

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

October 22, 2024

Town Events and Town Hall News

First Floor Employee Spaces

Joyce Contractors finalized the first-floor remodel draft. The Town Clerk and COAHS Director are reviewing the findings and offering amendments. Design challenges include maximizing public space, improving employee workspace, and ensuring enough room for the necessary Town Clerk paper records. We hope to socialize a final design with the Board for a late-fall approval. The remodel, if approved, would take place in early January.

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

The Town received nearly 20 applicants for the Town Clerk position. We are currently reviewing and ranking the candidates to determine who will make the interview round at the end of October/beginning of November.

We have also received applications for the COAHS Transportation and Services Coordinator position as well as the Facilities Technician. We will determine the top candidates for both positions by the end of the month.

We are still seeking a DPW Heavy Equipment Operator candidate as our top candidate had multiple offers and chose to serve in another Town.

Fall Outreach Efforts

I was 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 also invited to attend this event.

The Select Board started their new Office Hours initiative this week, inviting staff members and interested residents to speak with them outside of a formal meeting. I would be interested in

gathering lessons learned from each participant so we can incorporate a version of Select Board office hours into the yearly outreach calendar. I am also scheduling winter coffee and open house hours for the next two months.

FY2026 Budget Update

Attached to this report is a memorandum with potential FY26 budget discussions. This memo aims to assist you with your October 24th budget goals discussion. The Finance Team will use input from the Select Board and Finance Committee to create final instructions for departments to consider when making their FY26 budget requests. The Select Board and Finance Committee will receive the first draft of the FY26 budget on December 10.

[FY26 Budget Documents](#)

Another key decision point for the FY26 Budget is the Annual Town Meeting date. The Select Board should solidify ATM date options at your next meeting.

Finally, I have attached Concord's Budget Calendar to this report for the Select Board to see important dates related to the Concord Carlisle Regional High School budget process.

Online Donations Update

The Cultural Council has withdrawn their request to pilot online donations. The Council is using services provided by the Community Foundation for MetroWest. The Foundation will establish and manage a dedicated fund (The Carlisle Cultural Council Fund) for donors to contribute from any financial source. Options include donor advised funds, personal checks, credit cards, and more. Our Finance Team has prepared the parameters of a pilot for online donations but will hold off on this presentation unless the Select Board of Finance Committee advises us to move forward. We have no other groups seeking to create a method for online donations.

Utility Vehicle Grant

Aubrey secured a \$10k MIIA Grant for the proposed facilities utility vehicle. The utility vehicle increases employee and student safety, reducing our overall insurance liability. Aubrey deserves significant credit for maximizing our grant eligibility and thinking creatively to apply a grant opportunity to a necessary capital purpose. Overall, Aubrey and Stephen reduced a \$75-\$90k capital ask to an overall \$15k investment.

Natural Gas Contract

A working group I established finalized a contract with Sprague Energy, combining four CPS accounts and six Town accounts to make the procurement more attractive to bidders. Had we not combined the accounts, the Town accounts would not have provided enough of an incentive to attract bidders to offer a long-term rate. The new contract secures a rate of \$.087dth for 12

months. We had Sarah on our working group to assess green options but found an extremely limited supply of natural gas bidders in the New England area. All bidders had decent green scores, but nothing that would change our procurement decision. Overall, we are pleased with the contract and will work in the next year to secure longer term and potentially greener option.

OPEB Presentation

My financial oversight working group met with Carlisle's OPEB actuary to review our OPEB liability and trust funding. I have attached the presentation for your review. We are happy to report that our liability is 27.86% funded, putting Carlisle in the 80-90th percentile for Massachusetts. This is a more than 6% increase in our funding ratio. This increase is the result of improved employee experience and favorable interest rates. The final working group recommendation is to maintain our current level of OPEB funding. Currently, we budget \$215k per year.

Holiday Hours

I am recommending that the Select Board offer Town employees additional holiday hours in the coming months as their annual holiday gift. The recommendation includes closing the Town Hall and non-essential buildings on December 24th and December 31st. This includes compensating employees that need to fill necessary shifts. It is my opinion that Town building usage will be extremely limited on those days and most departments will have limited capacity given holiday vacations.

Capital Project Updates

The Greenough Barn project is now final. We are working on a public presentation to document this successful effort.

The Corey Auditorium Lighting project is now substantially complete. Although minor installations are still needed, Jeremy reports the auditorium with improved lighting and safety will be available for use on Monday.

I visited the Dog Park site this week and the project continues to move forward with fencing installation. According to the contractor, the park might be opened for use later this fall.

Tree work in the Central Burying Ground restoration project finalizes this week. The tree work opened sight lines and removed limbs endangering historic markers. The next phase will begin later this month with contractors restoring gravestones and replacing the Litchfield Seat roof. Although the entrance pillars were included in the original job description, the budget will not allow this work. The Historical Commission is likely to seek additional CPC funding in the spring to complete this stonework.

The MFC has contracted with our mechanical house doctor engineers to assess conditions and create construction documents for replacing Library HVAC coils. This project will be intertwined

with the renovation to save time and money. Additionally, the MFC is helping the Recreation Commission replace the HVAC system in the Brick Building. While the current funding plan uses FY25 funds (rec revolving), the overall project cost might need MFC funds or a FY26 capital/warrant article request.

I assisted Lt. David Newman and the Fire Department to procure new garage bay heaters for the Fire Department. The winning bidder plans to install these systems before the winter.

Building Construction Projects

Library Renovation

The Library Building Committee will meet Friday to discuss the CMS proposal for OPM services.

Police Station Renovation

The Police Station Building Renovation Committee met last Friday to discuss the CMS proposal. I will provide an update at the Select Board decision if available.

Fire Station Renovation

The Select Board narrowed the Fire Station Renovation OPM search to three firms, selecting CMS, RGB, and Colliers for in-person interviews. I will be finalizing a list of questions for the Select Board to use. The goal is to rank-order finalists for selection and negotiation.

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 be 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.

- *Climate Resilient Policies Presentation.* The Town Planner and Sustainability Coordinator would like to make a presentation to the Board about these topics and related actions.
- *Tax Classification Hearing.* The last action needed to complete the FY25 tax rate is a classification hearing conducted by the Chief Assessor. Brian will come to your meeting on November 26th to make this presentation and seek a motion on whether the Board wants to shift the tax rate.

Sign and Banner Approvals

We approved a banner on the north end of the Town Common green advertising the Mosquito's Annual Campaign. The banner will be displayed from November 18 to December 2.

Halloween Trick or Treating

Hours for Trick or Treating have been set by Police Chief Amendola for October 31st from 4pm-8pm. We will be communicating these hours to the public.

Staff Recognition

I would like to recognize our Town Planner Julie Mercier and our new Planning, Zoning, and Land Use Assistant Noelle Beland for their recent outreach about the MBTA Communities Housing Mandate. Specifically, I would like to applaud their information sharing and above-and-beyond efforts during the first MBTA Communities Open House. The MBTA Communities work is mandated, necessary, and of course, generating significant resident questions. More than 100 people attended the first open house. The Planning Department designed two open houses with the goals of exchanging information, gathering feedback, and refining mapping. Julie and Noelle held one-on-one conversations, explaining MBTA efforts and gathering information to inform the Planning Board's final recommendations. The Department's willingness to share information and answer resident questions will pay dividends during the discussions to come.

**MBTA COMMUNITIES
HOUSING**



The Planning Board and MBTA Communities Subcommittee are excited to chat with all residents about a creative strategy for Carlisle to comply with the MBTA Communities housing mandate.



WHEN? OPEN HOUSE WHERE?

WEDNESDAY, OCTOBER 16TH
4-7PM

SATURDAY, NOVEMBER 16TH
9AM-12PM



For more information scan here
<https://www.carlislema.gov/195/MBTA-Communities>

83 SCHOOL ST
SCHOOL CAFETERIA

REFRESHMENTS PROVIDED
DROP IN AND CHAT WITH US!

Upcoming Select Board Dates of Interest

- October 24, 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

FY26 BUDGET GOALS



Ryan M. McLane

Town Administrator

October 17, 2024

Memorandum Purpose:

To provide discussion points informing the Select Board's FY26 budget goals.

Background Information

The Select Board and Finance Committee received a FY26 budget calendar that identifies a goals discussion as necessary to inform FY26 department budget requests. Below are items for these boards to consider during the joint meeting. Please see the following link for budget reference materials to include the FY26 Budget Calendar and financial planning documents.

<https://www.carlislema.gov/1083/Budget-Information>

Discussion Points:

- Select a date for the Annual Town Meeting
 - o Current date of April 28th is not acceptable to the moderator due to its proximity to April School Vacation
- What directions do you want to give the Finance Committee in terms of:
 - o Acceptable tax impacts
 - o Acceptable service levels
 - o Acceptable debt levels
 - o Acceptable capital spending levels
 - o How to configure future building projects into the larger budget/tax picture
- What priorities does the Board want to communicate to departments?
- What direction do you want to give the departments about constructing their budget?

- Staffing levels – Given budget constraints and known expense increases, the Boards should be explicit with their recommendations to departments on how to structure increased staffing level requests.
 - Capital Requests – Understanding the Town’s capital plan and future capital considerations helps departments understand how to structure current and future capital requests. The Board should communicate capital priorities so departments can understand how to create and justify their capital requests.
 - Alternate Funding – The Board has discussed requiring departments to use any available funds outside of the operating budget to fund budget increases. The Board should define what they mean by this and be explicit.
 - Regionalization/Shared Services – What do you want to communicate to departments about the future of combined/shared departments/staff?
- Free Cash is important for the Town’s future capital investments. The estimated FY26 Free Cash level is higher than average, but not enough to fund the Town’s capital requests and maintain a 12 percent reserve. The Select Board and the Finance Committee should consider opinions on the following financial benchmarks to inform the coming budget process.
- Free Cash Generation – How restrictive do you want to be with revenue projections? For example, current local receipt estimates are conservative. This is good budgeting, but also limits revenue for spending.
 - Reserve Levels – Carlisle currently has more than 12% of its operating budget in reserves. This is a strong financial position; however, it restricts usage for one-time purchases like capital.
 - Capital Stabilization – Both the Select Board and the Finance Committee have discussed how to smooth costs/tax impacts over the short and long term. How does the Board want to use the capital stabilization fund (or not) to accomplish this goal?

**CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT**

120 MERIAM ROAD CONCORD, MA 01742 PHONE: 978.318.1500 www.concordps.org/

**CONCORD PUBLIC SCHOOLS & CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT
FY26 BUDGET TIMELINE**

- ❖ October 1: October 1 enrollment will be sent to Principals and Administrators
- ❖ October 15, 2024: FY26 zero-based budget packets and instructions will be sent to principals, department chairs, and district departments
- ❖ October 15 - November 22: FY26 zero-based budget development with principals, department chairs, and district departments
- ❖ **October 22: DRAFT Capital Plans (10 year) presented to School Committee**
- ❖ Oct TBD: Preliminary budget planning meeting with Carlisle Finance Committee Liaison
- ❖ October 22: Preview 10/24 Concord Finance Committee presentation with School Committee (*response to annual data request, to aid in establishing budget guidelines*)
- ❖ October 24: Presentation to Concord Finance Committee (annual data request response)
- ❖ **November 18: Joint Select Board/School Committee/Finance Committee Capital Planning Forum**
- ❖ December 2 – 6: Principals/Departments present FY26 Budget requests to Administration
- ❖ **December 16: Joint Select Board/School Committee/Finance Committee Capital Planning Forum**
- ❖ January 7: FY26 Superintendent's Recommended Budgets presented to SCOM
- ❖ January 7: Place ad to appear at least 7 days prior to January 21 PUBLIC HEARING
- ❖ January 18 (or 11): Concord Town Meeting Preview Meeting; Warrant Opens
- ❖ January 21: PUBLIC HEARING - FY26 Superintendent's Recommended Budgets
- ❖ Late January: Governor's house budget released/initial revenue projection
- ❖ January/February TBD: FY26 Superintendent's Recommended Budgets will be presented to the Concord Finance Committee (Carlisle TBD)
- ❖ February 4: School Committee vote to adopt FY26 Budgets
- ❖ February 5: Due Date for Draft Warrant Articles to Town of Concord
- ❖ February 19: Concord Town Meeting Warrant Closes, Warrant Articles due (Carlisle TBD)
- ❖ April TBD: Carlisle Finance Committee / CCRSD SCOM Public Hearings
- ❖ April 15: Superintendent's FY26 budget books available to the public
- ❖ May 1: Concord Finance Committee / Concord SCOM FY26 Budget Public Hearings
- ❖ June 2: Concord Annual Town Meeting (Carlisle TBD)

***Ongoing budget discussions will be held with the Finance Committees in both towns' up until their Town Meetings. The School Committee adopted budgets can be revised downward up until Town Meeting.*

MIIA Grant Statement

Carlisle

Grand Total: \$10,000.00 \$10,000.00

Grant ID	Department	Category	Purpose	Status	Requested Amt	Awarded Amt
RM 71	Executive	Safety equipment: manual material handling devices (carts, dollies), hot sticks, hydraulic lift gates, manhole cover lifts, multi-gas meters, personal voltage detector, etc.	Utility Vehicle	Yes	\$10,000.00	\$10,000.00



Town of Carlisle



GASB 75 Results

October 16, 2024

FOUNDED IN 1998

Actuaries & Management
Consultants

Providing actuarial consulting
& valuation services to over
500 municipal entities

Office located in Connecticut -
with clients in 37 states,
Europe, South America &
Australia



**About
Us**



Why Do We Need an OPEB Report?

OPEB accrual accounting vs. pay-as-you-go accounting

Accrual accounting answers the questions:

- What is the value of benefits accrued to date?
- What is the value of benefits accrued this year?
- What is the value of the benefits paid out this year?

GASB 75 standardized methods

GASB 75 Results

Measurement Date	06/30/2024	06/30/2023
Reporting Date	06/30/2024	06/30/2023
Total OPEB Liability (TOL): The value of the benefits that have been earned by active and retired employees	12,045,915	13,117,752
Fiduciary Net Position: (i.e. assets)	3,355,758	2,789,737
Net OPEB Liability (NOL): The TOL minus the assets	8,690,157	10,328,015
Funded Ratio	27.86%	21.27%
Discount Rate	6.82%	5.87%

GASB 75 Results

	FY 2024	FY 2023
Service Cost: The value of the benefits that eligible employees accrue each year	430,998	433,919
Financial Statement Expense	38,376	452,067
Employer Share of Cost: The employer's portion of the premiums each year including implicit cost	435,159	360,650
Trust Contributions	215,000	215,000
Net OPEB Expense: The expense (on an accrual basis) that is recognized annually on the financial statement	(611,783)	(123,583)
Discount Rate	6.82%	5.87%

GASB 75

Results

Positive Drivers of Plan Experience

- 50 Actives Terminated
 - Decreasing liabilities by \$1.8m
- Premiums increased less than expected
 - Decreasing liability by \$1.1m

Negative Drivers of Plan Experience

- Retirees and Spouses were added who were not reflected on prior valuation
 - Increasing liabilities by \$1.4m

Actuarial Assumptions

DISCOUNT RATE

The interest rate used to calculate the present value of future cash flows. Currently, 6.82% (previously 5.87%).

TERMINATION RATES

Probability of leaving employment each year prior to retirement.

RETIREMENT RATES

Percentage of retirement eligible employees who retire each year.

ELECTION PERCENTAGE

Percentage of eligible employees who elect to receive benefits in retirement.

HEALTHCARE COST INFLATION

The rate at which healthcare costs are expected to increase. Currently, 6.50% per year (evaluated annually according to the Getzen Model of Long-Run Medical Cost Trends).



Comprehensive Medical, Dental and \$5,000
of Life Insurance

Average Active Single Plan:
\$948

Average Medicare Supplement Plan:
\$383

Medical Plan Offerings

TOWN & CITY FUNDING RATIOS

Values	City	Town	Utility	Grand Total
20th Percentile	0.37%	1.64%	0.00%	1.27%
25th Percentile	0.39%	2.80%	0.00%	1.72%
40th Percentile	0.53%	5.10%	26.99%	4.26%
50th Percentile	1.61%	8.52%	30.55%	7.44%
60th Percentile	2.46%	10.11%	53.04%	10.11%
80th Percentile	3.78%	21.34%	75.91%	27.45%
90th Percentile	5.19%	39.78%	85.75%	47.81%
95th Percentile	7.18%	49.45%	89.62%	71.20%

FUNDING COMPARISON TO OTHER ODYSSEY

COMPARISON TO YOUR PEERS

	Number of Eligible Actives	Discount Rate	Total Annual Service Cost (annual benefit accrual)	Per Eligible Active Plan Participant	Net OPEB Liability	Funded Ratio	Benefit Payments	Per Covered Retiree
Town of Carlisle	182	6.82%	430,998	2,368	8,690,157	27.86%	435,159	4,486
Town of Ayer	103	6.30%	204,680	1,987	12,527,892	27.45%	732,213	4,333
Town of Bolton	41	6.12%	141,447	3,450	3,183,049	36.23%	186,279	7,165
Town of Lincoln	356	6.30%	1,167,061	3,278	28,510,822	37.00%	1,587,890	6,644
Town of Stow	61	5.45%	276,232	4,528	8,406,262	14.05%	427,761	7,129
Town of Westford	994	5.42%	3,216,021	3,235	107,046,616	10.84%	3,538,142	5,725
Massachusetts Average (Odyssey Clients only)	189	4.30%	742,497	3,931	25,521,478	9.86%	910,199	6,206

SERVICE COST PER ACTIVE EMPLOYEE

Town of Carlisle Service Cost per Capita as of July 1, 2023

	General Government Employees	Education Employees	Public Safety Employees	Public Works Employees	Health & Human Services Employees	Culture and Recreation Employees	Total
I. Service Cost	29,880	284,038	64,137	21,334	13,480	18,129	430,998
II. Eligible Actives	20	125	14	8	6	9	182
III. Service Cost per Eligible Active [I. / II.]	1,494	2,272	4,581	2,667	2,247	2,014	2,368

Projected Cash Flows

Total Medical & Life Insurance - Funding - 6.82% discount rate

Measurement Date	I. Total OPEB Liability ("TOL")	II. Fiduciary Net Position	III. Net OPEB Liability ("NOL") [I. - II.]	IV. Funded Ratio [III. / I.]	V. Employer Share of Premiums / Claims	VI. Excess Employer Payments (beyond claims)	VII. Total Employer Contribution [V. + VI.]	VIII. Present Value of TOL using 3.0% Interest Rate	IX. Present Value of Employer Share of Premiums / Claims using 3.0% Interest Rate
June 30, 2024	12,045,915	3,355,758	8,690,157	27.86%	435,159	215,000	650,159	12,045,915	435,159
June 30, 2025	12,728,637	3,806,831	8,921,806	29.91%	511,402	215,000	726,402	12,357,900	496,507
June 30, 2026	13,410,665	4,288,667	9,121,998	31.98%	502,192	215,000	717,192	12,640,838	473,364
June 30, 2027	14,083,947	4,803,365	9,280,582	34.11%	575,290	215,000	790,290	12,888,807	526,472
June 30, 2028	14,752,488	5,353,165	9,399,323	36.29%	637,092	215,000	852,092	13,107,395	566,048
June 30, 2033	18,306,607	8,718,444	9,588,163	47.62%	868,531	215,000	1,083,531	14,030,490	665,657
June 30, 2038	21,959,829	17,666,194	4,293,635	80.45%	1,193,470	2,211,358	3,404,828	14,518,034	789,024
June 30, 2043	26,117,465	28,041,711	(1,924,246)	107.37%	1,328,867	(687,267)	641,600	14,894,425	757,834
June 30, 2048	31,260,768	34,553,215	(3,292,447)	110.53%	1,618,043	(857,532)	760,511	15,378,226	795,970
June 30, 2053	37,464,361	42,353,610	(4,889,249)	113.05%	1,913,438	(1,001,391)	912,047	15,897,865	811,960
June 30, 2058	45,135,408	52,410,945	(7,275,537)	116.12%	2,287,905	(1,190,336)	1,097,569	16,521,586	837,476
June 30, 2063	54,407,246	65,026,197	(10,618,951)	119.52%	2,720,089	(1,385,757)	1,334,332	17,179,281	858,878



Questions?



11 Hayward Ave. BLDG 4
Colchester, CT 06415

(860) 537-9080
hello@odysseyadvisors.com
www.odysseyadvisors.com

From: [Jeremy Behrle](#)
To: [Stephen Conneaney](#); [Ryan McLane](#); joshea@carlisle.k12.ma.us; [Heather Donegan](#); [Noel Donegan](#); kcosta@barbizon.com; [Austin Genannt](#)
Cc: [Jessica Fortin Munroe](#); [Michael L. Phillips](#); [David Pereira](#); [Sarah Wasserman](#); mmehler@carlisle.k12.ma.us; dsidell@carlisle.k12.ma.us; [Facilities Assistant](#); [Holly Mansfield](#)
Subject: Corey Auditorium Lighting Project - Weekly Update, 15 October 2024
Date: Wednesday, October 16, 2024 11:08:33 AM

Corey Project Update Wednesday, 15 October 2024

Progress This Past Week:

EC Installation: Acer is approximately 95% complete. Fire alarm wires have been run but are awaiting final hook-up during the commissioning work later this week. There is some debate regarding whether the 2V output from the fire alarm relay will be sufficient. If our options are limited to 0V or 12V, an additional relay may need to be installed. Acer will be supporting the commissioning process.

Barbizon: System commissioning is scheduled for this week (17–18 October), with Monday, 21 October reserved if needed. We have received the moving lights, computer monitors, and associated cables.

Equipment Hanging: All stationary luminaires have been hung. We owe a big thank you to the following “volunteers”:

- Facilities (Stephen, Mark, and Rick): For removing seating and assembling the lift.
- Matt Behrle: For assembling luminaires.
- SLOC (Brendon Chetwynd & Lowell Gilbert): For lift wrangling and helping hang over-stage equipment.
- Beth Gage, Scott Triola, Mike Kasparian, and Brian Wigton: For lift wrangling.

Emergency Wall Battery Packs: Battery backup details have been shared with GGD. It appears that addressing compliance needs for the Corey first floor and stairwells may involve a larger scope. We will defer to GGD for code requirements.

Curtain Staining: During the fire-treatment process, visible stains have appeared on most of the curtain set. Major Theatre has informed us that this can happen when curtains are nearing the end of their lifespan. Unfortunately, there is no remediation available. Fire treatment remains a requirement, and we should plan to replace the curtains in the future, as they won’t accept any more fire-treatment.

Stage Painting & Dimmer Disposal: Stage painting must be completed before SLOC's load-in on Saturday, 26 October and after the Rec Dept Production. Additionally, we need to coordinate with Facilities and the transfer station to dispose of the old dimmer cabinet.

Safety and Access Notices

Current Conditions in Corey Auditorium:

- A lift and old lighting fixtures are currently staged in the auditorium, these present a danger and should be avoided - they are clearly marked with signs and tape.
- Expensive gear, ladders, and tools are behind the mid-stage traveler. These areas should not be accessed by unauthorized personnel. Most of the equipment will be removed by Monday afternoon.
- Backstage, the dimmer room, and the Green Room are designated as construction zones, with restrictions marked by signs. These areas will be accessible again by Monday afternoon.
- The first two rows and the last two rows of auditorium seats have been temporarily relocated to the front and back of the auditorium. SLOC will move them off-site during load-in and return them to the auditorium during strike on Sunday, 17 November.

Upcoming Dates:

Thursday, 17 October: Barbizon - System Commissioning

Friday, 18 October: Barbizon - System Commissioning

Monday, 21 October: Barbizon - System Commissioning (if needed)

Monday, 21 October: Carlisle Rec (Jarvis) - “Beauty and the Beast” Dress Rehearsal? (3PM)

Wednesday, 23 October: Carlisle Rec (Jarvis) - “Beauty and the Beast” Productions?

Thursday, 24 October - Painting?

Friday, 25 October: School Closed - No Day Access

Friday, 25 October: Savoyard Light Opera Company - Tech Work (6-10PM)

Saturday, 26 October: Savoyard Light Opera Company - Set Load In

Sunday, 27 October: Savoyard Light Opera Company - Set & Light Work

Monday, 28 October: Savoyard Light Opera Company - Set & Light Work

Tuesday, 29 October: Savoyard Light Opera Company - Set & Light Work

Wednesday, 30 October: Savoyard Light Opera Company - Set & Light Work

Friday, 1 November: Savoyard Light Opera Company - Set & Light Work

Saturday, 2 November: Savoyard Light Opera Company - Cue to Cue

Sunday, 3 November: Savoyard Light Opera Company - Full Orchestra & Cast

Factory Ship Dates:

No Date: UPS for Lightboard, Fresnel Accessories, Cables.

Extreme Delay - No Commit Date: House Left and Stage Left TouchScreens (Low risk, not critical path).

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Wednesday, October 16, 2024 5:12 PM
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	Dan Jacques
Email Address	danjacquesgm@gmail.com
Address	183 Indian Hill
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9785059616
Date(s) of Reservation	11/18/2024 9:00 AM - 12/2/2024 5:00 PM
All Day	Yes
Size and Securement Method	3' X 16' tied to posts
Location of Banner	across School Street at north end of the green
Organization and Purpose	Carlisle Mosquito annual fundraising appeal
Text of Banner	FOR THE COMMUNITY BY THE COMMUNITY DONATE TODAY! carlislemosquito.org
Attach File	Community_banner_3x16.pdf
Terms of Use	Yes

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



SELECT BOARD
TUESDAY, NOVEMBER 12TH, 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
7:10 p.m.	3. COAHS Future Planning <ul style="list-style-type: none">• Community Center• Service Delivery
8:10 p.m.	4. Climate Resilient Policies
8:40 p.m.	3. 5-Year Road Maintenance Draft and Capital Planning
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.

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