

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

December 10, 2024

## **Announcements and Outreach**

My next *TA Coffee Hour* will be held at Town Hall. I invite Carlisle residents to join me on **December 17th at 10:00 AM** in the **Parlin Room**. This is an 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*

We have a final design that expands COAHS offices and redefines the Town Clerk's public-facing space. Additionally, the redesign will create a small, but important room for COAHS visitors to drop in for services and feel more welcome. Our contractors will provide an updated cost estimate that will require the remainder of my ARPA request (records and remodel). I will be asking the Board to support this final use of ARPA money to continue improving Town Hall space.

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

We are excited to recommend Ashley Cote for appointment as Carlisle's first appointed Town Clerk. Currently serving as Assistant Town Clerk in Bedford, Ashley brings seven years of municipal experience, where she has excelled in elections administration, vital records certification, and departmental operations. She is highly organized, tech-savvy, and has significant expertise in archival record management, ensuring the proper maintenance of permanent town records. Ashley demonstrated exceptional leadership potential during the selection process, impressing the panel with her readiness to lead, her proactive approach to planning future elections, and her dedication to public service. Ashley's combination of experience, skills, and passion for municipal work positions her as the ideal candidate to lead Carlisle's Town Clerk department into the future.

We are currently collecting applications for the Public Safety Administrative Assistant role and the DPW positions. We are doing more outreach with the DPW positions at training schools and other regional resources to try and boost recruitment.

### **FY25 Tax Rate Update**

Although it was reported during your Tax Classification Hearing that the FY25 tax rate would be \$13.22, an error in the tax recap submittal was corrected this week, resulting in a final tax rate to \$13.18. This means that residents will see a lower tax bill. The change between the Hearing and this report is the inclusion of the \$100,000 in Free Cash voted at the Annual Town Meeting to lower the tax rate. The Finance Team submitted the revised tax recap, and the Department of Revenue certified the submission. Please see the attached documents for more information.

### **Financial Monitoring and Updates**

Attached is the FY24 Q4 report providing end-of-year financial details for Board consideration. This report has been delayed due to non-impactful reporting errors coming from the ongoing Chart of Accounts conversation. The conversion is nearing completion. The Q4 Report highlights FY24 expenditures and revenues and provides the Board and Finance Committee with an in-depth review of the Town's financial monitoring and oversight.

Here are the results of the Town's revenue and expenditure performance:

FY24 Revenue ->	+ 1,021,008
FY24 Expenses ->	- 489,791

These results are important for Free Cash generation and budget projections. The F24 budget performance generated more than \$1.7 million in Free Cash, above the Town's 12% reserve target. While these totals indicate budget conservatism, the numbers are inflated by exceptional investment returns and the closing of unspent MFC project funds.

Importantly, the FY24 Q4 report details our financial monitoring procedures to give the Select Board and Finance Committee a snapshot of how Town staff oversees Carlisle's finances.

And finally, the report includes full updates on the Town's capital projects.

The Board will receive the FY25 Q1 report in early January with the Q2 report following almost immediately. These reports will appear more regularly when the Chart of Accounts project is complete.

Marcum, the Town's external auditing firm completed their fieldwork. Marcum will complete a first draft of the Town's financial statements and management letter. This draft will be presented to my audit working group in January and publicly shared at a February Select Board Meeting.

## **FY2026 Budget Update**

I would like to thank all departments for their timely submission of FY26 budget requests. The Select Board and Finance Committee will receive the first draft of the budget at your meeting on Tuesday. After the presentation, I will transmit all budget documents to the Finance Committee for their analysis and review in January and February.

## **Old Home Day announcements and Approvals**

The Old Home Day celebrations will be June 21-21, the weekend following the last week of school as is traditional. I am notifying the Board that I approved the use of Town land and roads for the event's activities per Select Board policy. Lastly, I approved a banner over School Street advertising the event during the month of June.

## **MIIA Representation**

I am asking the Board to vote to support naming Gretchen Gallimore as our voting representative at the MIIA Annual Meeting. She will serve as my proxy.

## **Capital Project Updates**

The field work for our comprehensive **culvert analysis** is now complete. We will prepare a report for the Select Board and add this analysis to our capital planning.

The **elevator maintenance project** continues to progress as our engineers prepare construction documents and cost estimates. The goal is to send this project out bid prior to the Annual Town Meeting. The reason for bidding on the project before the ATM vote is to provide Town Meeting voters with an exact project amount.

## **Building Construction Projects**

### **Library Renovation**

Rising construction and design costs require the Library Trustees to reconsider the finances for this project. They are meeting Monday to discuss/update the project. I will continue to assist with contracting and procurement as this project moves towards the construction phase. We are delaying the signing of the OPM contract until the financial aspects of the project are settled. For residents looking to support the capital campaign, visit: <https://gleasonlibrary.org/about/library-renovation-design-project/>

### **Police Station Renovation**

Attached to this report is a basic cash flow analysis for the initial stages of this project. I also included the original project budget for your comparison (Town Meeting version). While our remaining design costs are firm, the OPM contract has reduced the project's contingency as the price exceeded the original estimate. The contingency is needed to buffer against rising construction costs. Other financial mitigations include Sarah's efforts to secure Climate Leader funding for the sustainable portions of the project.

The designer and the OPM met this week to coordinate the project's next steps. We aim to put the project out to bid by the end of the month, returning bids in mid-January. If our timelines continue, we could optimistically award a contract in March and begin construction in April.

### Fire Station Renovation

The Select Board will need to approve the design services RFQ before the holidays to facilitate a designer selection process that meets an Annual Town Meeting timeline. The Select Board's goal was to bring construction document design costs to voters for a decision. In January, the Board will work with CMS to select a designer (unless you delegate this selection) then work through a conceptual design for an ATM presentation.

### 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.
- **DPW Building:** The MFC is finalizing the initial analysis for renovating the DPW building. Initial discussions include estimates that consider renovations versus new construction. The MFC will be invited in late January to discuss this issue in a joint meeting.

### Sign and Banner Approvals

We approved a rotary sign and a Town Common sign advertising the Carlisle Historical Society's Annual Meeting and Lecture. The sign was displayed from November 30 to December 5 and coordination with FRS was completed.

We approved signs on the Common advertising the Carlisle Historical Society's Holiday Open House. The sign will be on the Common from November 30 through December 15. Coordination with FRS was completed.

### **Staff Recognition**

We have an amazing staff!

I would like to thank Jim Hall for his 30 years of service to the Carlisle community!

Building Commissioner Jon Metevier official renewed his Building Official certification, demonstrating his commitment to his craft and allowing us to retain his services! Jon not only runs his Department without issue, but he also helps all departments when requested, providing crucial mentorship and Carlisle history that helps put things into context. His ability to address resident concerns with both empathy and honesty makes our Building Department one of the best around. Lastly, Jon, like so many of our Department Heads, believes in professional development and makes sure both he and his staff are up to date and well trained to assist Carlisle residents.

We received an official resolution from the City of Salem for the Carlisle Fire Department's assistance during a 172-acre fire on October 26<sup>th</sup>. Our department assisted with this emergency, joining other regional partners during a time of fire warnings across the Commonwealth. If you look at many of the responding departments in the resolution, few are call departments, more proof of the professionalism and resilience of Carlisle's force. I would like to give thanks to the Chief and the department's command staff for always answering the call, here and when necessary, regionally.

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

December 24, 2024: Select Board Gift, Town Hall Closed  
December 25, 2024: Christmas Holiday, Town Hall Closed  
December 31, 2024: Select Board Gift, Town Hall Closed  
January 01, 2025: New Years Holiday, Town Hall Closed  
January 14, 2025: Select Board Meeting  
January 28, 2025: Select Board Meeting

### **Draft Agenda Review**

To be discussed at the Select Board meeting



# **Quarterly Financial Report**

FY2024 Q4

Year-End and Recommendations

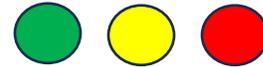
*Submitted to the Select Board and Finance Committee  
By the Carlisle Financial Management Team*

## Introduction



This report summarizes the town's quarterly budget performance, aiming for financial transparency and providing information that supports financial decision making. Topics covered include:

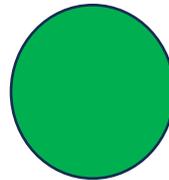
- Operating expenses
- Revenue performance
- Capital/Services updates
- Financial monitoring



Additional details are provided below including an attached summary of expenses and revenue through June 30, 2024. Green-highlighted items indicate areas of minimal concern, yellow highlights denote monitored budget lines, and red highlights flag issues requiring action.



### Operating Budget Expenses



The operating budget performed better than expected, returning 2.27 percent of appropriated funds. Primary performance drivers were unspent funds in the following categories:

- Town Counsel
  - Use control
- Sustainability
  - 30k one-time increase (not spent)
- Communications
  - Costs offset by Communication grant
- Department of Public Works
  - Unfilled positions
- Conservation
  - Unfilled position
- Recreation
  - Revolving fund offsets
- FinCom Reserve

The net result was unspent appropriations totaling \$489,791. Financial decisions made during the budget process projected a 1% return from expenses (\$351k). Of the identified line items above, only the Town Counsel line item is repeatable; however, all lines, excepting those

impacted by unfilled positions, offer a buffer against risk. The one-time sustainability funds (\$30,000) were removed from the FY25 budget.

*Concerning line items*



The following line items exceeded spending expectations. The commentary about each line item includes actions taken to mitigate future overages and/or analysis that will inform the FY26 budget process.

### **Vocational School Spending**

Carlisle no longer has a member agreement with Minuteman, reducing future costs associated with enrollment and transportation; however, an enrolled Minuteman student moved to Carlisle in FY24, requiring tuition/transportation support. This was an unexpected cost that was not budgeted in FY24. While there is always a chance that a current Minuteman student could move to Town, Carlisle will likely remove this line item from the budget in FY27 unless it enters into a new Minuteman agreement.

### **Group Health Insurance (Health)**

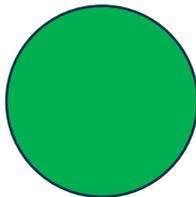
Increases in employee participation and rising health insurance costs continue to stress this budget line. The line required an end-of-year transfer in FY24. Although Town Officials mitigated risk in this line by increasing the FY25 budget, continual monitoring is required to inform FY26 budget recommendations.

### **Liability Insurance**

This item was underfunded in FY24 and required an end-of-year transfer. The FY25 budget process addressed this issue, and the Town agreed to a two-year price lock with MIIA.



**Revenue**



FY24 revenues exceeded projects by 3.01%, yielding an additional \$1,021,008. Primary performance drivers for increased revenue were:

- Motor vehicle excise taxes
- Building permits
- Wire permits
- Solar lease
- Investments

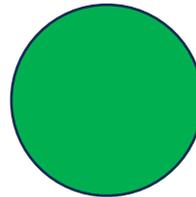
- Miscellaneous revenue

While motor vehicle excise taxes and the solar lease should continue to provide additional revenue, the other drivers are not necessarily repeatable. The building and wire permit increases were based on large individual projects. And while significant credit goes to Sandy Nason, our Town Treasurer, for her work with investments, best practices dictate conservatism with investment earnings projections. Current market projections have municipal investment returns declining in the next year.

Concerning revenue lines



None



## Capital and Professional Services

This section of the report allows Town Officials to monitor the Town's capital and professional services line items. These items come from Town Meeting votes typically authorized outside of the regular operating budget.

### Professional Fees (Various)



Will continue to provide funding for Chart of Account and GIS projects in FY2025. These funds will be rolled into FY25 to accommodate another year of implementation and likely close to the General Fund on June 30, 2025.

### Munis Cash Module – ATM 4/25/22



The Financial Management Team ended this project. All remaining funds closed to the General Fund on June 30, 2024.

### Tax Title & Foreclosures



This is an annual appropriation (tax recap) to assist the Treasurer Collector with tax-title management. This is properly monitored and maintained annually. The account balance indicates that additional funding is not necessary in FY26. The balance as of June 30, 2024 is in excess of \$35,000 with an average annual expenditure of \$5,000.

### Actuarial Study



This is an Annual appropriation (Town Meeting) to assist the Accountant with an OPEB liability actuarial study. This is properly monitored and maintained annually. The current balance is in excess of \$8,000. Rising costs for this service require additional funding in FY26.

### Revaluation



This is an appropriation (Town Meeting) that assists the Assessors with the statutorily required property revaluation. This revaluation occurs every 5-years. This funding will roll into FY25 and be used at the direction of the Board of Assessors.

**Master Plan** 

The Town Planner continues to use these funds for sharing information about the Master Plan and implementing the plan's findings. These funds will be rolled into FY25 to accommodate another year of implementation and will likely close to the General Fund on June 30, 2025.

**Municipal Facilities Warrant Articles** 

This is a combination of several Town Meeting Warrant articles appropriating funds for MFC use. All unexpended MFC funds were returned to the General Fund on June 30, 2024.

**Town Hall IT Equipment ATM 5/8/23** 

Project nearing completion. Funds will close to the General Fund on June 30, 2025.

**Greenough Barn ATM 5/8/23** 

Procurement and contracting for this project completed in the summer of 2024. The project is now complete and any remaining funds will close to the General Fund on June 30, 2025.

**Internal Security Cameras ATM 5/8/23** 

Project complete. Funds will close to the general fund on June 30, 2025.

**Corey Auditorium Lighting - ATM 5/8/23** 

Procurement and contracting for this project completed in the summer of 2024. The project is now complete and any remaining funds will close to the General Fund on June 30, 2025.

**Police Cruiser - ATM 5/8/23** 

Project complete. Any remaining funds will close to the general fund on June 30, 2024.

**AFIS Machine - ATM 4/25/22** 

The project is now complete and the funds will close to the General Fund on June 30, 2025.

**Cranberry Bog Maintenance - ATM 4/25/22** 

The Conservation Commission requested that these funds be rolled into FY25 to continue to support deferred maintenance at the Cranberry Bog. This account will close to the general fund on June 30, 2025.

**Firearms - ATM 4/25/22** 

Project complete. No remaining funds.

**Fire UTV Trailer - ATM 4/25/22** 

Project complete. Funds will close to the general fund on June 30, 2025.

**Fire Hose - ATM 5/8/23** 

This project is procured, but there are lead times extending beyond a year for securing this equipment. The Fire Department will need to continue the use of these funds into FY25 to account for the delivery delays.

**DPW Dump Truck - ATM 5/8/23** 

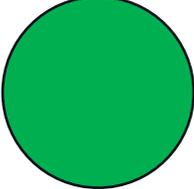
Procurement and contracting for this project completed in the summer of 2024. The project is now complete anwith no remaining funds.

**BOH Water Resource Protection - ATM 5/2017** 

This account carries over annually to assist the Board of Health with town water quality monitoring and management. It is reconciled annually and monitored by the department and the Financial Management Team.

**Encumbrances (FY23 FUNDS)** 

Process complete. Funds closed to the General Fund on June 30, 2024.

 **Financial Monitoring** 

Town Officials and the Financial Management Team are committed to providing transparent budget reporting and adherence to the town’s published financial policies.

\*\*\* This report was completed during the late Fall of 2024 so the numbers here are reported as current, not indicative of just FY24 \*\*\*

**Town Reserves** 

Town policy requires reserving 12% percent of the annual operating budget. As of 12/1/24, the Town has \$6,198,855 in reserve or 17.64% of the operating budget

FY26 Operating Budget \$ 35,148,854.00

Stabilization as of 12/1/24 \$1,326,069.27

Certified Free Cash as of 12/1/24 \$ 4,872,785.78 (Estimate)

**Cash Reconciliation** 

Town policy requires reconciliation of cash receipts between the Treasurer and Accountant within 30 days of the end of a month. Cash is reconciled as of 9/30/24.

### **Internal Audit**



Internal auditing began in the spring of FY24 under the direction of the Town Accountant and at the recommendation of the Town's external auditor. Kelly sent out a questionnaire (from the auditors) to gauge the status within each department before diving deeper. This was part of the audit recommendation and helped the Finance Team implement further controls.

The Finance Team will continue to refine this process, testing controls internally by department to continue to monitor adherence to law and Town policy.

### **Department Reconciliation**



The Town Accountant reconciles expenditures and revolving funds with departments monthly. All departments are now responding to this request as directed by the Finance Team. The last reconciliation occurred in July 2024 (to close FY24).

### **External Audit**



The town procured a new auditing firm for FY23. Marcum initiated their FY23 engagement in August and performed field work in early November and mid-December. Final financial statements and management letter reports were issued on February 7, 2024. Marcum presented their findings at the March 12, 2024, Select Board meeting.

**Levy Limit  
Fiscal Year 2025**

FOR BUDGET PLANNING PURPOSES

**I. TO CALCULATE THE FY 2024 LEVY LIMIT**

A. FY 2023 Levy Limit	31,065,003	
A1. Amended FY 2023 Growth	0	
B. ADD (IA + IA1)*2.5%	776,625	
C. ADD FY 2024 New Growth	366,938	
C1. ADD FY 2024 New Growth Adjustment	0	
D. ADD FY 2024 Override	0	
E. FY 2024 Subtotal	<b>32,208,566</b>	
F. FY 2024 Levy Ceiling	57,562,313	I. <b>32,208,566</b>
		<b>FY 2024 Levy Limit</b>

**II. TO CALCULATE THE FY 2025 LEVY LIMIT**

A. FY 2024 Levy Limit from I	32,208,566	
A1. Amended FY 2024 Growth	0	
B. ADD (IIA + IIA1)*2.5%	805,214	
C. ADD FY 2025 New Growth	320,787	
C1. ADD FY 2025 New Growth Adjustment	0	
D. ADD FY 2025 Override	0	
E. ADD FY 2025 Subtotal	<b>33,334,567</b>	
F. FY 2025 Levy Ceiling	60,105,707	II. <b>33,334,567</b>
		<b>FY 2025 Levy Limit</b>

**III. TO CALCULATE THE FY 2025 MAXIMUM ALLOWABLE LEVY**

A. FY 2025 Levy Limit from II.	33,334,567	
B. FY 2025 Debt Exclusion(s)	2,024,893	
C. FY 2025 Capital Expenditure Exclusion(s)	0	
D. FY 2025 Stabilization Fund Override	0	
E. FY 2025 Other Adjustment :	0	
F. FY 2025 Water/Sewer	0	
G. FY 2025 Maximum Allowable Levy	<b>35,359,460</b>	

**Signatures**

**Board of Assessors**

**David Boardman, Assessor , Carlisle , drbboard@gmail.com 978-369-0392 | 11/27/2024 10:09 AM**

**Kenneth P Mostello, Assessor , Carlisle , kmostello@expertek.com 978-369-0392 | 11/26/2024 9:15 PM**

**Levy Limit**  
**Fiscal Year 2025**

**Documents**

No documents have been uploaded.

**TAX RATE RECAPITULATION**

**Fiscal Year 2025**

**I. TAX RATE SUMMARY**

la. Total amount to be raised (from page 2, IIe)	\$ 37,724,227.77
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	6,036,499.00
lc. Tax Levy (Ia minus Ib)	\$ 31,687,728.77
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	98.1612	31,105,054.81	2,360,020,004.00	13.18	31,105,063.65
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	0.4813	152,513.04	11,570,401.00	13.18	152,497.89
Net of Exempt					
Industrial	0.1001	31,719.42	2,406,800.00	13.18	31,721.62
<b>SUBTOTAL</b>	<b>98.7426</b>		<b>2,373,997,205.00</b>		<b>31,289,283.16</b>
Personal	1.2574	398,441.50	30,231,078.00	13.18	398,445.61
<b>TOTAL</b>	<b>100.0000</b>		<b>2,404,228,283.00</b>		<b>31,687,728.77</b>

MUST EQUAL 1C

**Signatures**

**Assessors**

David Boardman, Assessor , Carlisle , drbboard@gmail.com 978-369-0392 | 11/27/2024 10:10 AM

**Comment:**

Kenneth P Mostello, Assessor , Carlisle , kmostello@expertek.com 978-369-0392 | 11/26/2024 9:17 PM

**Comment:**

**Documents**

No documents have been uploaded.

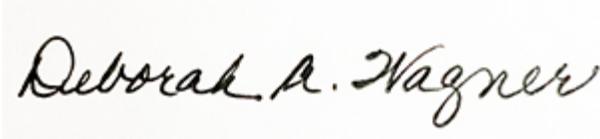
Do Not Write Below This Line --- For Department of Revenue Use Only

**Reviewed By:** Amy Handfield  
**Date:** 12/04/2024  
**Approved:** Andrew Nelson  
**Director of Accounts:** Deborah A. Wagner

**TAX RATE RECAPITULATION**

**Fiscal Year 2025**

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A handwritten signature in black ink on a light beige rectangular background. The signature reads "Deborah A. Wagner" in a cursive script.

**TAX RATE RECAPITULATION**

**Fiscal Year 2025**

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(g) from page 4)		<u>37,202,054.00</u>
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	0.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final Awards	0.00	
4. Retained Earnings Deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	12,385.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	<u>378,000.00</u>	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		<u>390,385.00</u>
Ilc. State and county cherry sheet charges (C.S. 1-EC)		58,638.00
Ild. Allowance for abatements and exemptions (overlay)		73,150.77
Ile. Total amount to be raised (Total Ila through Ild)		<u>37,724,227.77</u>

**III. Estimated receipts and other revenue sources**

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	2,034,288.00	
2. Massachusetts school building authority payments	0.00	
TOTAL IIIa		<u>2,034,288.00</u>
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	<u>1,474,011.00</u>	
2. Offset Receipts (Schedule A-1)	<u>0.00</u>	
3. Enterprise Funds (Schedule A-2)	<u>0.00</u>	
4. Community Preservation Funds (See Schedule A-4)	<u>796,000.00</u>	
TOTAL IIIb		<u>2,270,011.00</u>
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	<u>1,530,620.32</u>	
2. Other available funds (page 4, col (d))	<u>201,579.68</u>	
TOTAL IIIc		<u>1,732,200.00</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2024	0.00	
1b. Free cash..appropriated on or after July 1, 2024	0.00	

**TAX RATE RECAPITULATION**

**Fiscal Year 2025**

2.	Municipal light surplus	0.00	
3.	Other source :	0.00	
	TOTAL III d		<u>0.00</u>
III e.	Total estimated receipts and other revenue sources (Total III a through III d)		<u>6,036,499.00</u>
<b>IV. Summary of total amount to be raised and total receipts from all sources</b>			
a.	Total amount to be raised (from II e)		<u>37,724,227.77</u>
b.	Total estimated receipts and other revenue sources (from III e)	<u>6,036,499.00</u>	
c.	Total real and personal property tax levy (from I c)	<u>31,687,728.77</u>	
d.	Total receipts from all sources (total IV b plus IV c)		<u>37,724,227.77</u>

**TAX RATE RECAPITULATION**

**Fiscal Year 2025**

LOCAL RECEIPTS NOT ALLOCATED \*

	Receipt Type Description	(a) Actual Receipts Fiscal 2024	(b) Estimated Receipts Fiscal 2025	Percentage Change
==>	1. MOTOR VEHICLE EXCISE	1,215,130.58	925,000.00	-23.88
	2. OTHER EXCISE			
==>	a.Meals	0.00	0.00	0.00
==>	b.Room	0.00	0.00	0.00
==>	c.Other	0.00	0.00	0.00
==>	d.Cannabis	0.00	0.00	0.00
==>	3. PENALTIES AND INTEREST ON TAXES AND EXCISES	83,692.80	64,000.00	-23.53
==>	4. PAYMENTS IN LIEU OF TAXES	20,609.25	15,000.00	-27.22
	5. CHARGES FOR SERVICES - WATER	0.00	0.00	0.00
	6. CHARGES FOR SERVICES - SEWER	0.00	0.00	0.00
	7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00	0.00
	8. CHARGES FOR SERVICES - SOLID WASTE FEES	64,010.50	50,000.00	-21.89
	9. OTHER CHARGES FOR SERVICES	27,157.52	22,000.00	-18.99
	10. FEES	0.00	0.00	0.00
	a.Cannabis Impact Fee	0.00	0.00	0.00
	b.Community Impact Fee Short Term Rentals	0.00	0.00	0.00
	11. RENTALS	0.00	0.00	0.00
	12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00	0.00
	13. DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00	0.00
	14. DEPARTMENTAL REVENUE - CEMETERIES	11,500.00	5,000.00	-56.52
	15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00	0.00
	16. OTHER DEPARTMENTAL REVENUE	67,660.60	60,000.00	-11.32
	17. LICENSES AND PERMITS			
	a.Building Permits	323,156.00	240,000.00	-25.73
	b.Other licenses and permits	87,599.06	45,000.00	-48.63
	18. SPECIAL ASSESSMENTS	2,871.27	0.00	-100.00
==>	19. FINES AND FORFEITS	3,752.95	3,000.00	-20.06
==>	20. INVESTMENT INCOME	211,876.46	20,011.00	-90.56
==>	21. MEDICAID REIMBURSEMENT	10,448.96	25,000.00	139.26
==>	22. MISCELLANEOUS RECURRING	0.00	0.00	0.00
	23. MISCELLANEOUS NON-RECURRING	27,899.08	0.00	-100.00
	24. <b>Totals</b>	<b>2,157,365.03</b>	<b>1,474,011.00</b>	<b>-31.68</b>

Signatures

**TAX RATE RECAPITULATION**

**Fiscal Year 2025**

**Accounting Officer**

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

**Kelly Beyer, Town Accountant , Carlisle , kbeyer@carlislema.gov 978-371-6682 | 10/17/2024 2:26 PM**

**Comment:**

**Documents**

No documents have been uploaded.

\* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. The Recap Page 3 Support form must be submitted to support increases / decreases of estimated receipts to actual receipts.

==> The Recap Page 3 Support form must be submitted to support increases/ decreases of FY 2025 estimated receipts to FY 2024 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF). The Recap Page 3 Support form must be submitted to list each receipt type included in rows 22 and 23, Miscellaneous Recurring and Non-Recurring.

**TAX RATE RECAPITULATION**

**Fiscal Year 2025**

APPROPRIATIONS										AUTHORIZATIONS MEMO ONLY	
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)	
05/13/2024	2025	36,902,054.00	35,051,854.00	1,230,620.32	201,579.68	0.00	0.00	418,000.00	225,000.00	4,777,288.00	
05/13/2024	2024	300,000.00	0.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>		<b>37,202,054.00</b>	<b>35,051,854.00</b>	<b>1,530,620.32</b>	<b>201,579.68</b>	<b>0.00</b>	<b>0.00</b>	<b>418,000.00</b>			

\* Enter the fiscal year to which the appropriation relates.

\*\* Appropriations included in column (b) must not be reduced by local receipts or any other funding source.

Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

\*\*\* Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Signatures	
<b>Clerk</b>	
I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.	
Rosemary Harvell, Interim Town Clerk , Carlisle , rharvell@carlislema.gov 978-369-6155   10/10/2024 9:45 AM	
Comment:	

Documents
No documents have been uploaded.

# *Carlisle Old Home Day Association Inc.*

*A non-profit volunteer organization dedicated to this special celebration*

Carlisle Board of Selectmen  
66 Westford Street  
Carlisle, MA 01741

October 28th, 2024

Subject: Letter of Request to hold Old Home Day on June 21<sup>st</sup> and 22<sup>nd</sup>

Dear Carlisle Selectboard,

Greetings from Carlisle's Old Home Day Committee. In September the Old Home Day Committee met to discuss the past year's Old Home Day as well as begin planning for Old Home Day 2025. Similar to the last couple years, we have selected the first weekend after school is out as our preferred timeframe, which this year falls on June 21<sup>st</sup> and 22<sup>nd</sup>. We would appreciate your favorable consideration of these dates as well as the day preceding and following to allow us to set-up and take-down of any infrastructure (tents, tables, etc.). As always, the excellent help and support provided by the town is key to a successful event.

Our request encompasses your permission to utilize the general Town Center, Spalding Field, the useable portions of the school and grounds, the Fire Station, Town Hall and the byways that attach to these properties as well as selected roads for the 1- and 5-mile foot races and the parade. In addition, with cooperation with the Carlisle Cultural Council, we again hope to have a musical showcase on the afternoon and early evening of June 22<sup>nd</sup>, featuring many of our local musicians performing on Spalding Field.

As in the past, we request permission to hang a banner announcing the theme and dates during the month of June near the turn onto School St. On the weekend itself, our schedule will follow the usual sequence with foot races beginning around 6:45 Saturday morning with our standard list of events to follow, including a parade down Church Street returning to the Center on Bedford Road. Other activities throughout the day will include the country fair, children's games on the Green, demonstrations of model rockets on Spalding field, as well as the BBQ at the fire department and the cakewalk at Town Hall. As mentioned above, we will partner with the Cultural Council to host the music event on Sunday afternoon/evening at Spalding Field, where families can enjoy the local musical talent with which Carlisle is so richly blessed.

We appreciate and thank-you in advance of your consideration of our request.



Old Home Day Committee  
c/o Niles & Christie Cocanour, Chairs  
PO Box 54  
Carlisle, MA 01741

**TO:** Carlisle Police Station Building Renovation Committee  
**FROM:** Justin Humphreys, TBA Architects  
**PROJECT:** Carlisle Police Station Additions and Alterations  
**SUBJECT:** Summary of Cost Estimates  
**DATE:** May 6, 2024

---

Over the three-month period between January and April, TBA and its consulting engineers, worked with the Carlisle Police Station Building Renovation Committee to develop construction documents based on the schematic design presented to the Select Board in December of 2023. The design scope was generally understood and estimated in November of 2023. Schematic design was based on revised architectural layouts and assumed minor updates to the engineering done in the 2019 design. During the design development areas of additional scope were identified. A memo was provided to the PSBRC on April 5, 2024 describing seven areas identified with additional scope and the reasons for the increase. At that time, it was thought the additional costs would be in the range of \$200,000. Construction documents (drawings and specifications) to a 90% level of completion were provided for estimate, dated April 5, 2024, with the estimate being received May 1, 2024.

From the April 5<sup>th</sup> memorandum:

*Two primary goals were expressed and worked towards in this round of design and development of renovations and additions to the Carlisle Police Station:*

- 1. Develop a scheme that efficiently provides spaces that are safe, healthy, and code compliant to achieve accreditation.*
- 2. Create a police station that welcomes and engages the community with spaces that are safe, healthy, and a resource to the Town.*

*What is contained in the documents prepared by TBA Architects, Landtech Consultants, BLW Engineers, and Vanderweil Engineers is an architectural, civil, and systems engineering design that achieves the goals stated and advances subsequently expressed progress toward achieving Town initiatives, such as eliminating the use of fossil fuels and preparation for future solar and charging stations.*

We have compared and reconciled the two estimates (SD, November 2023 vs. CD, May 2024), parsed the numbers by checking against similar recent projects, discussions with the design team, and identifying areas where scope could be scaled back or included in potential bids as additive alternates.

Ultimately the latest estimated construction cost is over \$240,000 more than November, primarily attributable to the mechanical, electrical, and plumbing changes discussed previously and forward the goals of this project. Scopes of work identified for value management items can be included as alternates or we can work on some other options to include in the base bid.

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**TBA Architects, Inc.**

The side-by-side comparison and reconciliation is presented below in the format matching the December 2023 Select Board Presentation. Upon further review of the two estimates, we adjusted where the furniture allowance was carried, the percentages assumed for design contingency and escalation, added recommended construction contingency; and have included soft costs for both estimates to develop an estimated project cost. The values presented in the May 2024 Reconciled summary are with value management items deducted and HVAC, electrical, and plumbing numbers adjusted as discussed.

CARLISLE POLICE STATION - COMPARISON OF ESTIMATED COSTS SCHEMATIC DESIGN (NOV. '23) VS. CONSTRUCTION DOCUMENTS (MAY '24)					
Scope	NOV '23	Estimated Cost at Schematic Design	MAY '24	Estimated Cost at Construction Documents	Comments
BASE - SITE, RENO & SALLY PORT ADDITION		\$ 1,810,369		\$ 2,149,240	See division summary for detail
GARAGE/EVIDENCE STORAGE BLDG		\$ 331,523		\$ 339,174	See division summary for detail
<b>TOTAL DIRECT COST</b>		<b>\$ 2,141,892</b>		<b>\$ 2,488,414</b>	Note: furnishings & equipment above the line, corrected to below the line
GENERAL CONDITIONS	10%	\$ 214,189	10%	\$ 248,841	Materials & equipment required for construction
GENERAL ADMINISTRATIVE O&P	8%	\$ 188,486	8%	\$ 218,980	Paperwork, project tracking, office overhead & profit
P&P BOND	1.5%	\$ 38,169	1.5%	\$ 44,344	Performance & Payment Bonds - insurance for completion
DESIGN CONTINGENCY	5%	\$ 129,137	0%	\$ -	Closer to end of design, contingency not needed
ESCALATION ( spring 2024 )	4%	\$ 108,475	2%	\$ 60,012	CD closer to bid, part of original escalation in direct cost
<b>TOTAL CONSTRUCTION COST / BID</b>		<b>\$ 2,820,348</b>		<b>\$ 3,060,591</b>	<b>Presented as \$2,919,105 in Dec. '23</b>
CONSTRUCTION CONTINGENCY	0%	\$ -	8%	\$ 244,847	Recommended; at Owner's discretion for unforeseen or desired changes. None included at SD.
<b>RECOMMENDED CONSTRUCTION BUDGET</b>		<b>\$ 2,820,348</b>		<b>\$ 3,305,438</b>	
FURNISHINGS & EQUIPMENT ALLOWANCE		\$ 75,000		\$ 75,000	Discretionary by Owner, not part of bid, no contractor markup
ARCHITECT FEES		\$ 180,750		\$ 79,750	Proposed fees, remaining uncontracted at time of estimate
OWNER'S PROJECT MANAGER FEES		\$ -		\$ 90,000	Required by Ch149 for projects over \$1.5 million. None included at SD.
<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$ 3,076,098</b>		<b>\$ 3,550,188</b>	Hard and soft costs

**TBA Architects, Inc.**

The estimate received from the independent estimator was reviewed by the design team. Adjustments were made to several of the values stated where they were felt to be high and were attributed to higher unit prices than seen on similar jobs, some scope that isn't intended to be part of the project, and some item quantities that can be decreased. The seven areas identified as adding costs are below with some commentary based on our comparison and reconciliation of estimates.

1. Replacement of all mechanical heating, air conditioning, and ventilation units.
  - a. HVAC systems replaced with all electric. All equipment is replaced to comply with current codes and address ventilation concerns throughout the building.
  - b. Ductwork saved for reuse.
  - c. Overall cost of HVAC adjusted to \$86/sf addressing MERV filters cost, electric unit heaters cost, heat pump stands cost, heat pump breakdown cost, total heat pump tonnage, fcu quantities, condensate pump cost, refrigerant piping length, condensate piping length, ductwork saved rather than replacement, aluminum ductwork requirement, motorized damper cost, louver cost, simplify integrate/test/graphic controls.
2. Plumbing – primarily replacement of the gas-fired water heater with an electric water heater.
  - a. Fixture costs carried are high for what is specified. Water closets and flush valves are about twice the cost.
  - b. Reduction of costs of each fixture by at least 30% if specified as manual operation.
  - c. Non-sensor and manually set mechanical mixing valves drop 30%.
  - d. Additional cost of floor drain, piping, and oil-water separator from the new sallyport.
3. Upgraded electrical service.
  - a. Additional cost due to connection of all electrical HVAC - SD did not account for split systems and ERVs.
  - b. Switchgear, Panelboards, and feeders - SD did not account for new service and panelboards required.
  - c. Increased quantities of lighting fixtures and exit signs.
  - d. Overall cost of HVAC adjusted to \$86/sf
4. Replacement of security equipment.
  - a. Defunct systems need replacing.
  - b. Camera systems are extended with replacement of cameras in existing spaces and reuse of cabling.
  - c. Electric door operation and monitoring.
5. Windows at the second floor.
  - a. Deleted from scope, saves framing, siding, finishes, and windows.
6. Miscellaneous finishes in the training/community room and exercise room.
  - a. All identified and itemized to allow for consideration of inclusion via other options to achieve the same intent or as bid alternates.
    - i. Flooring
    - ii. Mirrors
    - iii. Acoustic ceiling panels
7. Finishes replacement at the office areas not reconfigured.

- a. All identified and itemized to allow for consideration of inclusion via other options to achieve the same intent or as bid alternates.
  - i. Flooring
  - ii. Painting

A list of value management items has been provided for finishes, casework, and various specialty items to assist in deciding whether to include the work as bid alternates and/or via revised design in the base bid.

Attachments:

1. Comparison Of Estimated Costs Schematic Design (Nov. '23) Vs. Construction Documents (May '24)
2. Estimate Division Summary Comparison & Reconciliation, Schematic to 90% CD, 5/6/2024
3. 90% CD Value Management Items

**END**

**CARLISLE POLICE STATION - COMPARISON OF ESTIMATED COSTS  
SCHEMATIC DESIGN (NOV. '23) VS. CONSTRUCTION DOCUMENTS (MAY '24)**

Scope	NOV '23	Estimated Cost at Schematic Design	MAY '24	Estimated Cost at Construction Documents	Comments
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<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$ 3,076,098</b>		<b>\$ 3,550,188</b>	Hard and soft costs

CARLISLE POLICE STATION COST ESTIMATE DIVISION SUMMARY									
COMPARISON & RECONCILIATION - SCHEMATIC TO 90% CD									
5/6/2024									
CSI DIVISION	November 2023			May 2024 Reconciled			DELTA (MAY-NOV)	NOTES	
	DIVISION TOTAL	% OF DIRECT	COST PER SF	DIVISION TOTAL	% OF DIRECT	COST PER SF			
DIVISION 02 - EXISTING CONDITIONS	\$ 40,931	2.3%	\$ 7.62	\$ 47,782	2.2%	\$ 7.88	\$ 6,851	see VM list	
DIVISION 03 - CONCRETE	\$ 42,654	2.4%	\$ 7.94	\$ 43,006	2.0%	\$ 7.10	\$ 352		
DIVISION 04 - MASONRY	\$ 40,565	2.2%	\$ 7.55	\$ 39,345	1.8%	\$ 6.49	\$ (1,220)	see VM list	
DIVISION 05 - METALS	\$ 6,375	0.4%	\$ 1.19	\$ 8,500	0.4%	\$ 1.40	\$ 2,125		
055000 METAL FABRICATIONS	\$ 7,112	0.4%	\$ 1.32	\$ 7,712	0.4%	\$ 1.27	\$ 600		
DIVISION 06 - WOOD, PLASTICS & COMPOSITES	\$ 77,516	4.3%	\$ 14.42	\$ 95,314	4.4%	\$ 15.73	\$ 17,798	see VM list	
DIVISION 07 - THERMAL & MOISTURE PROTECTION									
071000 DAMPPROOFING & SEALANTS	\$ 15,468	0.9%	\$ 2.88	\$ 17,071	0.8%	\$ 2.82	\$ 1,603		
072000 THERMAL PROTECTION	\$ 4,689	0.3%	\$ 0.87	\$ 9,702	0.5%	\$ 1.60	\$ 5,013		
075000 ROOFING & FLASHING	\$ 9,026	0.5%	\$ 1.68	\$ 11,798	0.5%	\$ 1.95	\$ 2,772		
078413 FIRESTOPPING	\$ 3,224	0.2%	\$ 0.60	\$ 4,048	0.2%	\$ 0.67	\$ 824		
DIVISION 08 - OPENINGS	\$ 103,855	5.7%	\$ 19.33	\$ 112,730	5.2%	\$ 18.60	\$ 8,875	see VM list	
085000 WINDOWS	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -		
088000 GLAZING	\$ -	0.0%	\$ -	\$ 3,325	0.2%	\$ 0.55	\$ 3,325	see VM list	
DIVISION 09 - FINISHES									
092000 GYPSUM BOARD	\$ 52,423	2.9%	\$ 9.75	\$ 42,814	2.0%	\$ 7.06	\$ (9,609)		
093000 TILING	\$ 70,701	3.9%	\$ 13.16	\$ 52,974	2.5%	\$ 8.74	\$ (17,727)		
095100 ACOUSTICAL TILE CEILINGS	\$ 17,337	1.0%	\$ 3.23	\$ 20,604	1.0%	\$ 3.40	\$ 3,267		
096500 RESILIENT FLOORING	\$ 21,321	1.2%	\$ 3.97	\$ 31,645	1.5%	\$ 5.22	\$ 10,324		
096800 TILE CARPETING	\$ 15,813	0.9%	\$ 2.94	\$ 24,181	1.1%	\$ 3.99	\$ 8,368		
098000 ACOUSTIC WALL TREATMENT	\$ -	0.0%	\$ -	\$ 18,060	0.8%	\$ 2.98	\$ 18,060		
099000 PAINTING	\$ 29,383	1.6%	\$ 5.47	\$ 37,607	1.7%	\$ 6.21	\$ 8,224		
DIVISION 10 - SPECIALTIES	\$ 25,972	1.4%	\$ 4.83	\$ 26,278	1.2%	\$ 4.34	\$ 306	see VM list	
DIVISION 11 - EQUIPMENT	\$ 10,000	0.6%	\$ 1.86	\$ 10,200	0.5%	\$ 1.68	\$ 200		
DIVISION 12 - FURNISHINGS	\$ 36,575	2.0%	\$ 6.81	\$ 19,600	0.9%	\$ 3.23	\$ (16,975)	see VM list	
DIVISION 13 - SPECIAL CONSTRUCTION	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -		
DIVISION 14 - CONVEYING EQUIPMENT	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -		
DIVISION 21 - FIRE SUPPRESSION	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	\$ -		
DIVISION 22 - PLUMBING	\$ 174,746	9.7%	\$ 32.52	\$ 255,848	11.9%	\$ 42.22	\$ 81,102	unit prices are higher than typical	
DIVISION 23 - HVAC	\$ 417,908	23.1%	\$ 77.76	\$ 519,519	24.2%	\$ 85.72	\$ 101,611	HVAC costs 75-80/sf	
DIVISION 26 - ELECTRICAL	\$ 404,228	22.3%	\$ 75.22	\$ 505,000	23.5%	\$ 83.33	\$ 100,772	unit prices are higher than typical	
DIVISION 31 - EARTHWORK	\$ 81,205	4.5%	\$ 15.11	\$ 83,025	3.9%	\$ 13.70	\$ 1,820		
DIVISION 32 - EXTERIOR IMPROVEMENTS	\$ 65,242	3.6%	\$ 12.14	\$ 66,202	3.1%	\$ 10.92	\$ 960		
DIVISION 33 - UTILITIES	\$ 36,100	2.0%	\$ 6.72	\$ 35,350	1.6%	\$ 5.83	\$ (750)		
RENOVATION & ADDITION DIRECT COST	\$ 1,810,369	100.0%	\$ 336.88	\$ 2,149,240	100.0%	\$ 354.63	\$ 338,871		
			5374			6061			
GARAGE/EVIDENCE STORAGE BLDG DIRECT COST	\$ 331,523		\$ 354.57	\$ 339,174		\$ 362.75	\$ 7,651		
			935			935			
TOTAL DIRECT COST	\$ 2,141,892			\$ 2,488,414			\$ 346,522		
GENERAL CONDITIONS	10%	\$ 214,189		\$ 248,841			\$ 34,652		
GENERAL ADMINISTRATIVE O&P	8%	\$ 188,486		\$ 218,980			\$ 30,494		
P&P BOND	1.5%	\$ 38,169		\$ 44,344			\$ 6,175		
DESIGN CONTINGENCY	5%	\$ 129,137	0%	\$ -			\$ (129,137)		
ESCALATION ( spring 2024 )	4%	\$ 108,475	2%	\$ 60,012			\$ (48,463)		
TOTAL ESTIMATED CONSTRUCTION COST / BID	\$ 2,820,348			\$ 3,060,591			\$ 240,243		
CONSTRUCTION CONTINGENCY	0%	\$ -	8%	\$ 244,847			\$ 244,847		
RECOMMENDED CONSTRUCTION BUDGET	\$ 2,820,348			\$ 3,305,438			\$ 485,090		
FFE	\$ 75,000			\$ 75,000			\$ -		
ARCHITECT FEES (bidding and contract administration)	\$ 180,750			\$ 79,750			\$ (101,000)		
OWNER'S PROJECT MANAGER FEES	\$ -			\$ 90,000			\$ 90,000		
TOTAL ESTIMATED PROJECT COST	\$ 3,076,098			\$ 3,550,188			\$ 474,090		

CARLISLE POLICE STATION COST ESTIMATE									
90% CD VALUE MANAGEMENT ITEMS									
	Quantity	Unit	Unit Cost	Total	Adjusted Unit Cost	Adjusted Total	Total Reduction		
Existing Conditions	1400	SF	\$ 3	\$ 4,200			\$ 4,200	\$ 4,200	Can reduce if the finishes are not updated
Masonry								\$ 11,530	
2" cmu sill (clad fnd 2 piece 3/A-5.1)	54	LF	\$ 65	\$ 3,510			\$ 3,510		
Low wall @ booking dest (2'10"H)	36	SF	\$ 45	\$ 1,620			\$ 1,620		
Cell door	2	LOC	\$ 2,000	\$ 4,000			\$ 4,000		
Cell plumb fix.	2	LOC	\$ 1,200	\$ 2,400			\$ 2,400		
Metals							\$ -		increase due to steel unit cost
Woods							\$ -	\$ 3,250	see the breakdown
New 2nd Floor Window Open:							\$ -		
Cut-in frame south gable open	1	LOC	\$ 500	\$ 500			\$ 500		
Cut-in frame north gable enlarged open	1	LOC	\$ 750	\$ 750			\$ 750		
South gable open	2	LOC	\$ 500	\$ 1,000			\$ 1,000		
North gable enlarged open	2	LOC	\$ 500	\$ 1,000			\$ 1,000		
Thermal							\$ -		Increase due to code changes
Openings							\$ -	\$ 76,270	
New Window(A-6.2):	18	SF	\$ 150	\$ 2,700			\$ 2,700	\$ 7,950	
South gable open ( 2 EA)	33	SF	\$ 150	\$ 4,950			\$ 4,950		
North gable open ( 2 EA)	2	PR	\$ 150	\$ 300			\$ 300		
Type L Prefinished Sallyport Dr (9'x8')	1	EA	\$ 15,000	\$ 15,000	\$ 5,000	\$ 5,000	\$ 10,000		
Type E Replace Swinging Cell Dr Complete	2	EA	\$ 18,500	\$ 37,000			\$ 37,000		
Fitness Rm Mirror( 2 loc)	140	SF	\$ 88	\$ 12,320			\$ 12,320	\$ 21,320	
Temp Glass Wall Panel Main Lobby(A-4.5)	40	SF	\$ 200	\$ 8,000			\$ 8,000		
Int Custom Logo @ Glass DR(A-4.5)	2	LOC	\$ 500	\$ 1,000			\$ 1,000		
Finishes							\$ -	\$ 58,236	
Switch to wood studs	2	sf	\$ 2,700	\$ 5,400			\$ 5,400		
Exercise rm ACB-1 (btw joistA4.6 )	380	SF	\$ 25	\$ 9,500			\$ 9,500		
Resilent Athletic flooring(096566)	377	SF	\$ 25	\$ 9,425	\$ 13	\$ 4,901	\$ 4,524		
Rubber Tile (0965190)	746	SF	\$ 22	\$ 16,412	\$ 10	\$ 7,460	\$ 8,952		
Acoustical Wall Tile:							\$ -		
2nd flr open office(A-4.5)	230	SF	\$ 45	\$ 10,350			\$ 10,350		
Comm./Train.(A-4.4)	120	SF	\$ 45	\$ 5,400			\$ 5,400		
Cork Wall Tile(12"x24"):							\$ -		
Main Lobby(A-4.5)	66	SF	\$ 35	\$ 2,310			\$ 2,310		
Delete finishes at unchanged rooms	1400	sf	\$ 7	\$ 9,800			\$ 9,800		
South gable @ window open.	1	LOC	\$ 500	\$ 500			\$ 500		
North gable @ window open.	2	LOC	\$ 750	\$ 1,500			\$ 1,500		
Specialties							\$ -	\$ 6,915	
Misc Toilet Accessories	1	LS	\$ 1,500	\$ 1,500			\$ 1,500		
105100 METAL LOCKERS							\$ -		
Mens & Womens Locker Rm:							\$ -		
Locker (15"w x18"d x5-6'h )	26	EA	\$ 390	\$ 10,140	\$ 21	\$ 8,190	\$ 1,950		
Custom attached 12" bench (A-4.3)	21	LF	\$ 165	\$ 3,465			\$ 3,465		
Casework							\$ -	\$ 39,060	
2nd Floor Open Office :							\$ -		
Solid surf. counter 30"D ( nic cab)	36	LF	\$ 315	\$ 11,340			\$ 11,340		
Open base cab 30"D( nic ctr)	36	LF	\$ 350	\$ 12,600			\$ 12,600		
Solid Wd service counter lobby ( 1 loc)	5	LF	\$ 350	\$ 1,750			\$ 1,750		
Solid surf. lav ctr ( 2 loc)	10	LF	\$ 385	\$ 3,850			\$ 3,850		
P-lam counter instead of solid surface	68	lf	\$ 140	\$ 9,520			\$ 9,520		
							\$ 195,261	\$ 199,461	
Garage									
Masonry									
2" cmu sill (clad fnd 2 piece 3/A-5.1)	99	LF	\$ 65	\$ 6,435			\$ 6,435		
Openings									
Type L Vehicle Garage (9'x8')	2	EA	\$ 15,000	\$ 30,000	\$ 5,000	\$ 10,000	\$ 20,000		
Finishes									
Furr & 1 lyr 1/2" or 5/8 @ roof frame	935	SF	\$ 13	\$ 12,155			\$ 12,155		
RB Resilient wall base @ int part.	40	LF	\$ 4	\$ 154			\$ 154		
HVAC									
EF/ Louvers & Duct	1	LS	\$ 10,000	\$ 10,000			\$ 10,000		
							\$ 48,744		

	Current	Proposed	Delta
Designer	79250	79250	0
OPM	218000	90000	128000
<b>TOTAL</b>	<b>297250</b>	<b>0 169250</b>	<b>0 128000</b>
Contingency	244847		
Contingency minus Delta	116847		

**Gretchen Gallimore**

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**From:** noreply@civicplus.com  
**Sent:** Monday, November 25, 2024 8:08 PM  
**To:** Gretchen Gallimore; Aubrey Thomas  
**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

## Reserve Town Property for Private Signs

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

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

Name	Donna Vienneau
Email Address	bvienneau15@gmail.com
Address	8 Acton Strteet
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9783765597
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	11/30/2024 6:45 AM - 12/5/2024 7:15 PM

All Day	Yes
Size and Type of Sign	Standard sandwich- board size
Organization and Purpose	The Carlisle Historical Society
Language	Sign is not completed yet but will reference a lecture sponsored by the Carlisle Historical Society on the Minutemen and the Revolutionary War. The speaker is a American History author.... day, time, and location will also be included.
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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## Gretchen Gallimore

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**From:** Eric Darling <edarling@carlisle-taxcredits.com>  
**Sent:** Tuesday, November 26, 2024 11:42 AM  
**To:** Gretchen Gallimore  
**Cc:** Donna Vienneau  
**Subject:** Re: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Gretchen – FRS has no objection to either period of time.

Many thanks,

Eric

---

**From:** Gretchen Gallimore <GGallimore@carlislema.gov>  
**Date:** Tuesday, November 26, 2024 at 11:21 AM  
**To:** Eric Darling <edarling@carlisle-taxcredits.com>  
**Cc:** Donna Vienneau <dldvienneau@gmail.com>  
**Subject:** FW: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Eric –

The Carlisle Historical Society has requested a reservation for a sign on the Town Common for the following dates/purposes:

- 11/30-12/5: Lecture and Annual Meeting
- 12/8 – 12/15: Holiday Open House

They have space reserved around the Rotary for the Lecture (11/30-12/5). There were already reservations for the period of the Holiday Open House request. I was able to reserve the weekends 12/7-8 and 12/14-15, but the week was unavailable.

Please let me know if this is permissible to FRS.

Best,  
Gretchen

---

**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

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

66 Westford Street  
Carlisle, MA 01741

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

---

**From:** Donna Vienneau <dldvienneau@gmail.com>  
**Sent:** Tuesday, November 26, 2024 11:11 AM

**To:** Gretchen Gallimore <GGallimore@carlislema.gov>

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

The 2 events are Dec 5th (lecture) and December 15th (Holiday Open House).

So I guess I will take 12/7-12/8 and 12/14- 12/15

In between is it possible to get the corner of the Common From FRS?

Also - did you get a request already from the Troast Family for that lecture on the 5th of December?

Thanks if not I guess I will ask for the FRS corner of the Common - if possible and should they still want it?

Please let me know....

Thank you for your efforts and time with this process

Donna

On Tue, Nov 26, 2024 at 10:48 AM Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)> wrote:

Hi Donna –

The Rotary is not available for your requested date range. The only dates available during/close to your range are weekends 12/7-12/8 and 12/14-12/15. Monday and Tuesday 12/16-12/17 are also available, but based on the request, I'm guessing the event is Sunday 12/15?

You could request other Town land, like the Transfer Station or Town Common. Further permission needs to be granted if requesting space that isn't around the Rotary.

Best,  
Gretchen

-----  
**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

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

[66 Westford Street](#)  
[Carlisle, MA 01741](#)

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

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

**Sent:** Monday, November 25, 2024 8:28 PM

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

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

Reserve Town Property for Private Signs

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

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Name	Donna Vienneau
Email Address	<a href="mailto:dldvienneau@gmail.com">dldvienneau@gmail.com</a>
Address	<a href="#">8 Acton Street</a>
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9783692649
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	12/8/2024 8:00 AM - 12/15/2024 7:45 PM
All Day	Yes
Size and Type of Sign	Typical Sandwich Board size
Organization and Purpose	The Carlisle Historical Society
Language	The sign is not yet completed but will reference our Holiday Open House at the Carlisle Historical Society/Heald House We will post for the community, the day time and location

Attach File *Field not completed.*

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Terms of Use Yes

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Commonwealth of Massachusetts  
 Division of Occupational Licensure  
 Board of Building Regulations and Standards

**Building Official Certification**  
**CBO Building Commissioner**

**BO-1591**

N JON METIVIER  
 6 CELTIC AVE  
 BILLERICA MA 01821

**Expires: 12/31/2027**



**Commissioner**

*Sarah R. Wilkins*

**Building Official Certification**

**\*BO-1591/340015\***

For information about this license

Contact OPSI: (617) 727-3200 or visit [www.mass.gov/dpl/opsi](http://www.mass.gov/dpl/opsi)



# CITY OF SALEM

In City Council, November 14, 2024

## RESOLUTION

**WHEREAS**, On the evening of October 26<sup>th</sup>, 2024, the Salem Fire Department was alerted to smoke in the wooded area behind Walmart, in between Spring Pond and Highland Avenue. Crews responded that night and on into Sunday evening to what ultimately was a 172-acre fire; and

**WHEREAS**, On the morning of October 29<sup>th</sup>, 2024, the Salem Fire Department was alerted to a second fire, originating in Salem Woods behind Farrell Court, on the opposite of Highland Avenue. Crews again responded to what was ultimately a 14-acre fire; and

**WHEREAS**, On October 30<sup>th</sup>, the Salem Fire Department reported that both brush fires in Salem were contained; and

**WHEREAS**, Salem Fire Department personnel and numerous other first responders have been working diligently and courageously since the initial reports to contain and address these fires, including extinguishing new flare ups that have occurred periodically; and

**WHEREAS**, the response of these personnel and departments has helped protect property and lives during an extremely hazardous situation; now, therefore

**BE IT RESOLVED** that the City of Salem recognizes the members of the Salem Fire Department and other responding fire departments for their courageous work in response to these fires, including personnel from the communities of Acton, Ayer, Belmont, Beverly, Billerica, Boxborough, Burlington, Carlisle, Concord, Devens, Dunstable, Framingham, Gloucester, Groton, Groveland, Haverhill, Lexington, Lincoln, Littleton, Lowell, Lynn, Manchester, Marblehead, Maynard, Medford, Milford, Northborough, Peabody, Pepperell, Saugus, Sherborn, Shrewsbury, Southborough, Stow, Sudbury, Tyngsborough, Westford, and Weston and the Bureau of Forest Fire Control of the Massachusetts Department of Conservation and Recreation; and

**BE IT FURTHER RESOLVED** that the City of Salem also recognizes the members of the Salem Police Department, the Massachusetts Emergency Management Agency, the Massachusetts National Guard air wing, the Everett Police Department, Cataldo/Atlantic Ambulance, and the Massachusetts Department of Fire Services for their critical support and assistance, and that a copy of this Resolution be sent by the City Clerk to the above departments and agencies as an expression of the City of Salem's gratitude for their service to our community.

In City Council November 14, 2024

Adopted by a roll call vote of 11 yeas, 0 nays and 0 absent

Approved by the Mayor on November 18, 2024

*Ilene Simons*

ATTEST:

ILENE SIMONS  
CITY CLERK