

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

November 12, 2024

Announcements and Outreach

This is the first Town Administrator's Report that will be broadcast as a podcast for residents to download during their commute or exercise routines. MMN is helping us build out simple, but impactful podcast content as another way for residents to stay connected. We hope to create weekly content that is five minutes or less.

Additionally, I am hosting my next TA Coffee Hour at the Gleason Public Library on November 12, 2024, at 1030am. This is one day before Travis hosts his Town Hall office hours on Wednesday at 10am.

Town Events and Town Hall News

First Floor Remodel

We are excited to resume planning for the enhanced first-floor employee space now that the 2024 State Election has concluded. The project aims to expand the COAHS footprint to accommodate additional programming and improve employee efficiency. However, any remodel will need to prioritize Town Clerk customer flow and record storage. Our goal is to finalize the design by the end of the month. Installation will take eight weeks.

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

We are excited to request the appointment of Steven Munroe as our new Facilities Technician! Steven will work under Stephen Connearney to coordinate daily operations of town building repair and maintenance including janitorial, mechanical, electrical, plumbing, building envelope, energy conservation, masonry, carpentry, security, HVAC and other building systems as well as management of building construction/repair activities. Steven comes to us most recently from MassDOT and the City of Lowell.

We received nearly 20 applications for the permanent Town Clerk position and had a strong pool of candidates. After reviewing the applications, we have selected three individuals to proceed to the interview stage. I have invited six people to assist with the interviews: Select Board members Barney Arnold and Kate Reid, COAHS Director Carol Grueneich, Assistant Town Clerk Alanna Lynch, Election Warden Kathy Henze, and Election Worker Priscilla Dumka. The interviews will take place during the week of November 18th, and we will recommend one finalist to the Select Board for appointment, with a projected start date in late December or early January.

We are also scheduling interviews for the COAHS Transportation and Services Coordinator position and anticipate an appointment request by early December. We continue to interview candidates for the DPW Heavy Equipment Operator position.

Through extensive coordination with the Town Administrator, employees have been diligently working to complete various training sessions, including those on cybersecurity, harassment and discrimination prevention, conflict of interest, and open meeting law. In addition, they have reviewed and confirmed their understanding of the personnel policies, with employees volunteering to provide feedback on potential policy updates. Employees have also completed a succession survey provided by the Collins Center as part of our succession planning grant. A big thank you to everyone for their hard work in managing these tasks alongside their regular duties.

Fall Outreach Efforts

I will be hosting a TA Coffee Hour on November 12 at 10:30 AM at the Gleason Public Library. I encourage residents to join me for an informal conversation and an opportunity to discuss any questions or ideas.

Additionally, we have scheduled a quarterly All-Board meeting for November 15. During this session, we will present the Town's financial forecast and capital plan to help inform the Chairs of the coming FY26 budget process. Every All Board meeting concludes with updates about Committee Work from every Board Chair.

FY2026 Budget Update

Attached to this report is the FY26 Budget Guidance letter from the Finance Committee. This letter outlines the budget process and includes the Select Board's budget goals. This guidance has been distributed to all departments, with instructions to submit their operating, capital, and warrant article requests by December 3rd. These submissions will then be consolidated into Budget Draft 1, which is scheduled for presentation to the Select Board on December 10th.

Community Choice Aggregation – Semi Annual Report

I asked Sarah to summarize CCA activity for the Board in the hopes that this information will keep the Select Board connected to the program between contracts. Sarah's excellent report included the following highlights:

- Most Carlisle households are enrolled in the CCA program (84.4%), and most participants are saving money (92%).
- Enrollment remains consistent, with minor monthly and quarterly shifts. The program demonstrates continued growth.
- Customers enrolled in the Standard or Optional Basic rates are consistently saving, while those enrolled in the Optional Green 100 rate are paying more on average than the Eversource Basic Service customer.
- Households are saving on average \$9.60 per month.

The full report is attached for your reference.

DOR Contract – Weights and Measures Services

The Town is required to provide "weights and measures" services, despite having a limited customer base (currently, just one). In previous years, the Board has authorized a contract with the state, a common approach of small towns to meet this service requirement. I am recommending that the Board once again authorize me to contract with the Department of Revenue (DOR) using the attached contract template.

Capital Project Updates

Nitsch has begun assessing our culverts this week as part of a comprehensive project to evaluate more than 150 culverts in Carlisle. They are reaching about 15 per day with instructions to immediately notify us if they find any major concerns. Each assessment follows the format in the attached form. Nitsch engineers will visit each culvert, document current conditions, and prioritize them for repair and maintenance. The assessment will include a scoring system like the Town's road maintenance plan (like the Road PCI), allowing us to create a 10-year maintenance plan. We are also coordinating with the Planning Department to ensure that this data is integrated into the Town's GIS system.

The Corey Auditorium Lighting project is now substantially complete, thanks to the dedicated efforts of our volunteer, Jeremy. Please refer to the attached final report, which officially closes out the project. The new lighting system is already in use this fall, and the Board will have an opportunity to see the system's benefits at the next Annual Town Meeting.

As the Board is aware, elevator maintenance will be a significant topic during the upcoming budget season. Attached is the elevator maintenance schedule for your review. LiRo-Hill will collaborate with a subcontractor to design a modernization plan, then create construction documents for public bidding this winter. The goal is to bring an actual construction estimate to the Annual Town Meeting for resident approval.

The Greenough Barn project has reached its conclusion. We are preparing a public presentation to highlight this unique and successful deconstruction effort, which will include video footage from the project.

Fencing is now installed at the Dog Park and grass is beginning to grow. Contractors are finalizing the patio area and prepping it for the planned water fountains. The facility is really two parks, one for small dogs and one for big dogs, with each having a separate entry way. The last part of the construction includes finalizing a paved path for accessibility. The project is three weeks from completion according to the on-site contractors.

The Fire Department has newly installed bay heaters thanks to the efforts of Chief Sorrows and LT David Newman (project coordinator).

Building Construction Projects

Library Renovation

The Library Building Committee met and approved the proposal submitted by Construction Management Services (CMS). Once contracts are signed, CMS will join the Library Building Committee to continue moving this important project forward. The next step is finalizing the design and completing construction documents.

Police Station Renovation

We had a small delay with this project due to a personal family issue with one of our outside vendors. We expect to finalize the OPM contract and begin construction document development later this month.

Fire Station Renovation

The Select Board selected CMS as its project manager for the Fire Station Renovation. CMS will join the Select Board on November 26th to establish project goals and begin the designer procurement process.

Upcoming Discussion Points

This section highlights items likely to come before the Board in upcoming meetings. The goal is to inform and to gather guidance on what additional information the Board will need to make informed decisions about the topics.

- **Town Hall Hours:** Key considerations include establishing predictable hours for residents, ensuring adequate coverage for high-quality services, and addressing employee recruitment and retention.

- **Town Clerk Appointment:** The screening committee has narrowed the field of Town Clerk candidates to three (after reviewing nearly 20 resumes) and will conduct interviews later this month. The Board can expect a recommendation for appointment in early December.
- **Climate Resilient Policies Presentation:** The Town Planner and Sustainability Coordinator are preparing a presentation for the Board on climate resilience policies and related actions. Although this was originally scheduled for this meeting, the consultant has requested a December time.
- **Tax Classification Hearing:** The last step in setting the FY25 tax rate is the classification hearing, which will be conducted by the Chief Assessor. Brian will present to the Board on November 26th, seeking a motion regarding whether to shift the tax rate.
- **Meeting with Representative Cataldo:** Carlisle's newly re-elected State Representative will meet with the Board on December 10th to discuss the Town's priorities for the upcoming budget season. Board members are encouraged to prepare questions in advance to maximize time for discussion and Q&A.

Sign and Banner Approvals

We approved a rotary sign advertising the Carlisle Cultural Council Open Studios. The sign will be displayed from November 9 to November 16. The sign will also appear on the road to the transfer station (same period).

We approved signs on Town-owned land advertising the Carlisle Cultural Council Open Studios. The signs will be displayed on the Heald and Judy Farm triangle, the Stearns and Baldwin triangle and the rotary at the end of Patch Meadow Lane November 15 to November 17.

We approved a rotary sign advertising the WBYC Brighten the Night. The sign and luminaries will be displayed from December 18 to December 20.

We approved a rotary sign advertising the Carlisle Garden Club's Annual Seed and Gardening Event. The sign will be displayed from March 23 to March 29th. The sign will also appear on the Town Common (same period, FRS approved).

Staff Recognition

There is much to recognize this meeting!

First, I would like to thank Rosemary Harvell and Alanna Lynch for their hard work and leadership during the 2024 State Elections. Their small army of volunteers also deserve a tremendous amount of credit for helping to get through one of the more complicated elections in recent memory. The hours spent helping residents with mail-in voting, early voting, and in-person voting

paid is a testament to this team's dedication. Thank you to the entirety of the operation for a smooth and successful day.

Carol and I would like to recognize Myriam Fleurimond, COAHS Program Manager, and Kathleen Bond, COAHS Social Services Manager, who were able to effectively coordinate the COAHS's Annual Health Fair last weekend. There were a ton of moving parts for this event including more than 100 attendees and several new vendors. Their efforts were also noticed by attendees who asked me to recognize their hard work publicly!

Next, I would like to thank three super volunteers for their dedication to Carlisle:

Mary Zoll dedicated her free time to trying to repurpose items placed in the Transfer Station swap shack. Her intent was to continually repurpose items and generate revenue for DPW activities. Although her initial effort only yielded \$45 (her words, any total is great!) and she may not continue with the program, she put a ton of time into this effort and her volunteerism is a improves the Town in multiple ways – fiscally and sustainably!

Warren Lyman dedicated dozens of hours collaborating with me on both the Cranberry Bog House and the Cranberry Bog Hydrologic Study RFP. His expertise and commitment not only helped me better understand the projects, but also resulted in a more technical and well-crafted RFP recommendation for Conservation Commission consideration. Additionally, he took it upon himself to create an existing conditions study for the Bog House post vacancy, an effort that normally would have cost the Town thousands. This study is guiding efforts to secure the Bog House for the next couple of years. I have collaborated with Warren on multiple projects here in Town and his dedication to the community is hard to match.

Scott Evans and team recently rededicated Revolutionary War markers in the Central Burying Ground and at Green Cemetery. These markers honor the 20 Revolutionary War veterans laid to rest in Carlisle. I was able to attend this moving ceremony and hear the biographies of men who not only fought for American freedom, but also settled in the area and continued to volunteer to improve Carlisle and surrounding Towns. The ceremonies were well done and well attended. I attached the program so residents can see the effort that went into this event.

Debbie Bentley annually puts together a team to place poppies on the Town Common, this year dedicating the tribute in honor of the pending 250th celebration of the Battle of Lexington and Concord. The annual poppy display is a reminder of the sacrifices made in World War I and is a great local Veterans Day tradition.

And finally, I would like to recognize eight Carlisle employees for their military service. Happy Veterans Day to these former service members who are now continuing to serve publicly!

James Hall, DPW Director	US Army
Matthew Herweck, Deputy Fire Chief	USMC
Steven Frey, Firefighter	US Air Force

Andrew Amendola, Police Chief	US Army
Dean Barbera, Police Officer	US Army
Bill Burgess, Police Officer	US Air Force
Tom Whelan, Traffic Officer	US Navy
Karen Tyler, Veteran Services Director	US Army

Upcoming Select Board Dates of Interest

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
December 24, 2024: Select Board Holiday, Town Hall Closed
December 25, 2024: Christmas Holiday, Town Hall Closed
December 31, 2024: Select Board Holiday, Town Hall Closed
January 01, 2025: New Years Holiday, Town Hall Closed

Draft Agenda Review

To be discussed at the Select Board meeting

Carlisle Community Choice Aggregation Semi-Annual Report

Q1 and Q2, 2024

Prepared by: Sarah Wasserman, Land Use and Sustainability Coordinator

21 October 2024

Key Points:

- The majority of Carlisle households are enrolled in the CCA program (84.4%), and the vast majority of participants are saving money (92%).
- Enrollment remains consistent, with minor monthly and quarterly shifts. The program as a whole demonstrates continued growth.
- Customers enrolled in the Standard or Optional Basic rates are consistently saving, while those enrolled in the Optional Green 100 rate are paying more on average than the Eversource Basic Service customer.
- Households are saving on average \$9.60 per month.

Residential and Commercial Savings, Compared to Eversource Basic Service

Rate	Q1 Savings	Q2 Savings
Standard (default)	\$54,695	\$46,435
Optional Basic	\$23,495	\$18,973
Optional Green 100	(\$945)	(\$583)

Household (Residential) Participation

Rate	Number of Households	% of Carlisle Households*
Standard (Residential)	1,263	68.2%
Optional Basic	312	16.9%
Optional Green 100	41	2.2%

*Percentage calculated from household meter estimate of 1,851 from Town Assessor.

Average Savings Per Household

Rate	Average Monthly Household Savings, Q1-Q2
Standard (Residential)	\$11.88
Optional Basic	\$23.19
Optional Green 100	(\$6.28)
Average	\$9.60

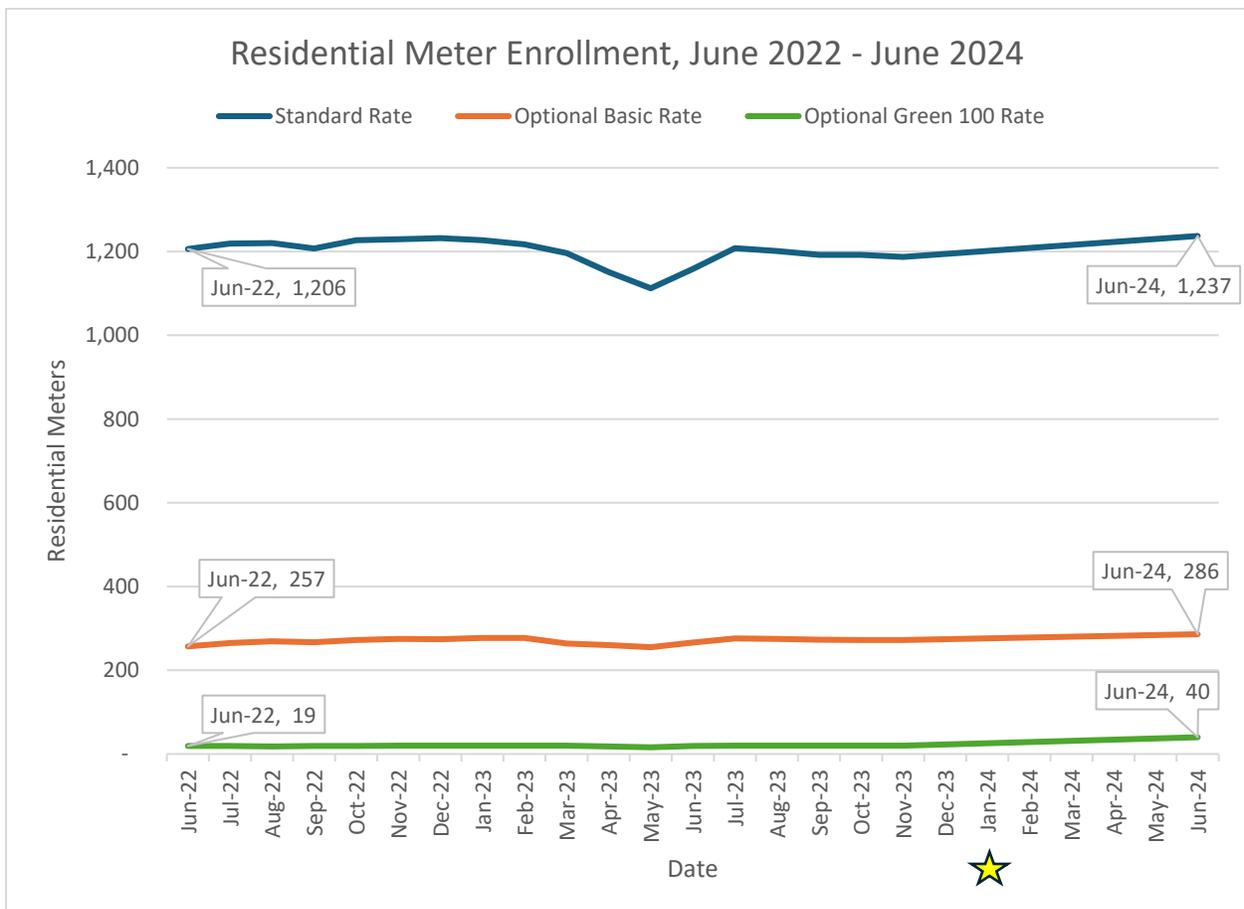
Currently, 74% of total participants (residential and commercial) are enrolled in the Standard (default) rate. 18% are enrolled in the "Optional Basic," which is not sourced from renewable energy sources, and 3% are enrolled in the "Optional Green 100", which is sourced from 100% renewable energy.

For the Standard and Optional Basic rates, while the margin of savings is smaller than in the previous contract (January 2021 – January 2024), CCA participants are still saving money compared to those not enrolled in the program. As anticipated, Optional Green 100 is more expensive than the other rates, given that it sources its energy from 100% renewable sources, which is currently a more limited resource on the market than non-renewables.

There are approximately 90 commercial customers enrolled, at 5% of the total program enrollment. A portion of these are municipal buildings.

Between Q1 and Q2 2024, the program lost participants. The average number of meters per month, a metric provided by Colonial Power, showed that there was an average of 1,705 meters participating in Q1, and 1,666 in Q2. The losses occurred in the Standard and Optional Basic categories. The number of meters enrolled in the Optional Green 100 remained the same.

Examining the data from a longer timeline, even with the change from Residents Energy to Dynegy Energy as a supplier in early 2024, and the subsequent increase in rates, enrollment has stayed consistent, with small increases in each rate option. The total number of Carlisle households in June 2024 (the most recent data point available), was 1,563 – which is 84.4% of all households.



★ = start of new contract

Community Choice Aggregation

Semi Annual Report

Town Stats

% of Carlisle households enrolled **84.4%**

% of participants saving money **92%**

Participant Stats

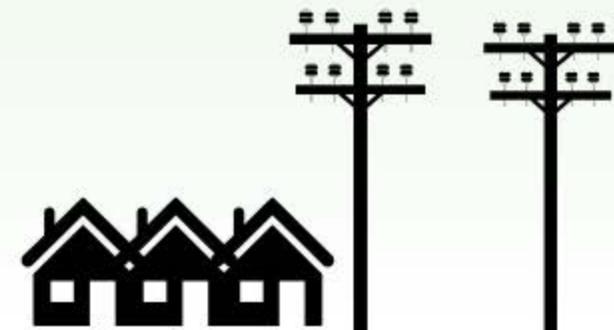
Standard Rate **68.2%**

Optional Basic Rate **16.9%**

Optional Green 100 Rate **2.2%**

Average monthly household savings:

\$9.60



AGREEMENT
for
WEIGHTS AND MEASURES SERVICES

This Agreement is made this ___ day of _____ 20___, by and between the Commonwealth of Massachusetts Division of Standards (the “Division”) and the Town of Carlisle, Massachusetts, a political subdivision of the Commonwealth of Massachusetts (“Municipality”).

WITNESSETH:

WHEREAS, M.G.L. c. 98, § 35(a) requires the Municipality to establish a comprehensive weights and measures enforcement system; and

WHEREAS, M.G.L. c. 98, § 35(a)(2) allows the Municipality to satisfy the obligations established pursuant to Section 35(a) by contracting with the Division for the enforcement of the laws pertaining to the sealing of weighing and measuring devices, item and unit pricing, and other laws relative to weights and measures; and

WHEREAS, the Municipality has explored the options available to the Municipality by law to satisfy the obligations established pursuant to M.G.L. c. 98, Section 35(a) and has chosen to contract with the Division pursuant to Section 35(a)(2) to meet those obligations; and

NOW, THEREFORE, IN CONSIDERATION OF the foregoing and the mutual promises herein set forth, and subject to the terms and conditions hereof, the parties agree as follows:

I. TERM

The Agreement shall have a term of one year (“Term”), with the initial Term commencing on January 1, 2025. The Agreement shall automatically renew as governed by Section VI.

II. SCOPE AND TIMING OF WORK

The Division shall furnish the Municipality with weights and measures services pursuant to M.G.L. c. 98, § 35(a)(2) during the Term, as follows:

1. The Division shall test and seal those commercial weighing and measuring devices in the Municipality that the Division determines are required by Massachusetts law to be tested and sealed.
2. The Division shall inspect those retail businesses operating in the Municipality which the Division determines are subject to the provisions of M.G.L. c. 98, § 56D for compliance with that section at least once every two years.
3. The Division shall inspect those retail businesses operating in the Municipality which the Division determines are subject to the provisions of M.G.L. c. 6, § 115A, M.G.L. c. 94, §§ 184A-184E, or M.G.L. c. 94, §§ 295A-295O for compliance with the unit pricing, item pricing, or price advertising requirements contained in those statutes.

4. The Division shall test and seal or inspect such other weights and measures devices or businesses in the Municipality which the Division determines must be tested and sealed or inspected pursuant to Massachusetts law.
5. The Division shall investigate those consumer complaints against businesses operating in the Municipality that the Division receives and that the Division determines relate to weights and measures violations.
6. The Division shall have the sole authority to determine the timing of the performance of its responsibilities contained in Paragraph II.
6. The Division shall provide the Municipality with a summary of all businesses in the Municipality where the Division inspected devices or conducted inspections during the Term (“Inspections Summary”). The Division will also include in the Inspection Summary the number and class of devices tested.

III. MUNICIPALITY PERFORMANCE

The Municipality shall notify the Division when new businesses commence operating in the Municipality which the Municipality has reason to believe are subject to weights and measures testing and sealing or inspection, as described in Paragraph II. The Division shall not be responsible for the testing and sealing or inspection of any such new businesses unless and until the Municipality has provided the name and address of any such new business to the Division. The Municipality may notify the Division of any complaints the Municipality receives about potential weights and measures violations in the Municipality.

IV. CONTRACT AMOUNT AND PAYMENT

The Municipality herein agrees to pay the Division for providing the services contained in Paragraph II during the Term the amount of \$109. The Municipality agrees to remit payment in full of this amount to the Division no more than 30 days after the Municipality has received the invoice and Inspection Summary. The Municipality acknowledges that this is a flat fee, that this fee represents the Division’s estimate of the costs it will incur to perform weights and measures functions in the Municipality, and that this fee does not reflect actual inspections performed in a given calendar year.

V. DEFAULT

The Municipality’s failure to pay outstanding amounts due under this Agreement within thirty (30) days of receipt of the Division’s invoice and Inspections Summary shall constitute a breach of the Agreement. Such a breach authorizes the Division, in its sole determination, to: 1) recover the any still outstanding portion of the contract amount, including, but not limited to, intercepting funds intended for the Municipality from the Commonwealth, and/or 2) terminate the Agreement after providing at least thirty (30) days written notice of such breach and termination to the Municipality.

VI. RENEWAL, AND TERMINATION

The Agreement shall automatically renew unless either party notifies the other party no later than November 30 prior to the start of the new Term of the nonrenewing party's decision not to renew the Agreement. Either party may terminate the Agreement for any reason by providing at least sixty (60) days written notice to the other party.

VII. REPRESENTATIONS AND WARRANTIES

The Municipality has been fully authorized to execute this Agreement and no further action is required for the Municipality to perform its obligations hereunder. This Agreement has been duly executed by the undersigned on behalf of the parties and constitutes a valid and binding obligation of the parties. The undersigned executing this Agreement on behalf of the Municipality has the right, power, authority, and legal capacity to enter into this Agreement and to bind the Municipality thereby. The Division makes no representations as to the correctness, sufficiency, or accuracy of any actions it performs or decides not to perform pursuant to the Agreement.

VIII. SEVERABILITY

Any invalidity, in whole or in part, of any provision of this Agreement shall not affect the validity of any other of its provisions.

IX. NOTICES

Any notices or communications related to this Agreement shall be in writing and sent by email and mail, concurrently,

if to the Division, if 3/1/25 or before, to: if to the Municipality, to:

Commissioner
Division of Standards
1000 Washington Street, Suite 510
Boston, MA 02118
Standards.mail@mass.gov

if to the Division, if 3/2/25 or after, to:

Commissioner
Division of Standards
One Federal Street
7th Floor, Suite 0730
Boston, MA 02110-2012
Standards.mail@mass.gov

X. INDEMNIFICATION

The Municipality agrees to indemnify and hold harmless the Division, and any employee or agent thereof (each of the foregoing being hereafter referred to individually as an “Indemnified Party”), against all liability, including any expenses and reasonable attorney fees, to the Municipality or to third parties (other than liability resulting primarily from the gross negligence of the Indemnified Party) arising from any action or inaction of the Division. The Municipality’s obligation to indemnify any Indemnified Party will survive the expiration or termination of the Agreement by either party for any reason. The Division may, at its option, conduct the defense in any third-party action arising from the Agreement and the Municipality promises to fully cooperate with such defense.

XI. MISCELLANEOUS

This Agreement may not be assigned by the Municipality without the Division’s prior written approval. If an assignment is authorized under this Agreement or applicable law, all terms and conditions shall be binding on the parties’ successors and assigns. This Agreement constitutes the entire understanding and agreement of the parties and supersedes all prior written or oral agreements with respect to the subject matter of this Agreement. This Agreement may not be modified or amended without the express written agreement of both parties. Waiver of any provision of this Agreement by either party shall not constitute a waiver of any other provision or a waiver of the same provision at any other time. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF the parties hereto have entered into this Agreement under seal as of the day and year first above written.

DIVISION OF STANDARDS

TOWN OF CARLISLE

BY: /S/ David P. Rodrigues

BY: _____

David P. Rodrigues
Commissioner, Division of Standards

Name: _____
Title: _____

Date: _____



Town of Carlisle Elevator Replacement Schedule Milestones

- **09.24 – Contract**
 - 09.06.24 - Contract finalization
- **11.24– Project Initiation + Data Collection**
 - 11.06.24 – Kick off meeting with key stakeholders
 - 11.13.24 - Existing conditions evaluation
 - Site visit
- **11.24-01.25 – Documentation**
 - 11.20.24 – 12.18.24 – Preparation of contact documents
 - Preparation of design drawings
 - Preparation of project manual
 - 12.18.24 –50% Bid package review with owner
 - 01.15.25 – 90% Bid package and cost estimate review with owner
 - 01.15.25-01.29.25 – Incorporation of final comments
 - 01.29.25 - Submission of final contact documents to Carlisle Procurement Officer for public bid process
- **01.25 – 03.25– Bidding**
- **04.25 – 05.25– Contracts**
 - 04.25 – Contract Awarded
 - 05.25 – GC/Owner contract
- **06.25-04.26 – Construction**
 - 06.25-12.25 – Submittals, fabrication, and delivery
 - 01.26-03.26 – Construction
 - 04.26 – Substantial Completion

Data Collection		Photographs
Location	Culvert GIS ID Latitude Longitude	Culvert - Inlet
Inspection Conditions	Date Time Current Weather Rainfall (past 24 hrs)	
Roadway	Name Classification Surface Type Condition Width (ft) Traffic Barriers	
Waterway	Name Width (ft)	
Embankments	Type Condition Notes	Culvert - Outlet
Headwalls	Inlet Type Outlet Type Inlet Condition Outlet Condition Notes	Embankment / Headway - Inlet
Culvert	Type Shape Length (ft) Width (in) Depth Beneath Rd (ft) Alignment to Road Alignment to Stream Water Level Water Width (in) Water Flow Obstructed Obstruction Type Scour Level Scour Location Structure Condition Notes	
Risk of Failure	Structural Risk Geomorphic Risk Hydraulic Risk Overall Risk of Failure	
Other Concerns	Disruption Potential Disruption Concern Environmental Issues Environmental Concern	
Additional Comments		Roadway

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Friday, October 18, 2024 10:20 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	Mark Levitan
Email Address	mark@marklevitan.com
Address	105 Wolf Rock Rd
City	CARLISLE
State	MA
Zip Code	01741
Phone Number	9785900780
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	Road to Transfer Station
Date(s) of Reservation	11/9/2024 10:00 AM - 11/16/2024 5:30 PM

All Day	Yes
Size and Type of Sign	Lawn signs 24"x18"
Organization and Purpose	Carlisle Cultural Council Open Studios
Language	Carlisle Open Studios
Attach File	CCC-OpenStudio-lawn_sm.pdf
Terms of Use	Yes

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

Gretchen Gallimore

From: Eric Darling <edarling@carlisletaxcredits.com>
Sent: Wednesday, October 30, 2024 11:01 AM
To: Gretchen Gallimore
Cc: Townofcarlisle@geggis.com
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi Gretchen - Yes, FRS approves the garden Club's use of the Common.

Many thanks,

Eric

Get [Outlook for iOS](#)

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Wednesday, October 30, 2024 10:49:12 AM
To: Eric Darling <edarling@carlisletaxcredits.com>
Cc: Townofcarlisle@geggis.com <Townofcarlisle@geggis.com>
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Eric –

I assume since the event is held at FRS, the Garden Club has permission to place a sign on the Town Common, but if you could confirm at your earliest convenience.

Best,
Gretchen

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, October 23, 2024 4:24 PM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <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.

Name	Diane Geggis
Email Address	Townofcarlisle@geggis.com
Address	296 Brook St
City	Carlisle
State	Ma
Zip Code	01741
Phone Number	9788358108
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	3/23/2025 7:00 AM - 3/29/2025 5:00 PM
All Day	Yes
Size and Type of Sign	2x3 staked sign
Organization and Purpose	Carlisle Garden Club to notify the public of the annual seed & Gardening event
Language	Free Seed & Gardening Event Sat. 3/29/25 3pm - 5pm At the First Religious Society in Carlisle
Attach File	<i>Field not completed.</i>

Terms of Use

Yes

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

Gretchen Gallimore

From: James Hall
Sent: Thursday, October 31, 2024 10:55 AM
To: Gretchen Gallimore
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi Gretchen,
This is fine with me. It is town land and ok for the allotted time
Thank you,
Jim

Get [Outlook for Android](#)

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Thursday, October 31, 2024 10:50:40 AM
To: James Hall <jhall@carlislema.gov>
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Jim –

Can you think of any issues with putting signs on the below identified Town land? (I am assuming it's Town land...)

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, October 30, 2024 11:50 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <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.

Name	Carlisle Cultural Council
Email Address	culturalcouncil@carlislema.gov
Address	Town Hall, 66 Westford St
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978 221 1388
I'd like to place a sign on the...	Other
If "other", on what Town land would you like to place your sign?	Heald Rd and Judy Farm Rd Triangle, Stearns St and Baldwin Rd. triangle, rotary at end of Patch Meadow Lane before private road.
Date(s) of Reservation	11/15/2024 12:00 PM - 11/17/2024 12:00 PM
All Day	Yes
Size and Type of Sign	Lawn Sign 2ft x 3ft max
Organization and Purpose	Carlisle Cultural Council Open Studios
Language	Carlisle Open Studio (an arrow will be affixed to show directions)
Attach File	CCC open Studios1.pdf
Terms of Use	Yes

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

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Wednesday, October 30, 2024 9:03 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	Susan Shaw
Email Address	susan.shaw.78@gmail.com
Address	105 Captain Wilson Lane
City	Carlisle
State	MA
Zip Code	01741
Phone Number	415-606-4259
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	United States
Date(s) of Reservation	12/18/2024 8:30 AM - 12/20/2024 2:30 PM

All Day	Yes
Size and Type of Sign	We will place between 50-75 lunch bag sized luminaries on the rotary, plus a few lawn signs that say WBYC Brighten the Night
Organization and Purpose	WBYC, Grief Awareness
Language	WBYC Brighten the Night (on the lawn signs)
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

Town of Carlisle Patriot Grave Ceremony

Oct 27, 2024

Central Burial Ground

- Form up in the cemetery. Presenters in front of Litchfield seat and officials and committee to left and right. Public distributed among graves West of presenters. Color guard to right or left of presenters, muskets on south side angled West for safe line of fire (diagram to be drafted)
- Programs to be distributed at both entrances to cemetery
- PA system may be needed if windy
 1. Official: Welcome and Greetings – Select Board Member, or Veterans Committee member
 2. Presentation of the Colors: SAR Color Guard, Scouts or Minute Men.
 3. Invocation – Jim Curley (6th Middlesex Chaplain)
 4. Pledge of Allegiance to the flag- lead by Boy Scout
 5. Introduction of the assembly to the Society of the Sons of the American evolution. (SAR state president or Bill Tice)
 6. Introduction of DAR if present
 7. Introduction of any descendants
 8. Dedication of the marker from SAR script
 - Leader – SAR prologue
 - Chaplain – Jim Curley
 - Speaker – Historical Narrative on 11 Patriots (material drafted by John Troast and presented by Scott Evans, Captain Carlisle MM)
 - Placement of Wreath at 1 grave (Color guard at present colors, musket at present)
 - Musket Volley (order arms)
 - Chaplain – Jim Curley
 9. Music Selection
- Form up parade on Lowell Rd – Column of 2 files as library path is narrow
 1. Color Guard
 2. SAR and Dignitaries
 3. Music
 4. Muskets
 5. Public
- Police hold traffic on Lowell, Bedford Rd and Westford St, parade goes straight across to library driveway and up the path to Church St.
- Parade to Church St entrance to Green, drop police escort
- Parade with no music to dedication location- likely bottom of hill near grave sites

Green Cemetery

Determine Color Guard placement and musket placement

1. Official: Continued welcome to part II
2. Presentation of the Colors: SAR Color Guard, Scouts or Minute Men.
3. Invocation – Jim Curley (6th Middlesex Chaplain)
4. Introduction of SAR and DAR if present
5. Introduction of any descendants
6. Dedication of the marker from SAR script
 - Leader – SAR prologue
 - Chaplain – Jim Curley
 - Speaker – Historical Narrative on 9 Patriots (material drafted by John Troast and presented by Scott Evans, Captain Carlisle MM)
 - Placement of Wreath at 1 grave (Color guard at present colors, musket at present)
 - Musket Volley (order arms)
 - Chaplain – Jim Curley
7. Music Selection
8. Invite all to Wilson Chapel reception

FY2026 Budget Guidance Letter



To: Carlisle Town Departments, Boards and Commission Chairs

From: Carlisle Finance Committee

Subject: Fiscal Year 2026 Budget

Date: November 5, 2025

The Carlisle Finance Committee requests your help in preparing the FY26 Town Operating Budget. **Please note, all budget requests are due to the Town Administrator no later than December 3, 2024, in electronic form.** Your submissions should include operating budget requests, Annual Town Meeting warrant article placeholders, and adjustments to the FY26-30 capital plan. Please do not print requests. Email them in the provided excel format.

Our revenue forecasts indicate a tight budget with new revenue falling short of meeting mandatory expense demand. Early estimates for the school systems, insurance, and the retirement assessments indicate little room for new spending. The Middlesex Retirement assessment alone is a 26% increase, more than 1/3 of new available spending.

The Select Board and Finance Committee named the following FY26 budget goals. Use these goals to inform your budget requests.

- 1.) Prioritize employee retention
- 2.) Provide level services to the residents of Carlisle
- 3.) Protect the Town's bond rating and the Town's excess levy capacity
- 4.) Limit the tax impact of the operating budget to accommodate future capital projects

The Town is considering large infrastructure projects in the coming years, the first of which was the approved Police Station Renovation. These projects, combined with plans to address deferred building maintenance and fund the FY26-30 Capital Plan, will increase the average tax bill beyond the FY24 and FY25 goals of 3% growth. This means the Finance Committee is

charged with investigating all budget efficiencies and limiting all spending requests to those that help the Town meet its stated budget goals. Your departments should make every attempt to limit FY26 budget requests to 3% or less. This 3% target includes potential COLA and step increases.

To see the Town's financial planning documents including the financial forecast and projected capital plan, [click here](#).

We are asking each department, board, and commission to prepare a budget that reflects ongoing efforts to innovate and presumes no change in funding except for contractually negotiated wage increases and employee step increases. If you are proposing to hire additional staff, add hours for existing staff, or reclassify job descriptions, you must gain the approval of the Town Administrator and Select Board prior to presenting your request to the Finance Committee in January. If you do not gain approval prior to submitting your department request, please do not include the costs in your draft budget. Describe them in narrative form.

It is also important to note that the Select Board and Finance Committee expect Departments, Boards, and Committees to have a report ready about funding sources outside of the operating budget including revolving funds. Please prepare a narrative about funds available, their projected use, and how you plan to spend these funds to offset taxpayer costs.

The FY26 budget process will follow three stages, as in prior years.

I. Draft Budget

All budget requests are due to the Town Administrator by December 3, 2024, in electronic form. Please see additional details below:

- All town departments must provide their FY26 budget request in the format provided by the Town Accountant. This expedites entry into our MUNIS format, prevents errors, and allows us to communicate budget changes clearly and effectively. Please note that we expect to consolidate maintenance budgets for non-school departments in FY26. Be prepared to explain line items you believe are not a fit for centralization.
- Do not include COLA in your budget requests, but please submit all known step increases and contractual wage changes. Kelly can provide you with this information if you do not have it.
- Include capital requests and potential warrant articles in your initial budget draft. Use the capital request document to identify any changes, additions, or deletions from the current plan. Attach all supporting documents. We have attached the known 5-year capital plan for you to review and update.

- All budget preparers will get a copy of the summarized draft budget presented by the Town Administrator to review with their boards and committees.

II. FY26 Finance Committee Meetings (January 2024)

The Finance Committee will schedule meetings with each department to analyze and discuss submitted budget requests after reviewing department requests and meeting with the Town Administrator and Select Board. Departments also can meet with their liaisons and discuss budget requests prior to submission. Included in this process will be analysis by the Town Administrator and Financial Management Team to include employee compensation and comparing costs across departments. Budget preparers can expect these meetings to begin in early January and all preparers will be asked to discuss the attached questionnaire. It is strongly advised that you review the questionnaire with your liaison.

III. Final Budget Recommendation (April 2025)

The Finance Committee will present a final FY26 Budget recommendation in April to the Select Board and then again at the Annual Town Meeting. A Public Budget Hearing will occur prior to the assembling of the Town Meeting budget. Please see the [FY26 Budget Page](#) (includes the budget calendar) for more information and note that this link contains the latest calendar information and is subject to change. The final budget will go to the Annual Town Meeting for a vote.

We appreciate the flexibility and commitment shown by all departments during the last two fiscal years. We look forward to collaborating with you to formulate an FY26 Budget that balances the needs of the Town and its resources.

If you have any questions, please contact your Finance Committee liaison or the Town Administrator.

Sincerely,

The Carlisle Finance Committee

James Catacchio, Chair

jcatacchio@gmail.com

Aaron D'Elia

aaron.delia@hotmail.com

Victor Liang

vhkliang@gmail.com

Craig Leelman

craig.martin.leelman@gmail.com

Heidi Sjoberg

heidisjoberg@yahoo.com

Marc Bernstein

marcbernsteinarlington@gmail.com

Nathan Brown

nathanincarlisle@gmail.com

FY25 Finance Committee Departmental Liaison Assignments

Board of Health	Heidi Sjoberg
Carlisle Public Schools	Aaron D'Elia
Concord Carlisle Regional School	Victor Liang
Conservation Commission	Craig Leelman
Council on Aging and Human Services	Heidi Sjoberg
Finance Department	James Catacchio
Fire Department	Nathan Brown
Library	James Catacchio
Planning Board	Craig Leelman
Police Department	Nathan Brown
Recreation Commission	Marc Berstein
Select Board	James Catacchio
Town Hall /DPW	James Catacchio

Carlisle FY26 Budget – Departmental Questionnaire

Department:

Department Budget Contact(s):

Please provide your Finance Committee liaison with responses to ALL questions by Tuesday, December 3, 2024.

1. Were your **FY25 actuals** more/less than the budgeted amount? If yes, please explain. Do you expect your **FY26 actuals** to be more/less than the budgeted amount? If yes, please explain.
2. Do you anticipate your budget to include decrease/increase in **non-wage expenses** in FY26?
3. Do you anticipate a budget request change in staff **hours** or number of **positions**? The Town Administrator and Select Board must approve these staffing requests prior to including them in your budget. Have you completed this approval process for any changes included?
4. Do you have any changes of **Capital** requests contrary to the capital plan (FY26-30) ? If yes, have you informed the Town Administrator and your Liaison and submitted the capital plan update form?
5. Would any **Warrant Articles** be needed to conduct your plans for FY26?
6. What are the main **unknowns and/or risks** in your FY26 budget request?
7. If you were asked to make reductions what area(s) would you target?
8. Please attach any other information you think will help the Finance Committee in reviewing your FY26 budget request.



SELECT BOARD
TUESDAY, NOVEMBER 26TH, 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. Tax Classification Hearing
7:45 p.m.	4. Fire Station OPM Goals Discussion
8:45 p.m.	5. TA Bylaw
9:10 p.m.	6. Financial Policy – Employee Reimbursement <ul style="list-style-type: none">• Phone stipends
9:20 p.m.	7. Alcohol License Approval <ul style="list-style-type: none">• Art's Specialties
9:30 p.m.	8. Town Administrator Report
9:40 p.m.	9. Warrants & Minutes
9:45 p.m.	10. Cemetery Deed Transfer Requests
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/81773378739?pwd=ck5V73ixnJk5faq1bbhbzucI2EQqu8.1>

Meeting ID: 817 7337 8739
Passcode: 714099

One tap mobile

+13126266799,,81773378739#,,,,*714099# (Chicago)

+16469313860,,81773378739#,,,,*714099# US





SELECT BOARD
TUESDAY, DECEMBER 10TH, 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. Representative Simon Cataldo
7:35 p.m.	3. FY26 Budget Presentation – Draft 1 (JOINT)
8:30 p.m.	4. COAHS Community Center Discussion
9:00 p.m.	5. Town Meeting Discussion
9:20 p.m.	7. Appointments and Resignations <ul style="list-style-type: none">• Employees• Volunteers
9:30 p.m.	8. Town Administrator Report
9:40 p.m.	9. Warrants & Minutes
9:45 p.m.	10. Cemetery Deed Transfer Requests
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/89708942586?pwd=Z3pSc0pXKryHuV4OXDGWTF4DeMly3Fd.1>

Meeting ID: 897 0894 2586

Passcode: 459066

One tap mobile

+13017158592,,89708942586#,,,,*459066# US (Washington DC)

+13052241968,,89708942586#,,,,*459066# US

From: [Jeremy Behle](#)
To: [Stephen Connerney](#); [Evan McLane](#); [joshua@carlisle.k12.ma.us](#); [Heather Donegan](#); [Noel Donegan](#); [kcosta@barbizon.com](#); [Austin Genannt](#); [Holly Mansfield](#); [Sarah Wasserman](#)
Cc: [Jessica Fortin Munroe](#); [Michael L. Phillips](#); [David Pereira](#); [mmehler@carlisle.k12.ma.us](#); [dsdell@carlisle.k12.ma.us](#); [Facilities Assistant](#)
Subject: Corey Auditorium Lighting Project
Date: Thursday, October 24, 2024 8:25:50 AM

Corey Project Update
Thursday, 24 October 2024

I am pleased to announce that the Corey Lighting Project is substantially complete!

Last night, the Carlisle Recreation Department held two performances of Beauty and the Beast under the new lights. I'd like to extend a special thanks to our EC, Acer Electric (Heather, Noel, Joe, Jean, and Payton), for their can-do attitude, quality workmanship, flexibility, and commitment to meeting our project's timeline and standards.

I'd also like to thank our system vendor, Barbizon Lighting, for their expertise, diligent management of factory orders, and outstanding service team, including Austin, Kyle, Mike, Sara, Tracey, Adrian, and Christian. Their support has been instrumental in making this project a success.

A big thank you as well to the facilities team—Stephen, Mark, Tom, Rick, Wendell, and Nancy—for their unwavering help and support throughout the project.

We also appreciate the school community and the Rec Department for their flexibility and patience during the construction disruptions.

We do have some punch-list items that we will continue to work through.

Remaining Punch-List Items:

- **Touch Screens from ETC:** These will need to be installed and configured by Barbizon once they arrive.
- **Wall Plate for Entrance Switch:** A new cover will be added to improve safety and usability.
- **Replacement Circuit Breaker:** A new breaker is on order for circuit 39.

We continue to make our way through testing and relabeling all the circuits (we are ~50% of the way there). We also have a few more lights to hang and address, and will employ the help of the Savoyard Light Opera Company (SLOC) next week. This includes getting the heavy movers to house electric, and fully focusing all the lights.

And, I know Sarah is working with Barbizon and Eversource on energy incentive rebates.

This Past Week:

EC Installation: Acer completed wiring to the fire alarm relay, emergency circuits, and data circuits for the Blue Light System.

Barbizon: The services team terminated all data lines, outfitted the data rack and dimmer, programmed the system, and addressed several issues, including replacing a malfunctioning dimmer module, a fuse, and a circuit breaker (replacement is on order).

Emergency Wall Battery Packs: This is a larger scope item (beyond the auditorium) drawings and details have been shared with GGD for compliance & engineering review. An additional project may be required for the Corey and stairwells, depending on code requirements.

Curtain Staining: Fire treatment caused visible stains, indicating that the curtains are nearing the end of their lifespan. Since further fire treatment isn't possible. Replacement curtains, and safety improvements, should be added to the school's capital.

Stage Painting & Dimmer Disposal: Stage painting is expected today, and the old dimmer has been moved to the loading dock and will be brought to the transfer station.

Safety and Access Notices

Current Conditions in Corey Auditorium:

-
- A lift remains staged in the auditorium and should be avoided. It is marked with signs and tape and will be used to hang the heavy movers this weekend.
- The first two and last two rows of auditorium seats have been relocated within the space. SLOC will move them off-site during load-in and return them during strike on Sunday, 17 November.
- The stage floor will be repainted—please avoid it due to "wet paint" signs.

-Jeremy

