

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

March 11, 2025

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

### **First Floor Furniture Install**

As you can see with all the first floor clutter, Al and Steve have diligently prepared the Town Clerk and COAHS offices for remodeling. The project will finish by March 17 after we patch, paint, and install new office space. Residents should expect temporary closures and disruptions as old furniture is removed and new equipment is installed. This project is funded primarily through the original ARPA allocation.

### **All Chairs Meeting**

We held our quarterly All Chairs meeting on Friday. As always, we were joined by the majority of the Towns Committee and Board Chairs who provided each other and staff important updates about their work across Town. The meeting had the following agenda:

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

We also let the Chairs know about a couple municipal academies we are planning, one for residents to better understand Town processes, one for Chairs to further their understanding of the leadership role, and one for onboarding new volunteers.

### **Town Flag Dedication**

Scott Evans, the Veterans and Celebrations Committee, our legislative delegation, and local officials will visit the Statehouse this month to install Carlisle's hand-sewn replica flag. The

Select Board and public will receive an invitation once details are finalized. Photos and videos will be shared for those unable to attend.

## **Department Updates and Information**

### **Human Resources Update**

*From Assistant Town Administrator/HR Director Aubrey Thomas*

We are happy to present James Mastrogiovanni as our newest police officer. Officer Mastrogiovanni is a dedicated law enforcement professional with over a decade of experience, including prior service in Carlisle. His strong work ethic, leadership in training new officers, and commitment to professional development make him a valuable addition to the department.

Ryan and I are working with the COAHS Board and Select Board on the next steps for hiring a permanent COAHS Director, with plans to post the job in the coming weeks.

We are still collecting resumes for the DPW Mechanic position.

### **Volunteer Vacancy Announcement**

The Select Board is officially announcing vacancies for FY26 volunteer positions across the Town's spectrum of Boards and Committees. Your policy requires this official announcement prior to March 14. This announcement allows those wishing to continue in their roles a chance to apply in addition to those seeking to join Boards and Committees that have unfilled vacancies. Based on the timeline attached to this packet, the Select Board will appoint volunteers in June.

### **FY2026 Budget Update**

The Finance Committee will present Draft Two of the FY26 budget on Tuesday, proposing a budget to projects to increase the average tax bill by just under 3.5%. To address a \$700K deficit, they increased revenues through free cash, ambulance receipts, and local projections while cutting department requests by \$250k.

The Select Board asked for a calculation of a 2.5% COLA increase for non-union employees. Introducing this level of COLA would increase the current draft of the budget by \$23k, an impact of about .05% on the ATB. Other major changes include a reduction in the Concord Carlisle Regional High School budget based on enrollment shifts. This change resulted in a reduction of their assessment, approximately \$25k.

The Select Board and Finance Committee will also meet with specific departments to review FY26 capital requests. The meeting packet includes a five-year capital plan, a financial reserves analysis based on currently projected spending, and proposed building project costs to guide

the Annual Town Meeting warrant discussions. The main objective of the conversation is to plan for the next 2-3 years of capital spending, an amount that exceeds the available one-time revenues without a shift in your reserve policies.

### **Fall Town Meeting Date**

After thorough discussions with the Town Meeting Study Committee, Boards, and Schools, we recommend setting the Fall Town Meeting date for November 2, 2025. This secures the Corey Auditorium and gives Boards ample time to plan outreach for bylaw amendments. We are asking that the Board vote to set this date.

### **FY26 Chapter 90 Allocation**

The Governor's office informed the Town that our annual Chapter 90 allotment will be \$434,191, pending legislative approval—a 50% increase in state funding. The Governor proposes maintaining this increase for at least five years. Considering Carlisle's FY25 allotment was \$253,121, consistent with previous years, Town officials may want to advocate for legislative support to secure this funding long-term. Assuming the Board and Town support the road maintenance capital request this spring, these funding levels allow the Town to continue to maintain roads as set forth in the Select Board's five year plan.

### **Capital Project Updates**

#### **Comprehensive Culvert Analysis**

I met with Nitsch this week to finalize the requested culvert analysis report. Nitsch will present their findings to the Board later this spring. The report highlights more than \$3 million in necessary culvert repairs and provides a road map for the Town to maintain the structures. The final report will prioritize 10 large culvert projects for immediate inclusion in the capital plan and identify dozens of culverts that the DPW can fix as part of their regular annual maintenance. 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 to include identifying projects eligible for federal and state grant funding.

#### **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, recommending a one-for-one replacement for the existing system. This will require a \$70k Town investment. Funding for this article will come from a combination of MFC funds and recreation revolving funds.

### **Town Hall Bathroom Renovation**

We awarded a renovation contract to Southern Maine Construction. SMC's competitive bid will allow the MFC to update all four Town Hall bathrooms. The project is expected to begin in April, focusing on two bathrooms at a time to allow Town Hall operations to continue.

### **Building Construction Projects**

#### **Library Renovation**

The Library Building Committee held a kickoff meeting with designer Schwartz Silver and OPM Construction Monitoring Services (CMS). The committee anticipates construction could begin around this time next year.

#### **Police Station Renovation**

Project bid results will be available for Select Board review at the next meeting, outlining the construction timeline and potential funding needs.

#### **Fire Station Renovation**

Tecton and CMS recently met with Fire Department staff to discuss programming needs. Their findings will make a recommendation for the Board's review in April.

#### **DPW Building**

The Municipal Facilities Committee (MFC) has finalized their work with LiRo-Hill and is ready to meet with the Select Board. The MFC will begin an initial discussion with the Board about the work and costs related to this important project.

### **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.
- **Scholarship Process:** The Caroline E. Hill scholarships were established in memory of Caroline E. Hill, a longtime resident of Carlisle who died in 1967 at the age of 93. Ms. Hill's bequeathed a gift to the town to provide financial assistance to deserving Carlisle residents. In addition, the town has other funds that are combined with this fund to provide scholarships. The Town does not currently have a Committee, meaning the Select Board will either need to appoint new volunteers, create a Select Board subcommittee, or take on this process at an upcoming meeting.

### **Approval Notifications**

- The use of the Town Common has been approved for Route to Sustainability Day, including set up and takedown from April 26 to April 30. FRS has consented to this usage. Additionally, we approved hanging an RTSD banner over School Street from April 1 to April 30. Both Chiefs approved the request, and the Fire Department will assist with installation.
- The use of the Town Common was approved for The Colonial Faire on March 15<sup>th</sup> in anticipation of the 250th anniversary of the Battles of Lexington and Concord.
- A rotary sign for the Carlisle PTO's Alice in Wonderland Jr. play has been approved and will be displayed from March 7 to March 22.
- A rotary sign for the Scholarship Fund of Concord and Carlisle has been approved and will be displayed from March 3 to March 10.

### **Staff Recognition**

This week, I want to express my gratitude to Scott Evans and Rich Sibley, both well-known in Carlisle for their civic involvement.

Scott serves on the Veterans and Celebrations Committee and is the Commander of the Carlisle Minutemen. While it is impressive that he has not missed a Patriots' Day March since 1984, I especially want to recognize his dedication to Carlisle's 250th celebration. Nearly single-handedly, Scott has prepared the town for this milestone event, ensuring accessibility for the more than 3,000 residents expected to participate.

Rich is also a dedicated volunteer, having served in Carlisle's scouting organizations for years. His expertise in event planning and parking coordination has been instrumental in making the 250th celebration more accessible to the community.

For more information, visit [www.carlisle250.org](http://www.carlisle250.org).

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

- **March 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.



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

MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

February 27, 2025

Ryan McLane  
Town Administrator  
Town of Carlisle  
66 Westford St.  
Carlisle, MA 01741

Dear Ryan McLane:

We are pleased to announce that under the Governor Maura Healey and Lieutenant Governor Kim Driscoll Administration, a bill has been filed to authorize a total of \$1.5 billion in local Chapter 90 Program funding over five years. This figure reflects an additional \$500 million commitment to the program. This multi-year authorization seeks to enable communities to better plan investments in local transportation systems to reach long-term goals. Under this filing, communities will receive an annual apportionment of the overall program budget based on two distribution formulas. Every fiscal year, \$200 million will be distributed by the traditional Chapter 90 formula (local road mileage (58.33%), population (20.83%), and employment (20.83%)), and an additional \$100 million will be distributed by a factor of road mileage only.

This filing demonstrates the Administration's continued support in strengthening municipal partnerships and providing financial resources that support transportation improvements at the local level.

**This letter certifies that, contingent upon legislative approval of the \$1.5 billion multi-year bond authorization, Carlisle's Chapter 90 apportionment for Fiscal Year 2026 is \$434,191.54.**

Once the bill is enacted, this apportionment will automatically be incorporated into your existing Chapter 90 contract with MassDOT with no further action needed by the municipality. Apportionments for all communities are available online at [www.mass.gov/chapter-90-program](http://www.mass.gov/chapter-90-program). Please note that while the bill enacting these funds has been filed, the funds are not available for municipal use until final legislative approval is obtained.

The Chapter 90 Program is an integral part of maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

Sincerely,

Handwritten signature of Maura T. Healey in black ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kim Driscoll in black ink.

LT. GOVERNOR KIMBERLEY DRISCOLL



# Town of Carlisle

Office of the Select Board  
66 Westford Street  
Carlisle, Massachusetts 01741  
Ph 978 369-6136

February 26, 2025

Bob Supnik  
601 Heald Rd  
Carlisle, MA 01741

Re: Retired Town Computer Equipment for Donation

Dear Bob –

The Town of Carlisle transfers possession of one retired PC monitor with power cords, three retired PC CPUs with power cords, and one laptop with power cord to you, Bob Supnik, for the purpose of donation to one of your partner organizations. Partner organizations may include, but are not limited to, JFS of MetroWest, Catholic Charities, Lexington Refugee Assistance Program (LexRAP), Kataluma, Immigration Justice Committee of the First Parish Church (Concord), Holy Name Parish of West Roxbury, Harvard Network Support Team (NST), and Carlisle/Acton NST.

This letter shall serve as an agreement that the equipment described has been transferred.

Regards,



Ryan McLane, Town Administrator



Bob Supnik,

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Saturday, March 1, 2025 11:31 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	Deepa V Chungi
Email Address	deepa.chungi@gmail.com
Address	45 VIRGINIA FARME LN, UNIT 2
City	CARLISLE
State	MA
Zip Code	01741
Phone Number	3393640216
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	Carlisle
Date(s) of Reservation	3/7/2025 11:00 AM - 3/22/2025 1:00 PM

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All Day	Yes
Size and Type of Sign	sandwich board - 2 by 3 feet
Organization and Purpose	Carlisle PTO - for 7th grade play
Text of Sign	The Class of 2026 Presents Alice in Wonderland Jr Thursday March 20th at 4pm, Friday March 21st at 7pm, Saturday March 22nd at 7pm
Attach File	<a href="#">Alice A-frame.pdf</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, February 26, 2025 9:50 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	Sandy Eisenbies
Email Address	disk4fun@gmail.com
Address	420 Heald Rd
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9377605568
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	3/3/2025 12:00 PM - 3/10/2025 10:00 PM

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All Day	Yes
Size and Type of Sign	2x3 sandwich board
Organization and Purpose	The Scholarship fund of Concord and Carlisle,
Text of Sign	<p>Please Answer the call  The Scholarship fund of CC  PHONATHAN  is coming  Sunday March 9th  Monday March 10 th  It is amazing what you can do!  *note- I realize the date on the jpeg are not correct...sign will be updated with above dates</p> <p>Also Flexible on dates in teh center - Just needed near the event (March 7th - March 10th?)</p>
Attach File	<a href="#">bookshopwindowsign2020.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:** Thursday, February 27, 2025 11:11 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	Greg Fairbank
Email Address	gfairbank@gmail.com
Address	102 Captain Wilson Lane
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	6176805892
Date(s) and Time of Event	3/15/2025 8:00 AM - 3/15/2025 1:00 PM
Organization and Purpose	Carlisle 250th Committee / Celebrations Committee
Event Description	The Carlisle 250th / Celebrations Committee will be conducting a "Colonial Faire" in anticipation of the upcoming 250th anniversary of the Battles of Lexington and Concord. The Faire will be held at First Religious Society and will include a number of demonstrations and craftspeople replicating life and trades at the time of 1775. The Committee would like to demonstrate colonial cooking on the Green using dutch ovens. Carlisle's Boy Scouts will be supplying the dutch ovens and conducting the cooking as they do every year for their "Thanksgiving" in the woods activity. The Committee is coordinating with Deputy Chief Dave Newman for fire management.

Permission from the  
First Religious Society

*Field not completed.*

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

## Gretchen Gallimore

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**From:** Chris C <cccarlisle21@gmail.com>  
**Sent:** Tuesday, March 4, 2025 2:31 PM  
**To:** Gretchen Gallimore  
**Subject:** Fwd: Online Form Submittal: Reserve Town Common for Community Events

Hi again Gretchen,

The ESC now has permission for FRS to use the Town Common for RTSD and to hang the banner. Do we have permission from the TA and SB?

Thanks

Christina

----- Forwarded message -----

**From:** Daniel K Scholten <dks@mitre.org>  
**Date:** Fri, Feb 28, 2025 at 11:34 AM  
**Subject:** Fwd: Online Form Submittal: Reserve Town Common for Community Events  
**To:** Chris C <cccarlisle21@gmail.com>

Hi Christina,

The FRS Parish Committee has approved use of the Common. See the email copied below from 2/21/25 (indented). Eric Darling is the Chair of the FRS PC.

Thx,

-Dan

Hi Dan – As in the past, we will be happy to approve the use of the common.

Sorry for the delay – I have been expecting a request to come from Gretchen Gallimore, as she generally coordinates the common requests. Do you know if the town's form has been submitted?

Thanks,

Eric

Eric Darling

Carlisle Tax Credits LLC

[edarling@carlisletaxcredits.com](mailto:edarling@carlisletaxcredits.com)

[\(978\) 697-5369](tel:(978)697-5369)

**From:** Daniel K Scholten <[dks@mitre.org](mailto:dks@mitre.org)>

**Date:** Thursday, February 20, 2025 at 9:23 PM

**To:** Bob Luoma ([rmluoma@aol.com](mailto:rmluoma@aol.com)) <[rmluoma@aol.com](mailto:rmluoma@aol.com)>, Eric Darling <[edarling@carlisletaxcredits.com](mailto:edarling@carlisletaxcredits.com)>, Giovanna DiNicola <[gfdinicola@gmail.com](mailto:gfdinicola@gmail.com)>

**Cc:** Christina Christodouloupoulos ([ccarlisle21@gmail.com](mailto:ccarlisle21@gmail.com)) <[ccarlisle21@gmail.com](mailto:ccarlisle21@gmail.com)>

**Subject:** FRS Parish Committee / Request to use Town Common and hang banner for RTSD

Hi FRS Parish Committee,

I'm forwarding this email from Christina to you to get permission to use the Town Common (and hang a banner) on RTSD, as in the past.

We haven't heard back from you yet on this issue.

Thanks!

-Dan

**From:** Daniel K Scholten

**Sent:** Friday, January 10, 2025 11:53 AM

**To:** Eric Darling <[edarling@carlisletaxcredits.com](mailto:edarling@carlisletaxcredits.com)>

**Subject:** FW: FRS / Request to use Town Common and hang banner for RTSD

Hi Eric,

Forwarding this to you as head of the FRS PC...

The FRS EAC is a co-sponsor of RTSD, as usual, so we support this request.

Thanks,

-Dan

**From:** Chris C <[cccarlisle21@gmail.com](mailto:cccarlisle21@gmail.com)>  
**Sent:** Friday, January 10, 2025 7:10 AM  
**To:** Ray Moroney <[raym4288@gmail.com](mailto:raym4288@gmail.com)>; Daniel K Scholten <[dks@mitre.org](mailto:dks@mitre.org)>  
**Subject:** [EXT] Request to use Town Common and hang banner for RTSD

Greetings,

The ESC kindly requests permission from First Religious Society 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 the Select Board.

Thank you for your consideration.

Christina Christodouloupoulos

Environmental Sustainability Committee

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**From:** Chris C <[cccarlisle21@gmail.com](mailto:cccarlisle21@gmail.com)>  
**Sent:** Friday, February 28, 2025 10:54 AM  
**To:** Daniel K Scholten <[dks@mitre.org](mailto:dks@mitre.org)>  
**Subject:** [EXT] Fwd: Online Form Submittal: Reserve Town Common for Community Events

Hi Dan,

Apologies for my repeatedly putting you in the middle of this but every attempt I have made to reach out to FRS for permission has been met with no response. I did see the email response to you noting support for the event, but I have not received any form of confirmation of permission to use the Town Common and to hang the banner. Could you assist in this matter?

Thank you so much

Christina

----- Forwarded message -----

From: **Chris C** <[cccarlisle21@gmail.com](mailto:cccarlisle21@gmail.com)>

Date: Fri, Feb 28, 2025 at 10:50 AM

Subject: Re: Online Form Submittal: Reserve Town Common for Community Events

To: Eric <[edarling@carlisletaxcredits.com](mailto:edarling@carlisletaxcredits.com)>, Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>

Good morning Gretchen and Eric,

Although I have proceeded with preparations for this year's Route to Sustainability Day, I have yet to receive confirmation from either the Town of Carlisle or First Religious Society of permission to use the Town Common for the event or to hang a banner across School Street to publicize the event. Is there an issue I am unaware of? Could the ESC get this permission, or, if the ESC does not have permission, can you let me know so I can adjust plans?

Thank you.

Christina

On Fri, Feb 21, 2025 at 5:30 PM Chris C <[cccarlisle21@gmail.com](mailto:cccarlisle21@gmail.com)> wrote:

Hello,

Here is Gretchen's email

Thank you

Christina

----- Forwarded message -----

From: **Gretchen Gallimore** <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>

Date: Tue, Jan 21, 2025 at 1:14 PM

Subject: RE: Online Form Submittal: Reserve Town Common for Community Events

To: Eric Darling <[edarling@carlissetaxcredits.com](mailto:edarling@carlissetaxcredits.com)>

Cc: [cccarlisle21@gmail.com](mailto:cccarlisle21@gmail.com) <[cccarlisle21@gmail.com](mailto:cccarlisle21@gmail.com)>

Hi Eric –

Please see a request for the use of the Town Common for the RTSD event and let me know if this is permissible to FRS

Best,

Gretchen

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**Gretchen Gallimore**

Executive Assistant

to the Select Board and Town Administrator

Phone: [978-369-6136](tel:978-369-6136)

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

66 Westford Street

Carlisle, MA 01741

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

**Sent:** Sunday, January 19, 2025 8:54 AM

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

**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.

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Name	Christina Christodouloupoulos
Email Address	<a href="mailto:Cccarlisle21@gmail.com">Cccarlisle21@gmail.com</a>
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	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.  Request to use the the Common has been submitted to the First Religious Society and permission is pending.
Permission from the First Religious Society	<i>Field not completed.</i>

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## **Volunteer Appointment/Re-appointment Timeline**

for all Carlisle non-elected committees/boards/commissions/task forces

(referred to as *committees*)

Updated February 2025

### Goals:

- 1) to provide transparency and a clear process about how one is appointed to a committee,
- 2) to broadly publicize vacancies so that all interested community members have an opportunity to be considered for appointment to a committee,
- 3) to encourage volunteer participation which has always been a Carlisle hallmark. Serving on a committee is an opportunity to contribute to the community, learn about and influence how town government works, and develop new relationships and skills.

### Note:

The Select Board (SB) is the appointing authority for 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 (June 30, 2025), and they wish to continue serving, they must 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>

Gretchen Gallimore, Executive Assistant to the Select Board, manages the applicant process. Questions may be directed to her at [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov) or 978-369-6136.

See **2025 Timeline** on the other side.

## 2025 Timeline

- Before March 14 Select Board announces that all Carlisle residents are invited to consider volunteering for a town committee. (All committees are listed on the town website under “Boards and Committees.”)
- By April 11th All committee chairs confirm to Town Hall the vacancies they have on their committee. Vacancies: any member whose term ends 6/30/25, any other member who plans to resign, and all open positions.
- April 21 on All committee openings are publicized by town staff via social media, Mosquito, town website etc.
- Interested volunteers may complete a Volunteer Application Form at any time during this period. It is highly recommended that interested volunteers contact the relevant committee chair to attend a committee meeting before completing an application. Committees will be sent applications and are welcome to provide written input to the Select Board by May 27.
- Friday, May 23 **Last day to submit a volunteer application form to Town Hall.**
- <https://www.carlislema.gov/formcenter/select-board-4/volunteer-application-form-43>
- Or send a letter of interest to Gretchen Gallimore [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov)
- (May 24 - June 10, any applications submitted after the deadline will be considered at the June 24 Select Board meeting if there are still vacancies.)
- By May 30 SB receives packet of volunteer applicants received by the May 23 deadline for review.
- Tuesday, June 10 Select Board makes appointments.
- Tuesday, June 24 SB continues making appointments and includes consideration of late volunteer applications.
- Visit Town Clerk All newly appointed volunteers must be sworn in by the Town Clerk and complete the required Open Meeting Law and Conflict of Interest training.
- July 1 All appointed volunteers begin their official term as of July 1, 2025. They may participate in their committee meetings before this time at the discretion of the committee chair but may not vote until July 1.

Questions: contact Executive Assistant Gretchen Gallimore at [ggallimore@carlislema.gov](mailto:ggallimore@carlislema.gov) or 978-369-6136.



SELECT BOARD  
TUESDAY, MARCH 25<sup>TH</sup>, 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	2. Joint Meeting with the Board of Health <ul style="list-style-type: none"><li>• Massachusetts Association of Health Boards (MAHB) presentation</li><li>• Mosquito monitoring warrant article discussion</li></ul>
7:45 p.m.	3. Pole Petition (ADD LANGUAGE)
7:50 p.m.	4. Joint Meeting with the Transfer Station Action Committee <ul style="list-style-type: none"><li>• FY26 Sticker Price</li><li>• Capital Updates</li></ul>
8:20 p.m.	5. Town Meeting Discussion <ul style="list-style-type: none"><li>• Warrant Article Review</li><li>• Warrant Article Recommendations (Potential Votes)</li><li>• Ballot Questions</li><li>• TA Bylaw</li></ul>
9:30 p.m.	6. Police Union Contract FY26-28 (Vote)
9:40 p.m.	7. Town Administrator Report
9:50 p.m.	8. Appointments <ul style="list-style-type: none"><li>• Employees</li><li>• Volunteers</li></ul>
9:55 p.m.	9. Warrants & Minutes
10:00 p.m.	10. Liaison Reports
10:05 p.m.	11. 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.

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