

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

February 25, 2025

Town Events and Town Hall News

First Floor Furniture Install

Joyce Contractors will begin renovating the COAHS and the Town Clerk office space on March 12th. The project is expected to take at least three days to complete. Work includes moving existing furniture, repairing the space, installing modern furniture, and reconnecting all office equipment. Residents should anticipate varying service levels at Town Hall during that week. All service disruptions will be communicated through our usual communication channels.

All Chairs Meeting

The next Carlisle All Chairs Meeting will be held on March 7th. The agenda includes:

- Employee Review and HR Updates
- FY26 Budget Updates
- Preparation for Annual Town Meeting
- Committee Reports

Town Administrator Coffee Hour

I will host my next Coffee Hour at Ferns on March 11 at 10am and encourage residents to join me for discussions on the FY26 budget and key topics for the Annual Town Meeting.

Town Flag Dedication

I was honored to attend the dedication of the Town's replica flag on February 15 at Town Hall. Scott Evans, Chair of the Veterans and Celebrations Committee, hosted the event, welcoming Town officials, special guests, and the Carlisle Minutemen for the first public unveiling of the hand-sewn replica flag, which is set to be installed at the Massachusetts Statehouse. The original flag, created more than 50 years ago by Beverly Heath, was displayed as she described the

creation process. The late Barbara Lewis began the effort to replicate the flag, which was completed by Marybeth Stevenson. I will ensure the Board is informed of the Statehouse installation date, and we will share videos and photos of the event on our social media channels.

Charity Bike Ride Approval

The National Brain Tumor Society Ride has requested permission to use Carlisle roads for its annual non-profit event, scheduled for Sunday, May 18, 2025. The event is not expected to result in any road closures, and both Chiefs have reviewed and approved the route with no reported concerns. I recommend that the Select Board approve this event.

Department Updates and Information

Human Resources Update

From Assistant Town Administrator/HR Director Aubrey Thomas

After reviewing a highly competitive candidate pool and conducting interviews with eight outstanding individuals, we are pleased to introduce Emma Casey as our selected candidate for the Public Safety Administrative Assistant position. As a project analyst at the Edward Davis Company in Boston, Emma brings a wealth of experience in administrative processes, budget and payroll coordination, and customer service and communication. Her expertise and skills will make her an asset in this newly established role.

We are pleased to introduce Carder Tillman as our selected candidate for the DPW Driver/Laborer position. With three and a half years of customer service experience and a demonstrated work ethic, Carder has shown the ability to adapt, take on responsibility, and excel in a team-oriented environment. As a Shift Manager at Walgreens, he quickly advanced from an entry-level role, reflecting his dedication and strong problem-solving skills. His commitment to serving the community and willingness to take on new challenges make him a great fit.

We are working with the Select Board and COAHS Board on the next steps for the COAHS Director role while I serve as the Interim Director. It is a talented team, so events and services have continued to excel for residents.

FY2026 Budget Update

The Finance Committee is nearing completion of Draft Two of the Town's FY26 operating budget. Over the past two weeks, their efforts have resulted in a budget that is expected to increase the average tax bill by less than 3.5%. To address a deficit of more than \$700K, the Committee increased revenues through free cash, ambulance receipts, and local receipt projections while also reducing departmental requests by over \$250K. The Committee will finalize Draft Two and present their initial recommendations to the Select Board on March 11.

This week, we received a key update for the FY26 budget when MIAA informed us that next year's rates will increase by 15.54%. Combined with rising insurance usage and the Select

Board's plan to increase the Town's contribution, this budget line is projected to grow by 20%, exceeding \$300K in new spending.

The Capital Plan remains a major focus for FY26. The Finance Committee will review all outstanding capital requests ahead of their March 11 recommendation. Initial analysis suggests that the Town will be unable to fund all FY26 requests while maintaining a 12% reserve. Additionally, this year's requests are expected to significantly impact FY27 funding capacity.

The Municipal Facilities Committee is expected to propose three substantial warrant articles. The first two involve debt authorizations for modernizing three Town elevators and replacing the library's HVAC coils. Additionally, the MFC will request bundling all facilities-related requests into a single article under their purview.

Lastly, the Transfer Station Action Committee (TSAC) plans to recommend increasing the Transfer Station sticker fee to \$50 in 2026. They will present their rationale and the projected impact of this increase at the March 25 meeting.

Fall Town Meeting Date

Town staff request that the Fall Town Meeting date be set as soon as possible to accommodate required hearings and public outreach for any proposed bylaw changes. We recommend setting the date by the end of the month to allow for proper scheduling and planning. The proposed dates from the Planning Board are as follows:

- Sunday, November 9th
- Monday, November 10th
- Sunday, November 16th
- Monday, November 17th

LRTA Appointment

I am requesting that the Select Board temporarily appoint Aubrey to serve as the Town's representative to the LRTA. This appointment lasts until there is a permanent Director hire.

Volunteer Appointment Process

Attached to this report is a tentative timeline for the Board's annual appointment process. Thanks is owed to Barney for her hard work on this. The timeline has been vetted with COAHS members, the most interested party, and meets the intent of previous Board discussions.

Capital Project Updates

Comprehensive Culvert Analysis

I am meeting with Nitsch this week to provide final staff comments on this important report. While the findings of this study will not directly influence the FY26 capital plan, they will play a crucial role in strengthening the Town's infrastructure planning this summer. Nitsch is expected to present their findings to the Select Board after the Board has completed its Annual Town Meeting preparations.

Elevator Maintenance Project

This project is ready for bid. The bidding process will be completed prior to the Annual Town Meeting, allowing Town Officials to present exact figures for this anticipated borrowing project. This modernization is fully supported by the MFC.

Brick Building HVAC

The MFC continues to work on this project, weighing sustainable options with costs and the need to replace this equipment timely. The Committee is expected to make a final decision about this project at their next meeting.

Town Hall Bathroom Renovation

The MFC received competitive bids for a basic renovation of the Town Hall bathrooms. This project will likely be completed before July 1 with the project coming within the MFC's projected budget.

Building Construction Projects

Library Renovation

I completed the contracting process with Schwartz Silver. The Building Committee will now hold an initial meeting with the Design and OPM team to kick off the first design of this important renovation project.

Police Station Renovation

The project is current in the bidding process with results expected by mid-March. This timeline allows the Select Board to review proposals and determine if additional action is needed at the Town Meeting. If estimates are held, construction will begin in late spring.

Fire Station Renovation

The OPM and Design contracts for this project are now finalized. Tecton has held an initial meeting with Fire Department staff and continues to schedule stakeholder meetings to inform their programming analysis. The goal of this initial work is to establish a potential scope for the final project and provide Town officials with insight into the anticipated renovation costs.

DPW Building

The MFC is analyzing the feasibility of renovating versus constructing a new DPW building. Findings will be discussed in a joint Select Board meeting in April.

Upcoming Discussion Topics

- **Community Garden Manager:** Following the passing of Jack O'Connor, the Select Board and Conservation Commission must appoint a successor.
- **TSAC Meeting:** The Transfer Station Action Committee seeks to discuss operations, future capital needs, and a proposed sticker fee increase.
- **Town Audit:** The Town's auditing firm will present their findings to the Select Board on March 11.
- **Personnel Policies:** Aubrey has been gathering necessary and requested changes to the Town's Personnel Policies. She will present these potential changes at a future meeting and ask the Select Board to entertain policy changes by July 1.

Approval Notifications

- We have approved the use of the Town Common for the Annual Memorial Day Poppy Display. This display will appear on the Town Common from May 17 to June 1.

Staff Recognition

This week, I want to express my gratitude to our public safety teams for their exceptional work during the recent storms. I would like to recognize the DPW for their dedication during these prolonged and challenging storms, which largely occurred during nighttime and weekend hours. These extended storms are demanding, requiring multiple sweeps and treatments, leading to extended overtime shifts for our plow teams. Despite the strain, these teams never complain, always respond promptly, and consistently do an outstanding job clearing roads for Carlisle traffic. Additionally, our facilities team has been collaborating with the DPW to plow and clear municipal parking lots, which allows the DPW to focus on maintaining the roads critical for driver safety. While we greatly appreciate the demanding work of all our snow teams, we hope that these extraordinary efforts will soon be less necessary.

Upcoming Select Board Dates of Interest

- **March 11 & 25:** Select Board Meetings
- **April 8 & 22:** Select Board Meetings
- **April 18:** Town Hall Closed Early (noon)
- **April 19:** Transfer Station Closed
- **April 21:** Patriots Day
- **April 21-25:** TA Out of State Vacation

Draft Agenda Review

Attached is a proposed draft for the March 11th meeting.

Volunteer Appointment/Re-appointment Timeline

for all Carlisle non-elected committees/boards/commissions/task forces
(referred to as *committees*)

Purpose: 1) to provide transparency and a clear process about how one is appointed to a committee, and 2) to broadly publicize vacancies so that all interested residents have an opportunity to be considered for appointment to a committee.

Note: The Select Board is the appointing authority for all non-elected committees. Volunteer terms follow the fiscal year calendar, July 1-June 30. If a committee volunteer's term is ending in the current year (for ex., June 30, 2025), and they wish to continue serving, they complete the volunteer application form. All others interested in serving shall also complete the application form.

The volunteer application form is on the town website under the Form Center.

<https://www.carlislema.gov/formcenter/select-board-4/volunteer-application-form-43>

2025 Timeline

- | | |
|---------------------|--|
| Early March | Select Board announces that all Carlisle residents are invited to consider volunteering for a town committee. (All committees are listed on town website under "Boards and Committees.") |
| Early April | All committee chairs provide to Town Hall the specific vacancies they expect to have on their committee. |
| Mid April – Mid May | All committee openings are publicized by town staff via social media, Mosquito, town website etc.

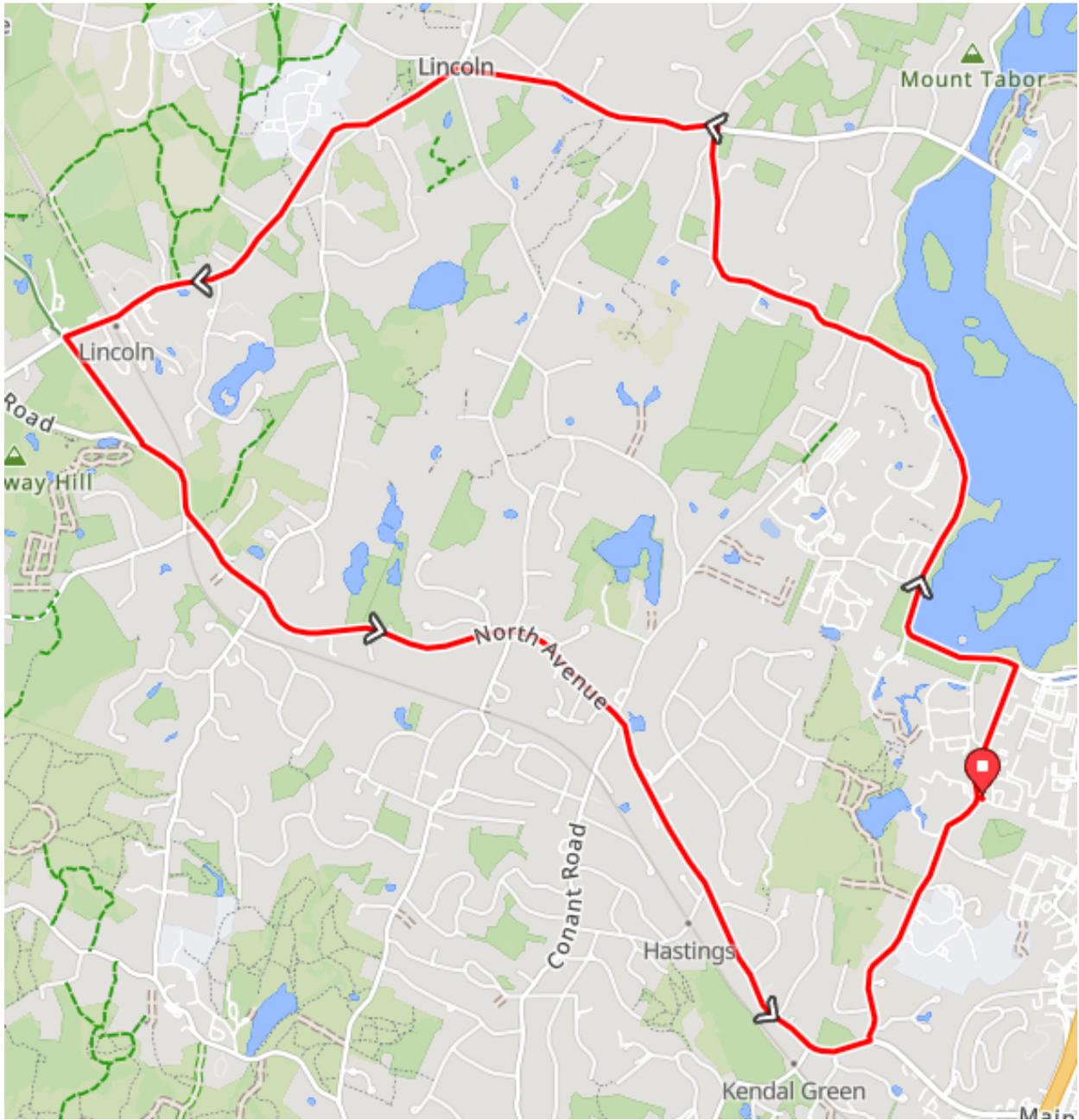
Interested volunteers may complete a Volunteer Application Form <u>at any time during this period</u> . It is highly recommended that interested volunteers contact the relevant committee chair to attend a committee meeting <u>before</u> completing an application. |
| Friday, May 23 | Last day to submit a volunteer application form to Town Hall. |
| June | Select Board reviews all applications and makes appointments.

Once appointed, a volunteer is sworn in by the Town Clerk. |
| July 1 | All appointed volunteers begin their official term as of July 1, 2025. They may attend their committee meetings before this time at the discretion of the committee chair. |
| Questions? | Contact ? |



National Brain Tumor Society Ride **10 Mile Route:**

- 0.0 mi: Start at parking lot of 200 West Street.
- 0.0 mi: Turn right onto West Street.
- 0.5 mi: Turn left onto Winter Street.
- 2.6 mi: Keep right on Winter Street.
- 3.0 mi: Turn left onto Trapelo Road.
- 3.5 mi: Keep left onto Trapelo Road.
- 3.9 mi: Turn left onto Lincoln Road.
- 4.2 mi: Keep right on Lincoln Road.
- 5.5 mi: Turn left onto Codman Road.
- 5.9 mi: Turn left onto South Great Road.
- 6.2 mi: Keep left on South Great Road.
- 9.4 mi: Turn left onto Lexington Street.
- 10.3 mi: Turn right into 200 West Street parking lot.





National Brain Tumor Society Ride **25 Mile Route:**

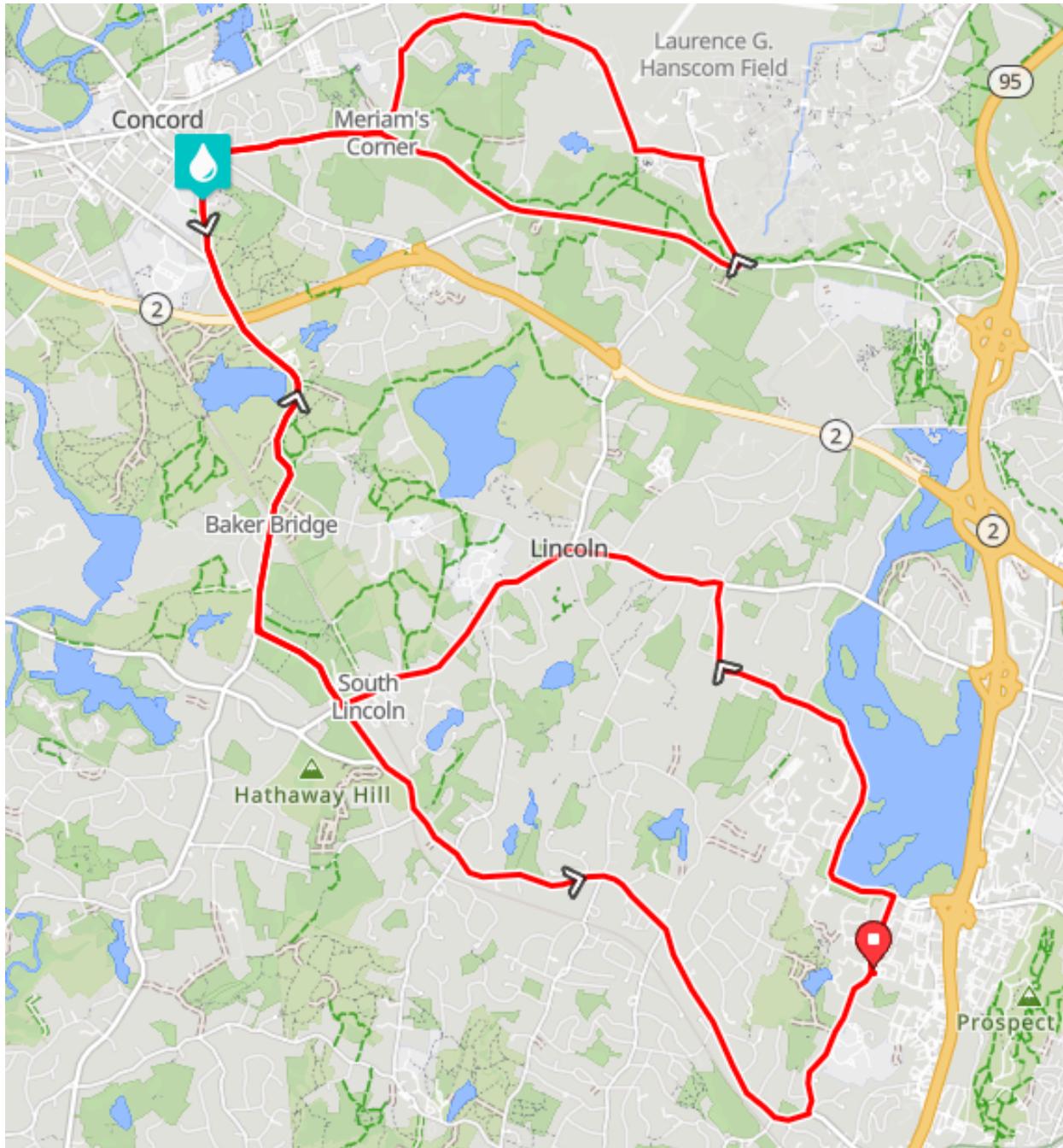
- 0.0 mi: Start at parking lot of 200 West Street.
- 0.0 mi: Turn right onto West Street.
- 0.5 mi: Turn left onto Winter Street.
- 2.6 mi: Keep right on Winter Street.
- 3.0 mi: Turn left onto Trapelo Road.
- 3.5 mi: Keep left onto Trapelo Road.
- 3.9 mi: Turn left onto Lincoln Road.
- 4.2 mi: Keep right on Lincoln Road.
- 5.5 mi: Turn right onto Codman Road.
- 6.1 mi: Keep right on Codman Road.
- 8.1 mi: Continue straight on Walden Street.
- 9.1 mi: Turn right onto Heywood Street.
- 9.2 mi: Turn right onto Lexington Road.
- 10.3 mi: Keep right on Lexington Road.
- 12.5 mi: Turn left onto Hanscom Drive.
- 12.9 mi: Keep left onto Hanscom Drive.
- 13.1 mi: At roundabout, take exit 5 onto Old Bedford Road.
- 15.3 mi: Turn left onto Old Bedford Road.
- 15.8 mi: Keep right onto Old Bedford Road.
- 15.9 mi: Turn right onto Lexington Road.
- 16.9 mi: Turn left onto Heywood Street.
- 17.1 mi: Turn left onto Walden Street.
- 18.0 mi: Continue straight on Walden Street.
- 20.0 mi: Turn left onto Codman Road.

21.1 mi: Turn left onto South Great Road.

21.4 mi: Keep left on South Great Road.

24.6 mi: Turn left onto Lexington Street.

25.5 mi: Turn right into 200 West Street parking lot.





National Brain Tumor Society Ride **50 Mile Route:**

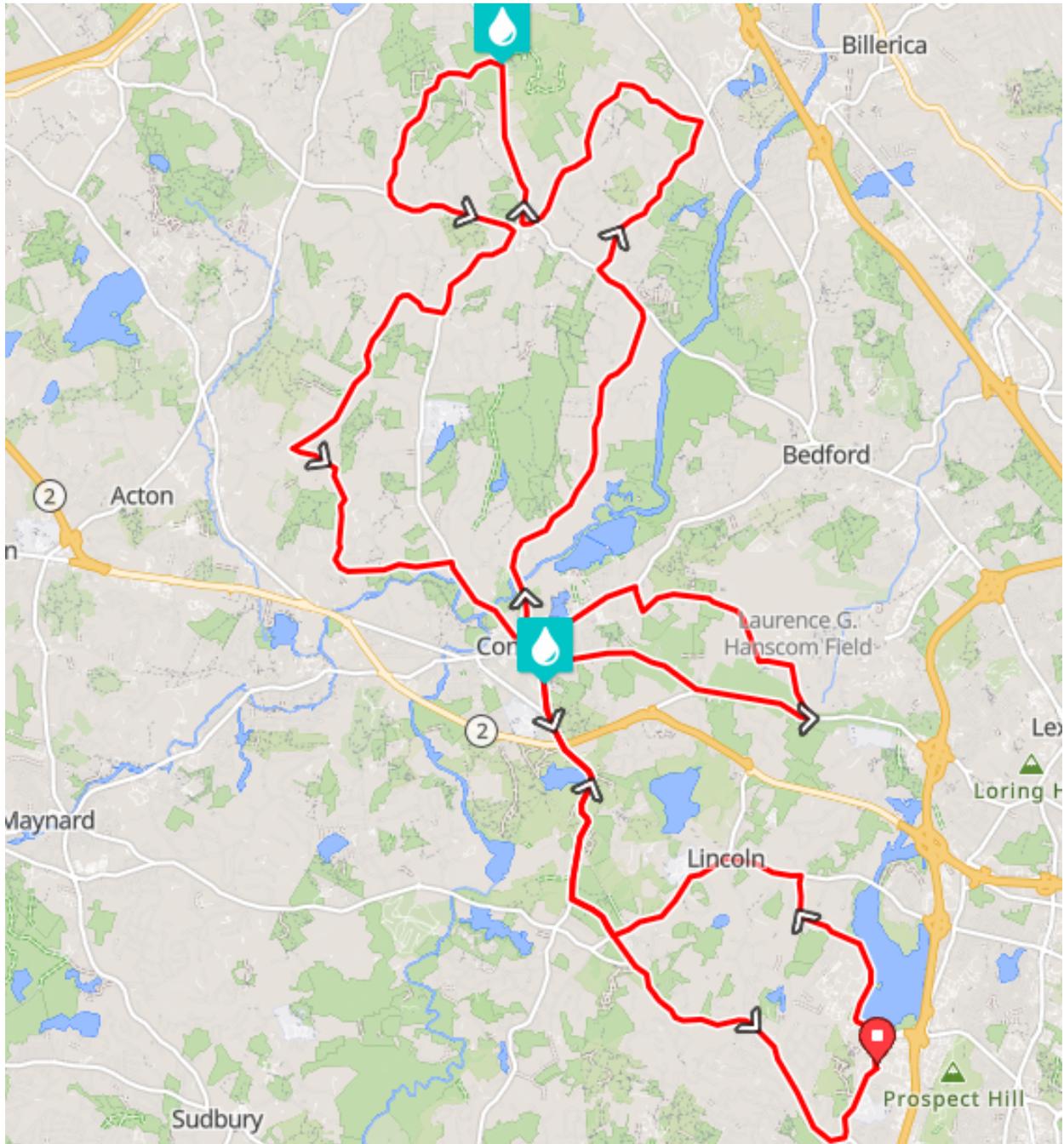
- 0.0 mi: Start at parking lot of 200 West Street.
- 0.0 mi: Turn right onto West Street.
- 0.5 mi: Turn left onto Winter Street.
- 2.6 mi: Keep right on Winter Street.
- 3.0 mi: Turn left onto Trapelo Road.
- 3.5 mi: Keep left onto Trapelo Road.
- 3.9 mi: Turn left onto Lincoln Road.
- 4.2 mi: Keep right on Lincoln Road.
- 5.5 mi: Turn right onto Codman Road.
- 6.1 mi: Keep right on Codman Road.
- 8.1 mi: Continue straight on Walden Street.
- 9.1 mi: Turn right onto Heywood Street.
- 9.2 mi: Turn right onto Lexington Road.
- 10.3 mi: Keep right on Lexington Road.
- 12.5 mi: Turn left onto Hanscom Drive.
- 12.9 mi: Keep left onto Hanscom Drive.
- 13.1 mi: At roundabout, take exit 5 onto Old Bedford Road.
- 15.3 mi: Turn right onto Old Bedford Road.
- 15.6 mi: Turn left onto Bedford Street.
- 17.0 mi: Turn right onto Monument Street.
- 17.8 mi: Keep right on Monument Street.
- 20.3 mi: Keep right onto River Road.
- 21.4 mi: Turn left onto Bedford Road.
- 22.0 mi: Turn right onto Brook Street.

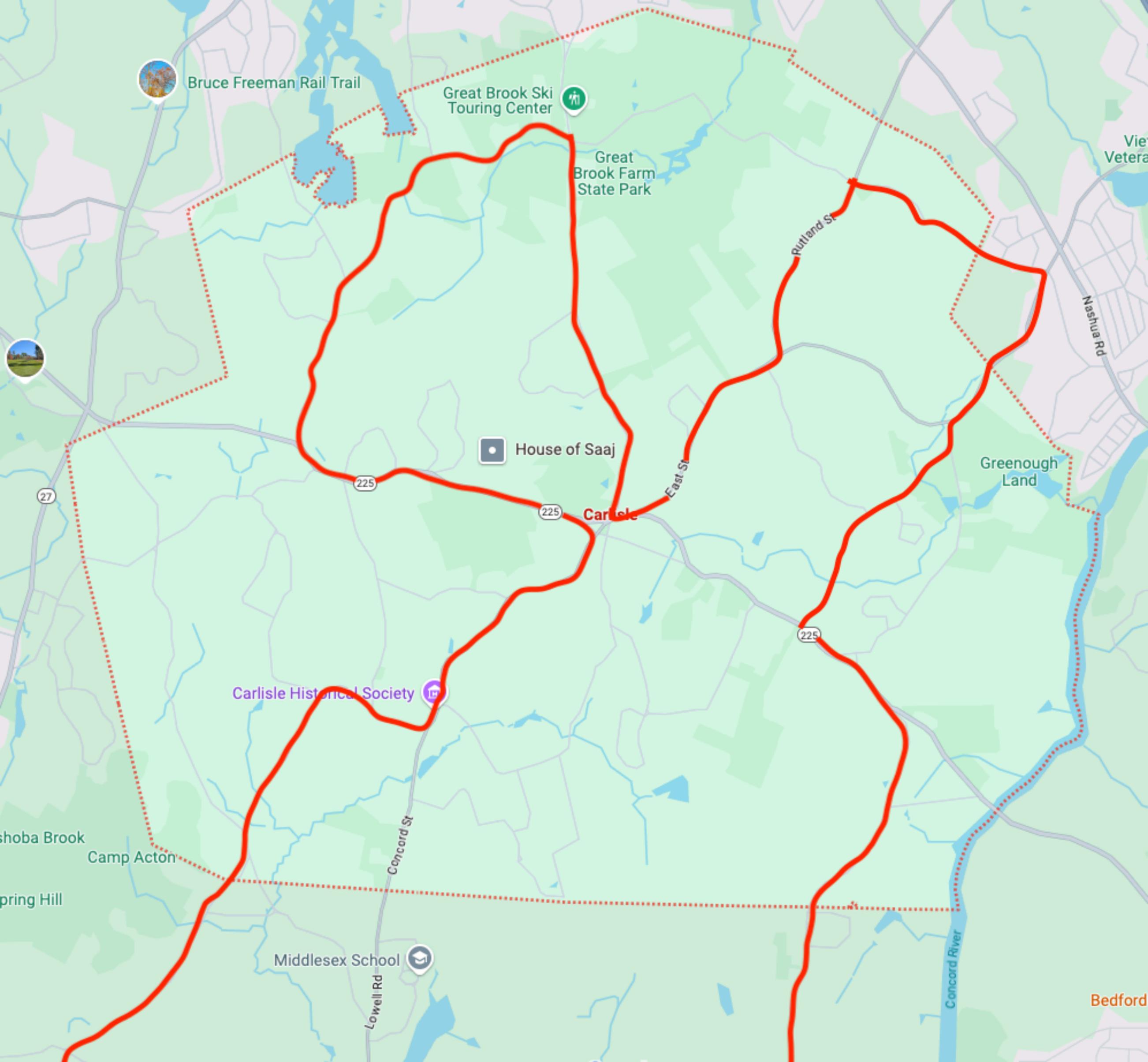


- 23.2 mi: Keep left onto Maple Street.
- 23.3 mi: Turn right onto Maple Street.
- 24.1 mi: Turn left onto West Street.
- 25.2 mi: Turn left onto Rutland Street.
- 26.2 mi: Keep right onto East Street.
- 27.2 mi: Turn right onto Bedford Street.
- 27.3 mi: Keep right on Bedford Street, at roundabout, take exit 1 onto Lowell Street.
- 29.2 mi: Turn left onto Curve Street.
- 31.5 mi: Turn left onto Westford Street.
- 32.9 mi: Turn right onto Church Street.
- 33.0 mi: Turn right onto Concord Steet.
- 34.3 mi: Turn right onto South Street.
- 35.7 mi: Turn left onto West Street.
- 35.8 mi: Keep right onto Pope Road.
- 37.1 mi: Turn left onto Strawberry Hill Road.
- 38.0 mi: Turn right onto College Road.
- 39.0 mi: Turn left onto Barretts Mill Road.
- 40.2 mi: Turn right onto Lowell Road.
- 41.4 mi: At the roundabout, take exit 2 onto Lexington Road.
- 41.6 mi: Turn right onto Heywood Street.
- 41.7 mi: Keep left onto Heywood Street and turn left onto Walden Street.
- 42.7 mi: Continue straight on Walden Street.
- 44.7 mi: Turn left onto Codman Road.
- 45.8 mi: Turn left onto South Great Road.
- 46.0 mi: Keep left on South Great Road.

49.2 mi: Turn left onto Lexington Street.

50.2 mi: Turn right into 200 West Street parking lot.





Bruce Freeman Rail Trail

Great Brook Ski Touring Center



Great Brook Farm State Park

House of Saaj



Carlisle

Carlisle Historical Society



Middlesex School



Greenough Land

Concord River

Bedford

27

225

225

225

Rutland St

East St

Nashua Rd

Concord St

Lowell Rd

Shoba Brook

Camp Acton

Spring Hill

Vetera

February 13, 2025

Town of Carlisle
c/o Ryan McLane
66 Westford Street
Carlisle, MA 01741

Dear Mr. McLane,

I am reaching out as event organizers for The National Brain Tumor Society Ride taking place on Sunday, May 18, 2025. The non-profit, charity ride requests permission to travel on a portion of the streets of the Town of Carlisle. The event starts at 200 West St in Waltham and consists of the following routes:

- 50- mile begins at 8:30am
- 25- mile begins at 8:45am
- 10- mile begins at 9:00am

For this event, all departing riders will exit from 200 West Street, turning right onto West Street and left on Winter Street. All riders returning to the finish at 200 West Street will travel from Rt. 117 onto Lexington Street to the finish at 200 West Street.

Please note, we have made changes to the routes since 2024. Attached are the updated turn-by-turn directions and course maps.

Directional signage will be installed Saturday morning and removed Sunday afternoon. This year roughly 600 riders are anticipated.

We will have full communication support from cellular radios in each SAG vehicle, as well as a Command Center located in Waltham at the event start/finish site. There will be staff and volunteers at all water/rest stops and Police Details stationed at intersections along the route to offer additional safety and support to participants.

Thank you very much for your consideration of this request. We look forward to working with you again this year. Should you need to contact me, I can be reached by email at azampitella@conventures.com or phone at 617-204-4234.

Sincerely,
Annie Zampitella
Account Manager, Sports Events
Conventures, Inc.

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Monday, February 3, 2025 3:42 PM
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	Deborah Bentley
Email Address	dbentley.architect@gmail.com
Address	128 Heald Rd
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9787766181
Date(s) and Time of Event	5/17/2025 10:00 AM - 6/1/2025 12:00 PM
Organization and Purpose	Carlisle Poppy Project
Event Description	Annual Memorial Day Poppy Display. This years theme will be remembering the end of World War 2. The display will be located to allow for the events on Memorial Day.
Permission from the First Religious Society	<i>Field not completed.</i>

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



SELECT BOARD
TUESDAY, MARCH 11TH, 2025
AT 6:30 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<ul style="list-style-type: none">○ Badge Pinning Ceremony• Volunteers
7:15 p.m.	3. Zoning Board Amendments (with Town Planner)
7:45 p.m.	4. Review Town Audit
8:05 p.m.	5. Town Meeting Presentation <ul style="list-style-type: none">• Draft 2 Presentation (Fincom)• Financial Articles<ul style="list-style-type: none">○ MFC<ul style="list-style-type: none">▪ Town Hall door and windows▪ Elevators▪ Library Coils○ Police/Fire – CAD and Drone○ Fire Station Design○ DPW – mower○ Senior SUV• CPA Articles<ul style="list-style-type: none">○ Amenities Building• General Articles<ul style="list-style-type: none">○ BOH
9:35 p.m.	6. Town Administrator Report <ul style="list-style-type: none">• 250th Discussion• Fall Town Meeting Date• Volunteer Appointment Timeline
9:45 p.m.	7. Warrants & Minutes
10:25 p.m.	8. Liaison Reports
10:30 p.m.	9. Community Input
	Adjourn

* The meeting agenda lists all topics read as anticipated by the Chair at the time of posting. Agenda times are approximate and 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

One tap mobile

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

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