.

We approved a use of Town property request for the annual poppy display on Town Common. The organizer Debbie Bentley and the local celebrations committee has requested to display the poppies for 10 days spanning Veterans Day. The number of poppies is 250 to honor the coming 250<sup>th</sup> celebration of the Battle of Lexington and Concord. The display will be on the Town Common from November 11-18.

We approved a rotary sign advertising the Friends of Concord Carlisle Wrestling youth training program. The sign will be in the rotary from September 24 to October 7 and again from October 22 to November 4.

We approved a rotary sign advertising the Community Preservation Committee's upcoming public hearing/discussion. The sign will be in the rotary from October 25-30.

We approved a rotary sign advertising the Umbrella Stage Company's upcoming theater production. The sign will be in the rotary from September 25 to October 2.

We approved a rotary sign advertising the Umbrella Stage Company's fall musical. The sign will be in the rotary from October 2-9.

## **Staff Recognition**

I would like to recognize Officer Andrew Corwin who recently graduated from the National Passenger Safety Certification Program. This certifies Officer Corwin as a trained technician for the installation of child safety seats. Adding this skill better enables the Police Department to provide this important service to the public.

For more information about this program, visit:

<https://cert.safekids.org/>

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

October 14, 2024: Columbus Day, Town Hall Closed

October 15, 2024: Additional Select Board Meeting (in-person only)

October 22, 2024: Select Board Meeting

November 11, 2024: Veterans Day, Town Hall Closed

November 26, 2024: Select Board Meeting

November 28, 2024: Thanksgiving Holiday, Town Hall Closed

November 29, 2024: Day After Thanksgiving Holiday, Town Hall Closed

December 10, 2024: Select Board Meeting

## **Draft Agenda Review**

To be discussed at the Select Board meeting

# Seeking quote on utility vehicle



sconnearney@carlisle.k12.ma.us

To

Bcc 'Stephen Skip Jackson'; 'DavidH@fivestargolfcars.com'; 'sales@toreku.com'

Reply

Reply All

Forward



Wed 9/25/2024 10:30 AM

Good morning-

I am reaching out to ask for a quote on a utility vehicle with the list of options below that are needed.

## Scope of needs:

- Utility vehicle must be able to climb a 25% slope
- Have a tow hitch and be able to pull a small trailer
- Have enclosed cab
- Have heat
- Have wipers
- Have rear bed for holding tools and/or debris (dump body or opening tailgate)
- All terrain tires.
- All wheel drive OR 2 to 4 wheel drive option
- Headlights
- Side Mirrors
- Street legal for small road travel from building to building (registerable)
- Preferably electric but will accept gas or diesel if the above options are not available on an electric version.

Let me know if you have any questions.

## Stephen Connearney, CSL

Facilities Director | Town of Carlisle

(857) 270-2667 Office

(978) 831-4592 Mobile

Shipping & Office address:

150 Church St.

Carlisle, MA 01741

**QUOTE SHEET**

**TOREKU TRACTOR & EQUIPMENT, INC.**

4 LITTLETON ROAD RT 2A/110

OWNERS:

M-F 8:00-5:00

AYER, MA 01432

TONY SHAW

SAT 8:00-2:00

978-772-6619

JUST OFF THE ROTARY

LISA SHAW

978-772-0831 (fax)

e-mail sales@toreku.com

website www.toreku.com

\*\*\*\*\* KUBOTA\*WOODS\*HUSQVARNA\*ECHO\*SNAPPER\*MANTIS\*FERRIS\*LITTLE WONDER \*\*\*\*\*

CUSTOMER NAME: CARLISLE PUBLIC SCHOOL DATE: 9/16/2024

ADDRESS: CARLISLE MA PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

INTENDED USES: \_\_\_\_\_

RECOMMENDED MODEL: KUBOTA RTVX1100CWL-H 4WD DIESEL UTILITY VEHICLE FACTORY CAB \$ 26400.00

HEAT, A/C, HYDRAULIC LIFT, SPRAY IN BEDLINER  
INTERIOR MIRROR INCLUDED

77700-11811 LED FRONT WORKLIGHTS KIT 215.00

77700-11812 LED REAR WORKLIGHT KIT 115.00

9PM5 EXTERNAL CAB MIRROR KIT (2) 200.00

WINCH 550.00

TURN SIGNAL KIT 400.00

KUBOTA GOVERNMENT DISCOUNT - PO REQUIRED -2000.00

TOREKU APPRECIATION DISCOUNT -500.00

**QUOTE VALID TILL 12/30/2024, ETA: IN STOCK**

SUB-TOTAL 25380.00

**KUBOTA FINANCING WORKSHEET-- INSURANCE REQUIRED**

UCC NH\$100/MA\$47\$70 70.50 KUBOTA INSURANCE 395.93 per year + \$50 1 X FEE

ADMIN FEE 200.00 PAYMENT:

SALES TAX EXEMPT

PROMO:		W/ EQUIPMNT INSUR		W/ KUBOTA INSUR.
12M	0.00%	ADDITIONAL	\$2,137.54	\$2,174.70
24M	0.00%	FEE*	\$1,068.77	\$1,103.85
36M	0.00%		\$712.51	<b>\$746.90</b>
48M 2*	0.00%	\$507.60	\$544.96	<b>\$579.00</b>
48M	0.99%			
48M	2.99%			
60M	0.00%			
60M 2*	0.00%*			
60M	0.99%			
60M	1.99%			
60M	3.99%		\$472.28	\$509.65
72M	0.00%*			
72M 2*	0.00%*			
72M 4*	0.00%			
84M	0.00%			
84M 4*	0.00%*			
84M	1.99%			

DEALER INSTALLATION 0.00

TOTAL SALE 25380.00

DELIVERY \_\_\_\_\_

BALANCE 25380.00

*Inclusion of non-Kubota equipment may result in blended rates*

SALESMAN: **LISA SHAW**

CUSTOMER APPROVAL: \_\_\_\_\_



OFFICE OF THE GOVERNOR  
COMMONWEALTH OF MASSACHUSETTS  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

September 30, 2024

Ryan McLane, Town Administrator  
66 Westford Street  
Carlisle, MA 01741

Dear Town Administrator McLane:

I am writing to congratulate you and your colleagues in Carlisle on entering into a third Community Compact agreement. Both Governor Healey and I understand that in order to have a thriving Commonwealth, we need thriving cities and towns. And as you know, Community Compacts enhance our shared commitment to provide more efficient, professional, and responsive services.

We are excited to continue to partner with you to implement your chosen best practice(s), as noted below:

- *Best Practice #1: Develop a multi-year asset management plan that inventories and rates the condition of public works assets such as roadway pavement, municipal vehicles, drainage facilities, and culverts/bridges. The plan should then include a funding strategy and schedule for efficient maintenance, preservation, and reconstruction/replacement of these assets.*

Governor Healey and I appreciate Carlisle participating in the Community Compact program and we look forward to continuing our strong partnership to improve services at the local level.

Sincerely,

A handwritten signature in blue ink that reads "Kimberley Driscoll".

Kimberley Driscoll  
Lieutenant Governor

cc: Sean Cronin, Senior Deputy Commissioner of Local Services  
Juan Gallego, Assistant Deputy Chief of Staff to the Lieutenant Governor

September 25, 2024

Town of Carlisle  
Recreation Commission  
66 Westford Street  
Carlisle, MA 01741

RE: Carlisle Dog park  
Banta Davis Recreation Area, Carlisle, MA

Status Report #1

Members of the Commission:

I visited the project site on September 5, 16, and 25, 2024 to review progress and respond to Contractor (Desmond Landscape, Inc.) inquiries for the above mentioned project for compliance with the Site Plan Review Certificate of Compliance.).

The Dog Park Project entails the construction of new dog park facility, the provision of accessible and safe access, creation of rain gardens and drainage, fencing and lawn areas.

Generally, the project is progressing in accordance with the certificate of Compliance, the General Conditions and Special Conditions attached to the Order. Specifically, the following has occurred:

- 1: Construction safety fencing has been installed.
2. All sedimentation barriers were installed and Conservation was notified.
3. 99% of tree removal has been accomplished as specified. Several large trees were protected.
4. Earthwork has begun Site is generally within 12" of finish grade. Many large boulders were uncovered..
5. Drainage system installation has begun as specified. Swale along softball field is under construction. Detention basin stone installed.
6. Rain gardens in small dog park begun.
7. Fence layout.

Scheduled for the next 7-10 days:

1. Fence layout.
2. Fence installation
3. Continued earthwork and boulder movement.
4. Topsoil installation

Sincerely,  
Fisher Design Group



David Fisher, ASLA, RLA

September 5, 2024



September 25, 2024





Swale and Detention Basin along Softball Field



Bark Mulch is approximately the 10' buffer area outside fence



Looking north from small dog area into large dog area

## Gretchen Gallimore

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**From:** Amy Mestancik <amestancik@comcast.net>  
**Sent:** Thursday, September 19, 2024 7:58 PM  
**To:** Gretchen Gallimore  
**Cc:** 'Concord Youth Wrestling'  
**Subject:** RE: Online Form Submittal: Reserve Town Property for Private Signs

Gretchen,

Thank you... no apologies needed. I'm grateful for you.

Could we please have 9/24, Tuesday through 10/7, Monday?

We also have a winter session, so could we reserve again for 10/22, Tuesday through 11/4, Monday?

Do you always reserve Tuesday to Monday?

I'll await your confirmation and I'll place the sign according to the approved times.

Thank you again,  
Amy

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**From:** Gretchen Gallimore [mailto:GGallimore@carlislema.gov]  
**Sent:** Thursday, September 19, 2024 11:18 AM  
**To:** amestancik@comcast.net  
**Subject:** FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Amy –

I apologize it's taken a few days to respond to this request.

The issue with your application is the duration of the request; by policy, reservations are for one week with an optional extension to two weeks. The Rotary is also already reserved for two signs (the maximum) through 9/23.

The rotary is available 9/24 – 10/13. What are your preferred days? (You can request two weeks at once.)

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:** Monday, September 16, 2024 9:21 AM

**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

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	Amy Mestancik
Email Address	<a href="mailto:amestancik@comcast.net">amestancik@comcast.net</a>
Address	135 Indian HI
City	Carlisle
State	MA
Zip Code	01741
Phone Number	781-424-5239
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	(Thank you)
Date(s) of Reservation	9/18/2024 9:00 AM - 10/15/2024 6:00 PM
All Day	Yes
Size and Type of Sign	1.5' x 2' on wire stand

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Organization and Purpose	Friends of Concord Carlisle Wrestling - the sign promotes sign ups for Youth Wrestling training - grades 4 to 8
Language	<a href="http://www.concordyouthwrestling.com">www.concordyouthwrestling.com</a> Concord Carlisle Youth Wrestling Sign up TODAY! Grades 4-8
Attach File	<a href="#">FOCCW Signage.jpg</a>
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, September 26, 2024 5:48 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	Barney Arnold
Email Address	barney4carlisle@gmail.com
Address	Town Hall
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-985-1228
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	10/25/2024 9:00 AM - 10/30/2024 10:15 AM

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All Day	Yes
Size and Type of Sign	sandwich board 2x3, both sides
Organization and Purpose	Community Preservation Committee
Language	draft: Community Discussion about the CPA funds and how to use these funds in Carlisle
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:** Wednesday, September 25, 2024 11:40 AM  
**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.

---

Name	Sarah Shiner
Email Address	sarah@theumbrellaarts.org
Address	40 Stow Street
City	Concord
State	MA
Zip Code	01742
Phone Number	978-371-0820 x211
I'd like to place a sign on the...	Rotary, Town Common
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	9/25/2024 11:30 AM - 10/2/2024 11:30 AM

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All Day	Yes
Size and Type of Sign	yard sign; 24in x 18in
Organization and Purpose	The Umbrella Stage Company theater production
Language	Sep 20-Nov 3; NETWORK; TheUmbrellaArts.org; 40 Stow St, Concord
Attach File	<a href="#">UA_yard24X18_NET (1).pdf</a>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, September 25, 2024 11:42 AM  
**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.

---

Name	Sarah Shiner
Email Address	sarah@theumbrellaarts.org
Address	40 Stow Street
City	Concord
State	MA
Zip Code	01742
Phone Number	9783710820
I'd like to place a sign on the...	Rotary, Town Common
If "other", on what Town land would you like to place your sign?	Concord
Date(s) of Reservation	10/2/2024 11:30 AM - 10/9/2024 11:30 AM

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All Day	Yes
Size and Type of Sign	yard sign; 24in x 18in
Organization and Purpose	The Umbrella Stage Company fall musical
Language	NOW. HERE. THIS.; Oct 4-Nov 10; TheUmbrellaArts.org; 40 Stow St, Concord
Attach File	<a href="#">UA_yard24X18_NHT (1).pdf</a>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Friday, September 27, 2024 10:41 AM  
**To:** Gretchen Gallimore  
**Subject:** Online Form Submittal: Reserve Town Common for Community Events

### Reserve Town Common for Community Events

#### Use of Town Common

Use of the Town Common for community events requires permission of the Select Board and the leadership of the First Religious Society.

Name	Deborah Bentley
Email Address	carlislepoppyproject@gmail.com
Address	128 Heald Rd
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9787766181
Date(s) and Time of Event	11/6/2024 1:00 PM - 11/18/2024 1:30 PM
Organization and Purpose	Carlisle Poppy Project
Event Description	The 250th Celebration Committee have requested that the poppies be displayed for the 10 days spanning Veterans Day in the number 250 to remind the town of the lives given in the Revolutionary War, and highlight the upcoming events for the 250th anniversary of North Bridge. I have also written to FRS for permission.
Permission from the First Religious Society	<i>Field not completed.</i>

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

## Gretchen Gallimore

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**From:** Eric Darling <edarling@carlisletaxcredits.com>  
**Sent:** Friday, September 27, 2024 9:33 PM  
**To:** Gretchen Gallimore  
**Cc:** carlislepopyproject@gmail.com  
**Subject:** Re: Online Form Submittal: Reserve Town Common for Community Events

Hi Gretchen – Yes, FRS is happy to grant permission to the Carlisle Poppy Project to use the Common for another year.

Thanks for all you do,

Eric

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**From:** Gretchen Gallimore <GGallimore@carlislema.gov>  
**Date:** Friday, September 27, 2024 at 10:52 AM  
**To:** Eric Darling <edarling@carlisletaxcredits.com>  
**Cc:** carlislepopyproject@gmail.com <carlislepopyproject@gmail.com>  
**Subject:** FW: Online Form Submittal: Reserve Town Common for Community Events

Good morning Eric –

When you have a moment, could you confirm FRS permission for use of the Town Common for this year's Poppy display?

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 <noreply@civicplus.com>  
**Sent:** Friday, September 27, 2024 10:41 AM  
**To:** Gretchen Gallimore <GGallimore@carlislema.gov>  
**Subject:** Online Form Submittal: Reserve Town Common for Community Events

Reserve Town Common for Community Events

## Use of Town Common

Use of the Town Common for community events requires permission of the Select Board and the leadership of the First Religious Society.

---

Name	Deborah Bentley
Email Address	<a href="mailto:carlislepoppyproject@gmail.com">carlislepoppyproject@gmail.com</a>
Address	128 Heald Rd
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9787766181
Date(s) and Time of Event	11/6/2024 1:00 PM - 11/18/2024 1:30 PM
Organization and Purpose	Carlisle Poppy Project
Event Description	The 250th Celebration Committee have requested that the poppies be displayed for the 10 days spanning Veterans Day in the number 250 to remind the town of the lives given in the Revolutionary War, and highlight the upcoming events for the 250th anniversary of North Bridge. I have also written to FRS for permission.
Permission from the First Religious Society	<i>Field not completed.</i>

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SELECT BOARD  
TUESDAY, OCTOBER 22<sup>ND</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. Fire Station Renovation OPM Interviews
9:10 p.m.	4. FY26 Budget Goals
9:30 p.m.	5. Town Administrator Report
9:40 p.m.	6. Warrants & Minutes
9:45 p.m.	7. Cemetery Deed Transfer Requests
9:50 p.m.	8. Liaison Reports
9:55 p.m.	9. 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**

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One tap mobile

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## Gretchen Gallimore

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**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.](#)