

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

January 14, 2024

Town Events and Town Hall News

First Floor Remodel

Joyce Contract Interiors has been selected to continue the first-floor remodeling efforts previously reported. The project, funded through remaining ARPA grants and FY25 maintenance budget allocations, will enhance employee workspaces and create a more welcoming area for COAHS visitors. The remodel is set to begin in March, pending the arrival of ordered materials. Lead times remain slow.

Human Resources Update

From Assistant Town Administrator/HR Director Aubrey Thomas

We are actively collecting resumes for three Department of Public Works (DPW) positions: Driver/Laborer, Heavy Equipment Operator, and Mechanic. Additionally, the search for a Public Safety Administrative Assistant has progressed well, with five strong interviews completed. A finalist will be recommended at the next Select Board meeting.

We have also approved an expansion of our HR software platform, Bamboo. This enhancement will digitize our onboarding process, moving us closer to a fully virtual onboarding and record-keeping system.

The employee review process will also begin this month. The process starts with a self-assessment and ends with a formal review of every employee.

FY2026 Budget Update

The Finance Committee recently concluded their marathon review sessions, examining department budgets over two nights. These sessions allowed departments to advocate for their

requests and refine details for Committee consideration. Two more meetings are scheduled in January to finalize initial recommendations, followed by a joint session with the Select Board in March to weigh options.

This year's budget faces significant challenges, including large, proposed increases in school budgets, rising health care costs, and an inflated Middlesex Retirement assessment. Without additional revenue or major expense reductions, the budget may exceed the Select Board's guideline of a 3% tax bill increase.

Later this month, we expect further information to refine our financial outlook:

- The Governor is expected to release House 1 on January 23, providing the first look at State Aid figures.
- Updates from MIIA on health insurance premium increases.
- Further refinement of budgets from both school districts.

Corey Auditorium Lighting Project Complete

We are thrilled to announce the completion of the Corey Auditorium Lighting project! The upgraded space is now hosting productions and will illuminate the Annual Town Meeting in May. Thanks to Sarah, our Sustainability Coordinator, the Town secured \$14,000 in rebates. The new LED fixtures are expected to save the Town more than \$7,000 annually.

Capital Project Updates

Comprehensive Culvert Analysis

The first draft of the comprehensive culvert analysis initiated this fall is nearing completion. A report will be prepared for the Select Board and incorporated into the capital planning process.

Elevator Maintenance Project

Project progress continues engineers finalize construction documents and estimates. The goal is to bid on the project before the Annual Town Meeting to provide voters with an exact cost.

Building Construction Projects

Library Renovation

The Building Committee has reviewed the project's scope and finances. The Trustees approved moving forward, directing finalization of contracts with Construction Monitoring Services (OPM) and Silver & Schwartz (designer). Over the next six months, these firms will collaborate to finalize designs and prepare construction documents for bidding. If everything proceeds on schedule, the project could begin next spring.

Residents can support the capital campaign at: <https://gleasonlibrary.org/about/library-renovation-design-project/>

Police Station Renovation

The Police Station Building Renovation Committee has finalized the design, including potential cost-saving alternatives. Bidding will begin by the end of the month, with CMS reviewing bids in March. If bids align with the budget, construction will start immediately. Otherwise, the Select Board has a placeholder article in the Annual Town Meeting Warrant for additional funding.

Fire Station Renovation

Four bids were received for fire station design services. The Select Board will review these bids and interview candidates at their January 28 meeting. The selected firm will collaborate with CMS to create schematic designs for public consideration at the Annual Town Meeting. ARPA funds are covering this phase of the project.

Upcoming Discussion Points

DPW Building

The MFC is finalizing an analysis of renovating versus constructing a new DPW building. The MFC will discuss these findings in a joint meeting with the Select Board later this month.

FY26 Budget

The Select Board should monitor the Finance Committee's review of the initial budget draft ahead of joint discussions in March. This includes both the operating budget and capital plan.

Sign and Banner Approvals

- **Carlisle Community Chorus:** Rotary and Transfer Station signs approved for display January 8–15.
- **Gleason Public Library Book Swap:** Rotary sign approved for display January 18–25.

Staff Recognition

Sergeant Stephen Mack of the Police Department has announced his retirement, effective January 31, 2025, after 33 years of exemplary service. Although known for his dedication to safety and community values, it is interesting to read in a recent Mosquito article that Sergeant Mack has also assisted in the delivery of three Carlisle babies during his tenure.

There is no way to properly thank Sergeant Mack for his service to Carlisle and his leadership of the Police Department. He is a fixture in the community and his mark on the careers of future

officers and the residents' elevated expectations of professional police service will last for decades. We hope to honor Sergeant Mack's career before his retirement and recommend retaining him as a per diem and traffic officer to continue supporting the community.

Upcoming Select Board Dates of Interest

- **January 17, 2025:** TA Out of Office – Waterville Valley Hockey Tournament
- **January 20, 2025:** Martin Luther King Day (Town Hall Closed)
- **January 21, 2025:** Proposed Select Board Meeting
- **January 23-24, 2025:** Executive Office Out of Office – MMA Annual Conference
- **January 28, 2025:** Select Board Meeting
- **February 11, 2025:** Select Board Meeting
- **February 25, 2025:** Select Board Meeting

Draft Agenda Review

A special agenda for January 21 will focus solely on reviewing Fire Station Designer proposals.

Also attached is a proposed draft of your January 28th meeting.

EVERSOURCE

Dear Sarah Wasserman:

Town of Carlisle

On behalf of Eversource, we wish to congratulate you on your investment in energy efficiency. The forthcoming financial incentive provided by Eversource is a recognition of your smart energy choices. Like all good investments, you will reap the benefits of your energy efficiency investment for years to come. Not only are you reducing operating costs, you are contributing to a more sustainable and robust energy future.

Eversource is pleased to provide payment for your project:

Project Name: Carlisle Corey Auditorium Lighting
Project Number: MA24P02703096
Phase Name: Carlisle Corey Auditorium Lighting
Phase Number: MA24P02703096-001
Incentive Amount: \$14,000
Payee: Town of Carlisle

This payment does not include any amount that may come from another Program Administrator and will arrive in a separate mailing.

If you have any questions regarding this project, please contact me at sarah.hamilton@eversource.com or .

We hope you will continue to use energy wisely as your business prospers. We stand at your side to help you with information, technical assistance, and financial incentives for your next renovation or equipment purchase. Please reach out to us as opportunities arise.

At Eversource, we are committed to delivering reliable energy and superior customer service. You may receive a survey asking you to evaluate your experience with us. Help us improve our service by completing the survey.

Sincerely,

Sarah Hamilton
Energy Efficiency Services
Eversource
247 Station Drive, SW360
Westwood, MA 02090-9230

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To: Ryan McLane, Town Administrator

From: Sarah Wasserman, Land Use and Sustainability Coordinator

Date: 12/10/24

Subject: Corey Auditorium Efficiency Rebate

In August 2024, construction began on the Corey Auditorium house and theatrical lighting systems, replacing them with efficient LED fixtures and programmable management systems. The choice to switch to LEDs allowed Carlisle to apply for a custom lighting rebate with Eversource. With assistance from Energy Efficiency Consultant Sarah Hamilton from Eversource and System Integrator Sara Willey from Barbizon, Carlisle submitted a custom application and was awarded \$14,000.

These updates will save the Town both energy and money. Eversource calculates that this project will reduce emissions by 34,817 kWh each year, and will lower the Town's emissions by 135.79 tons of CO₂ over the course of a 20-year period, or approximately 7 tons of CO₂ a year.

To think of it a different way: each year the town will be diverting the same amount of carbon sequestered by a 6.5 acre forest!

When it comes to bills, in September 2024, the Town paid approximately \$0.22 per kWh for electricity use at the Corey Building. As an example, if we were to assume that rate over a twelve-month period, the Town could expect to save \$7,868 from the auditorium updates!

See summarizing graphic below.



Gretchen Gallimore

From: noreply@civicplus.com
Sent: Saturday, January 4, 2025 1:03 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	Barney Arnold
Email Address	barney.arnold@comcast.net
Address	225 Lowell Street
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-985-1228
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	at entrance to Transfer Station
Date(s) of Reservation	1/8/2025 9:00 AM - 1/14/2025 9:00 PM

All Day	Yes
Size and Type of Sign	sandwich board 2x3, both sides
Organization and Purpose	Carlisle Community Chorus concert announcement
Language	Same as last fall with new date
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Monday, December 16, 2024 4:07 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	Bill
Email Address	Cooney
Address	959 Concord Street
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9785023903
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	1/18/2025 8:00 AM - 1/25/2025 6:00 PM

All Day	Yes
Size and Type of Sign	2x3ft
Organization and Purpose	Friends of the Gleason Public Library will be sponsoring a Book Swap at the Library on 1.25.25.
Language	Please see attached file.
Attach File	Rotary PosterWinter Book Swap 2025.pdf
Terms of Use	Yes

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



SELECT BOARD
TUESDAY, JANUARY 28TH, 2025
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 <ul style="list-style-type: none">• Employees• Volunteers
7:15 p.m.	3. Pole Petition
7:20 p.m.	4. Fire Station Designer Selection Interviews
9:30 p.m.	5. Town Administrator Report
9:40 p.m.	6. Warrants & Minutes
9:50 p.m.	7. Liaison Reports
9:55 p.m.	8. 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/82607346854?pwd=vRXLS0TUkbcaoSiPCmnNJgE98faXam.1>

Meeting ID: 826 0734 6854

Passcode: 453100

One tap mobile

+16469313860,,82607346854#,,,,*453100# US

+19292056099,,82607346854#,,,,*453100# US (New York)