

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

January 28, 2025

## **Town Events and Town Hall News**

### **Community Outreach**

The next Town Administrator Coffee Hour will be held on February 4th at 10:00 AM at Ferns. Residents are encouraged to stop by to discuss the Town budget, the upcoming Town Meeting, and other topics of interest.

### **All Chairs Meeting**

Aubrey and I are planning to host another All Chairs Meeting in February. The agenda will include updates on employee reviews, the FY26 budget, and preparation for the Annual Town Meeting.

## **Human Resources Update**

*From Assistant Town Administrator/HR Director Aubrey Thomas*

This report will be delivered to the Board in person on Tuesday, January 28th.

## **FY2026 Budget Update**

The Finance Committee is now meeting weekly to review outcomes from their extensive sessions with Town departments. The level-services budget requested by departments exceeds the Town's tax impact goals, necessitating discussions about increasing revenues or reducing costs. In the coming week, the Committee will ask departments to complete budget-cutting exercises to see what reductions will do to Town service levels.

Governor Healey's release of House 1 offers a preliminary view of projected state aid. Initial figures suggest our revenue projections are accurate, though we anticipate minimal relief from the state to address budget deficits. As the state budget process unfolds, we expect more refined projections from the House and Senate later this spring. Additionally, I will gain insights into health care costs after the MMA's Connect 351 Conference, where MIIA typically provides updated cost ranges.

I recommend that the Finance Committee and Select Board prioritize the capital side of the budget. Assuming one-time funds will supplement the operating budget, there is not enough Free Cash to cover all departmental requests. I seek direction from the Board on how to present information about capital requests to aid prioritization.

Lastly, the Cultural Council will be coming to your next meeting to discuss their \$5,700 operating budget request. As the CC is appointed by the Select Board, the FinCom wanted SB to weigh in on this decision.

## **Chapter 90 Projections**

Governor Healey has proposed transportation funding legislation to increase Chapter 90 funding to \$300 million annually. While this must go through the legislative process, it would align with temporary funding levels from the past two years, securing Carlisle approximately \$350,000–\$400,000. This funding supports the Select Board's road improvement plan, which aims for \$800,000 in annual spending. Town residents can assist by advocating for this measure with legislators to establish permanent funding.

## **Connect 351 Conference**

Aubrey, Gretchen, Julie, and I are attending the MMA's annual conference in Boston this week. We have developed a plan to maximize learning opportunities and will report back on FY26 budget updates, zoning challenges, and innovative initiatives. A comprehensive report will follow at the next Select Board meeting.

## **Employee Disclosure**

Employees serving in multiple roles (outside of a single job description) are required to disclose this to the Select Board to vet these situations of financial interest for potential legal and ethical issues. Steve Munroe, our Facilities Technician, is currently assisting the DPW with plowing due to employee shortages. Steve is fully licensed for this work and the service is budget neutral due to vacancies. Steve is only acting in this capacity when he gives his approval and is requested by the DPW Director. The Select Board should vote to accept his disclosure.

## **Green Communities Final Report**

Attached is the Town's annual GC compliance report. There is no action needed from the Board unless there are any questions or follow up information requests.

## **Youth Commission Revolving Fund Cap Increase**

Due to the popularity of the YC's Friday Night Live, the YC is asking the Select Board to support raising their spending cap to \$20k. The Town Meeting approved cap was \$14k, but the YC will surpass this spending amount before year's end. The YC can only spend this money if they have the revenue, which they are projected to have. This has no operating budget impact and the YC is completely self-funded. The Finance Committee has already approved this request. The Select Board must also vote to approve for the increase to be permitted.

## **Capital Project Updates**

### **Comprehensive Culvert Analysis**

The first draft of the analysis is complete. I will review and provide comments to Nitsch before scheduling a meeting to discuss the findings and their impact on future capital planning.

### **Elevator Maintenance Project**

Progress continues as engineers finalize construction documents and estimates. We aim to bid on the project before the Annual Town Meeting to present voters with precise costs.

### **Benfield Project**

The Benfield accessibility project approved last year is now complete, with exterior ADA-compliant doors installed. These improvements address mobility challenges reported at the last Town Meeting. Facilities Director Stephen will provide a comprehensive report once the final checklist is complete.

## **Building Construction Projects**

### **Library Renovation**

The Building Committee has reviewed the project's scope and finances. The Trustees approved moving forward with Construction Monitoring Services (OPM) and Silver & Schwartz (designer). Over the next six months, these teams will finalize designs and prepare construction documents. The project is on track to begin next spring.

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

### **Police Station Renovation**

TBA is finalizing construction documents and preparing procurement templates. Final numbers should be ready for Select Board consideration by April. Sarah is coordinating with the design team to ensure energy-efficient upgrades are cost-neutral through rebate-eligible equipment.

### **Fire Station Renovation**

The Select Board will review bids for fire station design services and interview candidates on January 28th. The selected firm will collaborate with CMS to develop schematic designs for public review at the Annual Town Meeting. This phase is funded by remaining ARPA funds.

### **DPW Building**

The MFC is completing an analysis of renovating versus constructing a new DPW building. Findings will be discussed in a joint meeting with the Select Board later this month.

### **Town Flag**

Scott Evans is coordinating the creation of Carlisle's first Town Flag. A ceremony is scheduled for February 15th, with plans to present the flag later at the State House. A version suitable for a Town Hall display has also been requested, but this flag is a labor of love, made by hand with significant care.

### **Community Garden Manager**

We mourn the loss of Jack O'Connor, the Foss Farm Community Garden Manager, whose dedication leaves a legacy. The Select Board, in coordination with the Conservation Commission, will need to work to appoint a successor.

### **School Committee Vacancy**

Following Sara Wilson's resignation, the Select Board must hold a joint session with the School Committee to appoint a new member to serve until the next Town Election. Two applications have been received so far.

### **Cemetery Commission Task Force Report**

The Cemetery Task Force is ready to present its findings on Green Cemetery, including timelines for expansion, capital improvements, and workflow recommendations.

## Approval Notifications

- **Carlisle Route to Sustainability Day:** Banner on School Street approved for display from April 1-30. This event also received approval for a notary sign from April 14-28 and for Town Land use on the Common and Town Hall.
- **Carlisle Minutemen:** Use of Town Hall (Clark Room) for Stop the Bleeding training on April 5th.
- **Carlisle Mosquito, Trash Pary:** Rotary sign approved for display March 22 to April 5<sup>th</sup>.

## Staff Recognition

Our staff and volunteers proudly seek alternative funding sources for Town projects, helping the community by deferring tax impacts for important Town investments. A recent example includes the Wilkins HVAC repairs, a \$207k (plus \$22k in design) investment in building maintenance and cleaner technology. The Town Meeting approved this capital expense, but through the diligent work of Stephen Connearney and the Municipal Facilities Committee, Carlisle will receive an energy rebate of \$117,310. This revenue will help fund future capital investments. I would like to thank our staff and volunteers for their careful attention to these additional revenue opportunities as they help stretch our capacity to repair buildings/equipment and meet the Town's energy goals.

Additionally, Chief Sorrows and the Fire Department received a \$15,500 Firefighter Safety grant. Chief Sorrows and his team continually look for ways to offset their equipment and training costs, seeking annual monetary awards that reduce Town tax impacts. We are appreciative of this sustained effort and happy to report that the department will put this grant to use for their capital and training needs.

## Upcoming Select Board Dates of Interest

- **February 11, 2025:** Select Board Meeting
- **February 17, 2025:** Presidents Day, Town Hall Closed
- **February 25, 2025:** Select Board Meeting

## Draft Agenda Review

Attached is a proposed draft of your February 11<sup>th</sup> meeting.



**GREEN COMMUNITIES  
FINAL GRANT REPORT  
CARLISLE, MA**

**Date of Final Report Submission:**

January 15, 2025

**Name and Title of Person Submitting Final Report:**

Sarah Wasserman, Land Use and Sustainability Coordinator

**Signature of Person Submitting Final Report:**

*Sarah Wasserman*

### **Project Description**

The buildings owned and operated by the Town of Carlisle have an average age of 60 years. As the Town seeks to improve its buildings through efficiency upgrades, it also seeks to extend the life of facilities to reduce financial burdens. Carlisle was awarded a grant from Green Communities in 2023 to cover the costs of an efficiency audit at the Town Hall, Public School complex, and Library, as well as weatherstripping at the three buildings and air sealing and other insulation measures at the School.

### **Project Components:**

- The replacement and installation of weatherstripping on 10 single doors, 20 double doors, and 3 overhead doors between the three buildings.
- The weatherization of 20 skylights, and the installation of 1,175 linear feet of PT foam in the three buildings and the gym.
- Building Operator Certification training for the Facilities Director.

### **Changes in project scope:**

The Building Operator Certification training is not something that the Town could complete in the anticipated time frame. Steve Bastek, the Facilities Director at the time of grant application, has since retired. Stephen Connearney, Facilities Manager for the school buildings, does not have the capacity to complete the time-intensive training due to ongoing facilities demands and understaffing issues. It was decided that the best course of action would be for the Town to close out this grant without the training being completed because the primary objective – weatherizing three municipal buildings – was achieved.

### **Work Completed:**

- Town Hall
  - Start date: March 20, 2024
  - Completion date: March 20, 2024
- Schools
  - Start date: March 18, 2024
  - Completion date: March 19, 2024
- Library:
  - Start date: March 20, 2024
  - Completion date: March 20, 2024

### **Team managing the project and their responsibilities**

- Stephen Connearney, School Facilities Director – oversight of the project at all three buildings, interfacing with the contracted company, managing and resolving any issues.
- Julie Mercier, Town Planner – project oversight and grant administration.
- Sarah Wasserman, Land Use and Sustainability Coordinator – project oversight and grant administration.

### **Procurement process**

The procurement process followed MGL Chapter 25A.

### Descriptive narrative of public involvement and support

This project was not widely publicized due to staff turnover, and because it was a relatively small, internal change to Town buildings. Now that the project is completed and the grant is approaching finalization, the Land Use and Sustainability Coordinator is preparing outreach materials to emphasize cost savings of this work to residents, and to increase public knowledge of the Green Communities program. (See Appendix C).

### Lessons Learned

Several aspects of this project ran smoothly. The work was completed quickly and represented a first step towards greater efficiency goals. Town personnel have noticed temperature improvements in some buildings. Challenges to this project included personnel changes between the application, launch, and completion of the grant. Both the staff member who applied for the grant, and the staff member designated for the BOC training left before implementation began. This made it difficult to track certain milestones and ultimately resulted in the loss of the Building Operator Certification training aspect of the project. More consistent documentation and communication going forward will help future grants retain a seamless transition if being passed from an outgoing to an incoming staff member.

### Staff Feedback

- Martha Feeney-Patten, Library Director, noted that the improvements have helped with drafts from the entryways.
- Stephen Connearney, Facilities Director, noted that the heat retention has improved at the schools due to the weatherstripping and air sealing in the gym. He also noted that some weatherstripping and pipe insulation will be addressed by the facilities department, rather than Guardian. He found them challenging to work with, and the quality of their work adequate, but not excellent.
- Town Administrator Ryan McLane noted an increase in efficiency at Town Hall due to better door sealing and a reduction in doors sticking open.

See .zip file for before and after images of the work.

Green Communities Grant FY24 Confirmation Statement  
January 14, 2025

By signing below, I, Stephen Connearney, Facilities Director for the Town of Carlisle, verify the weatherization measures as outlined in the Green Communities grant are installed as specified and are operating adequately. I inspected this work on **04/09/2024**. My contact information is [sconnearney@carlislema.gov](mailto:sconnearney@carlislema.gov).

A handwritten signature in black ink, appearing to read "Stephen", with a stylized flourish at the end.

Stephen Connearney | Facilities Director

# How Does Carlisle Benefit from Green Communities?

2023:

Green Communities funds weatherization at the School, Library, and Town Hall.

**Award amount: \$69,417.**

2024:

Weatherstripping and air sealing completed.

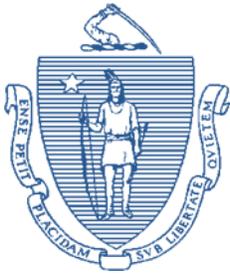
2025 and beyond:

Carlisle will trim over \$4,500 off of its energy bills annually, for these three buildings alone!



Town of  
**Carlisle**  
MASSACHUSETTS

Learn more at: [www.carlislema.gov/1245/Green-Communities-Climate-Leaders](http://www.carlislema.gov/1245/Green-Communities-Climate-Leaders)



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE BOSTON, MA 02133  
(617) 725-4000

**MAURA T. HEALEY**  
GOVERNOR

**KIMBERLEY DRISCOLL**  
LIEUTENANT GOVERNOR

January 17, 2025

Chief Bryan Sorrows  
Town of Carlisle  
80 Westford Street  
PO Box 575  
Carlisle, MA 01741

Dear Chief Sorrows,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Town of Carlisle Fire Department \$15,500.00 in State Fiscal Year 2025 funding for the Firefighter Safety Equipment Grant Program.

With each new challenge, the fire service in Massachusetts demonstrates its ability to adapt, overcome, and continue providing the excellent level of services that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The Healey-Driscoll Administration is committed to supporting local fire departments and working with communities to come into compliance with the MBTA Communities Law, which is an essential component of our efforts to make housing more affordable. Due to the recent Supreme Judicial Court ruling, all communities have additional time to come into compliance with the MBTA Communities Law, so no community is being denied a fire safety grant for not being in compliance at this time. Compliance will be taken into consideration for future grant rounds, as it will be for all discretionary grant programs.

The contract, terms and conditions, and other documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or [Timothy.Moore@mass.gov](mailto:Timothy.Moore@mass.gov) for contract terms, conditions, and other award documents.  
Sincerely,

Handwritten signature of Maura T. Healey in blue ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kimberley Driscoll in blue ink.

LT. GOVERNOR KIMBERLEY DRISCOLL

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Sunday, January 19, 2025 9:02 AM  
**To:** Gretchen Gallimore; Aubrey Thomas  
**Subject:** Online Form Submittal: Reserve Space for Private Banner on Town Property

### Reserve Space for Private Banner on Town Property

Name	Christina Christodouloupoulos
Email Address	Cccarlisle21@gmail.com
Address	46 Hemlock Hill
City	Carlisle
State	MA
Zip Code	01741
Phone Number	7816087388
Date(s) of Reservation	4/1/2025 8:30 AM - 4/30/2025 5:00 PM
All Day	Yes
Size and Securement Method	Secured by the Fire Department
Location of Banner	Bottom of School Street
Organization and Purpose	Environmental Sustainability Committee's Route to Sustainability Day
Text of Banner	Updated date and time for this year
Attach File	<a href="#">IMG_3466.png</a>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 15, 2025 10:11 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.

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Name	Christina Christodouloupoulos
Email Address	Cccarlisle21@gmail.com
Address	46 Hemlock Hill
City	Carlisle
State	MA
Zip Code	01741
Phone Number	7816087388
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	4/11/2025 10:00 AM - 4/28/2025 12:00 PM

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All Day	Yes
Size and Type of Sign	Sandwich Board 2x3 ft
Organization and Purpose	Environmental Sustainability Committee
Text of Sign	Text as indicated in image, with amended date and time
Attach File	<a href="#">IMG_3550.png</a>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 21, 2025 9:47 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.

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Name	Dan Jacques
Email Address	danjacquesgm@gmail.com
Address	183 Indian Hill
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9785059616
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	3/22/2025 10:00 AM - 4/5/2025 1:00 PM

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All Day	<i>Field not completed.</i>
Size and Type of Sign	Sandwich board, 2ft x 3ft
Organization and Purpose	Carlisle Mosquito, annual trash party
Text of Sign	Trash Party! Saturday April 5th 9 - 11:30 AM Center Park Free Bags Free Donuts Free Coffee All Ages Carlisle Mosquito
Attach File	<a href="#">2024 Trash Party road sign (1).jpg</a>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Sunday, January 19, 2025 8:54 AM  
**To:** Gretchen Gallimore  
**Subject:** Online Form Submittal: Reserve Town Common for Community Events

### Reserve Town Common for Community Events

#### Use of Town Common

Use of the Town Common for community events requires permission of the Select Board and the leadership of the First Religious Society.

Name	Christina Christodouloupoulos
Email Address	Cccarlisle21@gmail.com
Address	46 Hemlock Hill
City	Carlisle
State	MA
Zip Code	01741
Phone Number	<i>Field not completed.</i>
Date(s) and Time of Event	4/26/2025 12:00 PM - 4/28/2025 3:00 PM
Organization and Purpose	Environmental Sustainability Committee Route to Sustainability Day
Event Description	<p>Annual Earth Day event: Route to Sustainability Day. The event will be on Sunday, April 27, but we are requesting use of the Common on April 26 for setting up and April 28 should we need additional time to break down the event.</p> <p>Request to use the the Common has been submitted to the First Religious Society and permission is pending.</p>
Permission from the First Religious Society	<i>Field not completed.</i>

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



## Gretchen Gallimore

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**From:** Chris C <cccarlisle21@gmail.com>  
**Sent:** Friday, January 10, 2025 7:07 AM  
**To:** Travis Snell; Ryan McLane; Gretchen Gallimore  
**Subject:** Permission to use Common and hang RTSD banner

Greetings,

The ESC kindly requests Select Board permission to:

- 1) Use the Town Common on April 26 through April 28, 2025 for Route to Sustainability Day (4/26 set up, 4/27 event, 4/28 clean up)
- 2) Hang the banner promoting Route to Sustainability Day at the base of School Street from approximately April 1 through approximately April 30, 2025 (dependent on Fire Department schedule)

A similar request for permission has been submitted to First Religious Society.

Thank you for your consideration.

Christina Christodoulopoulos  
Environmental Sustainability Committee

## Gretchen Gallimore

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**From:** Scott Evans <sevans299@gmail.com>  
**Sent:** Wednesday, January 22, 2025 12:33 PM  
**To:** Ryan McLane  
**Cc:** Gretchen Gallimore  
**Subject:** Stop-the-Bleed Tourniquet Training

Hi Ryan,

I am organizing this training for my militia regiment which includes Carlisle and Concord Minutemen. I am limiting this to 40 participants right now. This training will be conducted by my daughter who is a trauma surgeon at UPenn Hospital. This is likely Saturday April 5th in the morning, but I might expand this to include a second session in the afternoon. I have rec'd a strong response.

I would like to use the Clark room as it has enough space and a video presentation screen.

Is it possible for me to reserve this room for that purpose? If space allows I can also include some of the Town staff if they are interested.

The idea is that the Minutemen are going to be all along the parade on April 19th, at the battle reenactments and other events that weekend and in the upcoming months. In the MEMA training I took last weekend it was pointed out that bystanders were the number one reason many survived the Marathon Bombing, even with all the medical help at that event. So this is a preparedness training that hopefully we never have to execute.

--

Best Regards  
Scott Evans  
339-234-0672



SELECT BOARD  
TUESDAY, FEBRUARY 11<sup>TH</sup>, 2025  
AT 6:00 P.M.  
**CLARK ROOM, TOWN HALL**  
**66 WESTFORD ST. CARLISLE, MA 01741**

**HYBRID MEETING**

**AGENDA**

TIME	PURPOSE
6:30 p.m.	Executive Session Pursuant to MGL c. 30A, § 21, reason two: 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel <ul style="list-style-type: none"><li>• Town Administrator Ryan McLane</li></ul> <p><i>The Board will reconvene in Open Session in the Clark Room beginning at 6:30 pm.</i></p>
7:00 p.m.	1. Community Input
7:05 p.m.	2. Appointments <ul style="list-style-type: none"><li>• Employees</li><li>• Volunteers</li></ul>
7:10 p.m.	3. School Committee Joint Meeting <ul style="list-style-type: none"><li>• Vacancy Appointment (Vote)</li><li>• Highland Building Update</li><li>• Town Administrator Bylaw</li><li>• Cross Country Skiing Parking</li></ul>
7:40 p.m.	4. Annual Town Meeting <ul style="list-style-type: none"><li>• Close Warrant</li><li>• Review Warrant Articles</li></ul>
8:00 p.m.	5. Cemetery Task Force <ul style="list-style-type: none"><li>• Short term</li><li>• Long term</li></ul>
8:30 p.m.	6. Cultural Council <ul style="list-style-type: none"><li>• Budget</li><li>• Programming</li></ul>
8:50 p.m.	7. 250 <sup>th</sup> Discussion
9:20 p.m.	8. Town Administrator Report
9:40 p.m.	9. Warrants & Minutes
9:45 p.m.	10. Liaison Reports

9:50 p.m. 11. Fire Station Designer Interviews

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/86919763189?pwd=UjV01YySLwEU91sAWacnibzJs7P9vR.1>

Meeting ID: 869 1976 3189

Passcode: 535069

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One tap mobile

+19292056099,,86919763189#,,,,\*535069# US (New York)

+13017158592,,86919763189#,,,,\*535069# US (Washington DC)