

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

November 26, 2024

Announcements and Outreach

We launched our first successful podcast and heavily advertised the new service. This programming joins our print, email, and social media efforts, all designed to deliver information to Carlisle residents. We invite residents to subscribe to our various information platforms and engage with our departments to make our service delivery even more impactful.

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I am excited to announce that my next *TA Coffee Hour* will be held at Town Hall for the first time. Join me on **December 17th at 10:00 AM** in the **Parlin Room**, where I will be available to speak with residents about their government. This is a terrific opportunity to ask questions, share ideas, and provide feedback. I encourage residents to stop by (or connect via Zoom) and engage in an open conversation about how we can continue to improve the Carlisle community.

Town Events and Town Hall News

First Floor Remodel

The Town Clerk's Office and COAHS have submitted updated plans for employee space on the first floor of the Town Hall. We aim to finalize the scope and bid for the remodel in early January. Key updates include expanded public space in the COAHS office, enhanced waiting areas in the Town Clerk's office, and the likely closure of the second entrance to the Parlin Room to make it

fully available for public meetings. I plan to present the final design to the Select Board on December 10.

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

We are thrilled to recommend Jennifer Gagne for appointment by the Select Board as our newest COAHS Transportation and Services Coordinator! Jennifer brings more than 15 years' experience in customer service, organization, and scheduling from her tenure at Walgreens, where she has served as a certified store manager since 2018. We are excited to welcome her to our team!

Additionally, we have completed interviews for the Town Clerk position. All three candidates were exceptional, making it a difficult decision. Your meeting on December 10th will include a recommended appointment with a planned start date in early January.

Our search for DPW candidates is ongoing. Meanwhile, we will soon begin advertising for the new Public Safety Administrative Assistant role, following Susan Carrier's upcoming retirement in April. This role will support both police and fire departments with administrative responsibilities and more.

Budgets: Auditing FY24, Setting the FY25 Tax Rate and Monitoring FY25 Performance

The Select Board and Finance Committee will receive two important reports at the December 10th Select Board Meeting. First, Kelly and I will present a final analysis of the FY24 budget, detailing how revenue and expenses contributed to the FY25 Free Cash certification. We will also provide an analysis of FY25 Q1, offering an updated budget projection to help officials assess financial performance in real-time and track the impact of our financial policies.

Finally, my working group met with Marcum this month to kick off the FY24 external financial audit. The group has outlined audit goals that will guide the process. Marcum will complete a first draft of the Town's financial statements and management letter. This draft will be presented to the working group before being publicly shared at a February Select Board Meeting.

FY2026 Budget Update

Departments are continuing to submit their FY26 budget requests, along with updates to the capital plan and warrant article placeholders. We have confirmed that the Finance Committee will attend the December 10th meeting to review the first draft of the Town's budget.

We recommend that the Board open the Annual Town Meeting Warrant immediately, with a closure date of **February 11, 2025**. This timeline serves two purposes: it allows a longer period for departments to submit their requests, and it aligns with the Select Board's goal of providing more time to advertise key Town Meeting topics.

Green Communities Report

I asked Sustainability Coordinator Sarah Wasserman to summarize our current standing with the Commonwealth's Green Communities program. Her summary is attached. The report includes the following highlights. Please see the full report for more details.

- Carlisle complies with all six Green Communities criteria.
- In FY2024, the following five municipal buildings below accounted for 73% of Carlisle's municipal emissions. The buildings are in order of total emissions.
 - CPS (10x larger than DPW)
 - DPW
 - Library
 - Town Hall
 - Police Station
- Carlisle's municipal energy consumption is currently supported by 0.96% renewable energy.
- One way Carlisle can improve its carbon footprint is by switching the Town accounts to the CCA Green 100 option, which is 100% Massachusetts Class I RECs.

Historical Society Building Permit Waiver

Larry Sorli, representing the Carlisle Historical Society, is requesting a waiver of the building permit fee for the repair and replacement of deteriorated trim and sash on the Heald House buildings. Building Commissioner Jon Metivier is aware of the request but requires Select Board approval to proceed with the waiver.

Capital Project Updates

Our comprehensive **culvert analysis** is progressing, with fieldwork set to conclude by Thanksgiving. Nitsch engineers are inspecting more than 150 culverts, assessing their current condition, and prioritizing repair and maintenance needs. The assessment will use a scoring system like the Town's road maintenance plan (e.g., Road PCI), allowing us to develop a 10-year maintenance strategy. We are also working with the Planning Department to integrate this data into the Town's GIS system.

The **elevator maintenance project** launched this week with a coordination meeting led by House Doctor Firm LiRo Hill. The project remains on schedule, with engineers moving forward on creating design documents needed for public bidding.

The **Greenough Barn Deconstruction Project** is nearly complete, with the only remaining task being the relocation of the cupola. The historic cupola is larger than anticipated, requiring heavy equipment for removal from the site. Two contractors have attempted to move the piece unsuccessfully, and we are now exploring other alternatives.

The **Dog Park** project is nearing completion, with the latest designer report from David Fisher attached for your review.

This week, I toured the **Fire Department's newly installed bay heaters** with Chief Sorrows and Lt. David Newman, the project coordinator. The project was completed efficiently, providing a fully operational heating system that prevents tanker water from freezing and offers additional training space for department personnel.

Building Construction Projects

Library Renovation

CMS and Town Counsel have approved the final contract for OPM services. CMS will now collaborate with the Building Committee and Silver & Schwartz to develop construction documents for the renovation.

We are also consolidating funding for the project, collaborating with the Friends of the Gleason Public Library and the Library Trustees to streamline current funds for design and construction. This consolidation follows recommendations from the Town's auditors and Counsel.

Police Station Renovation

A formal contract with CMS has been signed, marking the start of the construction phase. A coordination meeting will be held next week to set a timeline for finalizing construction documents. Once ready, we will work with CMS to solicit bids and select a construction firm.

Fire Station Renovation

CMS will meet with the Board next week to discuss project goals and timelines. After finalizing goals, CMS will assist in selecting a designer and managing the conceptual design for the Annual Town Meeting vote.

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.
- **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 spot in one of your January meetings.
- **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 Chamber Orchestra. The sign will be displayed from December 6 to December 13.

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 Carlisle Middle School Drama Club's production of The Sound of Music. The sign will be displayed from December 9 to December 16.

We approved a rotary sign and sign at the Transfer Station advertising the Concord Museum's Annual Holiday House Tour. The sign will be displayed from November 22 to December 6.

Staff Recognition

There is much to recognize this meeting!

As mentioned earlier in this report, Susan Carrier has announced her retirement from the Carlisle Police Department, after years of dedicated service in her administrative role, including overseeing the transition from Chief Fisher to Chief Amendola. Our current Chief consistently refers to Susan as the department's "institutional memory," ensuring operations run smoothly and efficiently.

The Finance Team has greatly relied on Susan's expertise to navigate policy issues and plan for future initiatives aimed at retaining officers. Simply put, the Police Department owes much of its current success to Susan's contributions. Her knowledge and professionalism will be deeply missed, and we hope to capture as much of her invaluable insight as possible in her remaining months to ensure the department continues to operate at its highest level.

Upcoming Select Board Dates of Interest

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

November 13, 2024

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

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

Status Report #2

Members of the Commission:

I visited the project site weekly throughout October and early November 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: 95% of all chain link fencing has been installed.
2. All stormwater requirements have been installed (rain gardens, detention basins, swales, underground piping).
3. Concrete pavers at entrance have been installed..
4. Rice stone has been installed.
5. ORLA edging 80% complete.
- 6 85% of lawn areas have been seeded and are being watered as best as possible..
7. Base course for accessible walkway has been installed.
8. Emergency access drive base course installed.

Scheduled:

1. Complete entrance (gates, trash receptacles, dog fountains, dog bag dispensers) .
2. Pave accessible walk, parking area. Scheduled for week of November 25
3. Install guard rail.
4. Install emergency gate
5. Install HP signage.
6. Plantings and lawn completion

Sincerely,
Fisher Design Group



David Fisher, ASLA, RLA

November 2024



Detention Basin along off small dog park



Swale and detention basin off softball field



Paver installation



Pavers complete



Small dog park



Large dog park

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Saturday, November 9, 2024 11:49 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	Carlisle Chamber Orchestra
Email Address	kchick@ccorch.org
Address	35 Suffolk Lane
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-758-6228
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	12/6/2024 7:00 AM - 12/13/2024 11:00 PM

All Day	Yes
Size and Type of Sign	2 ft X 3 Ft
Organization and Purpose	Carlisle Chamber Orchestra
Language	HOLIDAY CONCERT - Carlisle Chamber Orchestra - Friday, Dec. 13 8:00 pm at the Carlisle Congregational Church
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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Gretchen Gallimore

From: noreply@civicplus.com
Sent: Friday, November 15, 2024 3:44 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

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Name	Callie Burns
Email Address	cburns@carlisle.k12.ma.us
Address	42 Wellman Street Apt 411
City	Lowell
State	Massachusetts
Zip Code	01851
Phone Number	8603957825
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	12/9/2024 3:30 PM - 12/16/2024 3:30 PM

All Day	Yes
Size and Type of Sign	Sandwich board
Organization and Purpose	Carlisle Middle School Drama Club (advertising for winter musical The Sound of Music)
Language	The Sound of Music Music by Richard Rodgers Lyrics by Oscar Hammerstein II Book by Howard Lindsay and Russel Crouse CPS Drama Directed by Marcella Pixley Music Direction by Amanda Kern
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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Gretchen Gallimore

From: James Hall
Sent: Thursday, November 21, 2024 10:59 AM
To: Gretchen Gallimore; vttice@comcast.net
Subject: RE: Online Form Submittal: Reserve Town Property for Private Signs

Good morning,
Sure, if you can place it on the hill leading up to the transfer station, that would be great.
Thank you,
Jim

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Thursday, November 21, 2024 10:38 AM
To: vttice@comcast.net; James Hall <jhall@carlislema.gov>
Subject: RE: Online Form Submittal: Reserve Town Property for Private Signs

Hi Vera –

That makes more sense!

There are no conflicts with those dates, so I have reserved the Rotary for your sign 11/22 – 12/6. If a conflict arises, you may be asked to shorten the duration by a day.

Please note that signs **should not** be placed in the actual Rotary as it is a war memorial and a safety hazard to have people crossing traffic. Signs are to be placed in any of the “triangles” between the pedestrian crosswalks that surround the rotary.

Jim – is there room for a sign at the Transfer Station starting tomorrow though Dec 6?

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: vttice@comcast.net <vttice@comcast.net>
Sent: Thursday, November 21, 2024 9:50 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>
Subject: RE: Online Form Submittal: Reserve Town Property for Private Signs

Oops, Gretchen. I was looking at the wrong week on the calendar. I meant to choose 11/22-11/29. Also I would like to renew for an additional week (11/30-12/6) when appropriate. The event is on 12/7.

Once I receive approval on this, I will reach out to Jim Hall re: the Transfer Station.

Thanks
Vera Tice
978-505-7142

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Thursday, November 21, 2024 9:17 AM
To: vtice@comcast.net
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Vera –

I received your below request to place signs on Town property.

The dates you identified have mostly passed (11/15-11/22). Did you mean to request for December?

For that period of time in December, the Rotary is **unavailable** 12/18-12/20. There is not currently another reservation for the Transfer Station, but the request also needs to be approved by the DPW Director Jim Hall, in case there are TS activities that need to take precedence.

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: Thursday, November 21, 2024 7:39 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

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Name	Vera Tice
Email Address	vtice@comcast.net
Address	38 Audubon Lane
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-505-7142
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	Outside Transfer Station
Date(s) of Reservation	11/15/2024 9:00 AM - 11/22/2024 5:00 PM
All Day	Yes
Size and Type of Sign	Freestanding Yard sign 2x1.5 ft
Organization and Purpose	Concord Museum Annual Holiday House Tour
Language	Holiday House Tour December 7 Tickets (Contact info for tickets)
Attach File	image.jpg
Terms of Use	Yes

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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

Green Communities Annual Report Memo

Prepared by: Sarah Wasserman, Land Use and Sustainability Coordinator

18 November 2024

I. Green Communities Compliance

The Green Communities program is a funding program run by the Massachusetts Department of Energy Resources (DOER). Carlisle achieved Green Community designation in 2011 and has maintained that designation since. For current compliance, there are five criteria:

1. **Criterion 1** is met by a municipality passing zoning in designated locations for the as-of-right siting of renewable or alternative energy generating facilities, research and development facilities, or manufacturing facilities.
2. **Criterion 2** is met by a municipality adopting an expedited process and permitting of one year at most, under which facilities interested in locating their facility in a designated renewable zone may be sited within the municipality.
3. **Criterion 3** is met by establishing an energy use baseline inventory for municipal buildings and facilities, and by adopting an Energy Reduction Plan (ERP) demonstrating a reduction of 20 percent of energy use after five years of implementation.
4. **Criterion 4** requires all departments within a Green Community to purchase fuel-efficient vehicles for municipal use, whenever such vehicles are commercially available and practicable.
5. **Criterion 5** requires municipalities to adopt the Stretch Code (225 CMR 22 and 23).

Carlisle is in compliance with all five criteria.

- As-of-right solar siting and local expedited permitting for renewables were adopted into Carlisle's zoning on July 19, 2012.
- Carlisle maintains its energy use baseline inventory on the DOER's MassEnergyInsight online database. An Energy Reduction Plan (ERP) was adopted on May 24, 2011.
- Carlisle adopted a fuel-efficient vehicle policy on June 28, 2011, and a zero-emission vehicle first policy on August 13, 2024.
- Carlisle is currently above and beyond the requirement for Criterion 5, as the Specialized Stretch Code (MGL 25A Section 6) went into effect on July 1, 2024.

The Annual Report, submitted each year in the fall, is the final requirement for maintaining Green Communities status. The Annual Report for FY2024 was approved by the Town Administrator and submitted on November 12, 2024.

II. What does it mean to be a Green Community?

In addition to representing Carlisle's commitment to energy use reduction and sustainable decision-making, the Green Communities program provides funding for energy efficiency upgrades and planning. Each municipality can receive up to \$1 million; currently, Carlisle has used \$745,617 since becoming a Green Community in 2011. This leaves approximately

\$250,000 remaining. This can be used to fund projects that reduce energy use in Town buildings. Recent projects include:

- Weatherization at CPS, Gleason, and Town Hall (2023)
- HVAC upgrades at CPS, Town Hall DPW, Gleason (2018)
- Lighting, heat pumps, controls at the Wastewater Treatment Plant, Town Hall and DPW (2016).

III. What are we still eligible for?

Carlisle is still eligible for up to \$250,000 in Green Communities funding. This could be applied to a number of Town projects, including HVAC upgrades, renovations, or other energy efficiency improvements. How Carlisle decides to use this funding should take into account the Climate Leader Communities program (see Section V), as Green Communities funding can be used strategically to achieve decarbonization goals.

IV. Project Status

All Green Communities projects that were funded through FY2024 are complete. Final closing of the weatherization project is awaiting signoff from the Facilities Director. Once this grant is closed, Carlisle will be eligible for the next funding round, which should open in early 2025.

Energy efficiency upgrades are referred to as Energy Conservation Measures (ECMs) by the Green Communities program. As part of Criterion 3, Carlisle maintains a list of planned and completed ECMs – in other words, projects that might be funded by the program in the future.

Location	ECM Description	Status	Start Date	End Date
CPS	Replace 25 year old Lenox hot air furnace in the Brick Building with high efficiency unit	Planned	7/1/24	12/31/25
CPS	Window replacement - Robbins	Planned	7/1/26	6/30/28
CPS	Window replacement - Wilkins	Planned	7/1/26	6/30/28
CPS	HVAC upgrade	Planned	7/1/26	6/30/27
Municipal	Well pump replacement	Planned	7/1/27	6/30/28
Fire Station	Variable speed compressor	Planned	7/1/24	6/30/25
Fire Station	Garage bay heater equipment	Planned	7/1/23	6/30/25
Gleason	HVAC Coils	Planned	7/1/25	6/30/26
Gleason	Upgrade mechanical room	Planned	7/1/25	6/30/26
Town Hall	Roof & RTU	Planned	7/1/26	6/30/27
Vehicles	EV Transition Plan	Planned	7/1/23	6/30/25

The timelines listed in this table are rough estimates submitted to DOER that are updated annually based on project status. It is a helpful way to track the improvements the Town is aiming to complete, but it is not binding.

V. Climate Leaders

The Climate Leaders program is a new funding program run by the DOER as a continuation of Green Communities. It is designed for municipalities that are approaching their Green Communities funding cap (like Carlisle), and it is aimed towards supporting decarbonization efforts. The breadth of Climate Leaders projects will be greater than those of Green Communities, with more emphasis on fossil fuel elimination, and encouraging larger-scale efforts like geothermal systems.

Carlisle applied to be a Climate Leader in August 2024. This application required a resolution towards decarbonizing municipal buildings by 2050, a Zero-Emission Vehicles First policy, and a decarbonization roadmap outlining how Carlisle will achieve net zero emissions.

DOER will be announcing the first cohort of designated Climate Leader communities in early 2025. In achieving this designation, Carlisle will have access to a greater amount of funding, for a larger spectrum of projects. Climate Leaders takes Green Communities to the next level, and the program will enable Carlisle to receive funding essential to meeting its decarbonization goals.