

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

March 25, 2025

Town Events and Town Hall News

First Floor Furniture Remodel

Thanks to the demanding work of our facilities staff, our DPW, and out COAHS and Town Clerk employees, the first floor offices have been updated with contemporary furniture and improved spacing to better serve residents. The facilities team did an outstanding job quickly repairing walls and floors, preparing the space for the remodel with minimal disruption to Town Hall operations. This marks the final phase of the Town Hall reconfiguration, with only the addition of historically significant decorations remaining. ARPA provided more than 90 percent of the funding for the downstairs and upstairs reconfigurations.

Podcast Updates

Scott and Rich, our dedicated 250th volunteers, joined me for an informative podcast discussing Carlisle's role in the upcoming celebration. One of the most fascinating moments was learning that Scott has not missed the Patriot's Day march from Carlisle to Concord since 1984!

We invite you to listen to the 250th podcast to hear more about the celebration. To find it, search The Carlisle Connection on Apple Podcast or Spotify. Additionally, we are planning an extensive series of Town Meeting podcasts to keep residents informed about the articles that Town Officials will present for passage.

Department Updates and Information

Human Resources Update

From Assistant Town Administrator/HR Director Aubrey Thomas

We are thrilled to introduce two new COAHS van drivers! Leif Hanson, a current member of Carlisle's Fire Department, will be a fantastic addition to the COAHS team. Lois Hartley is making a welcome return and is excited to rejoin the crew.

We are excited to announce the opening of the COAHS Director position! Applications will be accepted on a rolling basis until we find the perfect candidate to lead and support our community. I have been honored to serve as the Interim Director and look forward to assisting the new Director in the transition.

Additionally, we are still actively searching for a skilled DPW Mechanic to join our dedicated team. If someone you know is interested in making a meaningful impact, we encourage them to apply.

FY2026 Budget Update

The Finance Committee plans to finalize their FY26 budget recommendations later this week (March 27) to include Draft Two of the operating budget. The current draft proposes an increase to the average tax bill by just under 3.46%. This includes the Select Board's request to include a 2.5% COLA for non-union employees.

The remaining budget decisions include finalizing the capital plan and the remaining warrant articles. The Finance Committee and the Select Board will offer their article recommendations with the annual Budget Hearing likely scheduled at the end of April. I have placed information and data in your meeting packet to help with these decisions.

Remote Meeting Extension

The House and Senate have passed a bill extending remote and hybrid meeting approvals through June 20, 2027. While the measure still requires the Governor's signature, it is crucial for Carlisle and other small towns across the Commonwealth, as it significantly increases resident and volunteer participation in local government. I, along with my small-town peers, continue to advocate for making this law permanent. Although the extension is necessary and appreciated, had the bill not been approved this week, all remote meeting approvals would have been discontinued.

Town Meeting Timeline

The following is a timeline for important Town Meeting dates:

- April 8th – Proposed date to finalize and sign the Town Meeting warrant
- April 11th – Publish the Town Meeting warrant
- April 24th – Proposed date for the Annual Budget Hearing
- May 12th – Publish the Annual Town Meeting motion booklet
- May 18th – Annual Town Meeting

We will release a postcard to all residents on April 11th that directs them to the [Town Meeting website](#). In the coming weeks, this site will be populated with information related to each article including information about how to subscribe to the Town's podcast and/or watch the short YouTube videos we will prepare for each article. And to make sure we continue to serve our analog residents; we have offered contact information for mailing or hand delivering warrants and will place printed copies of the warrant book in strategic places around Town.

In related news, the Town Meeting Study Committee has contracted with a food truck for the pre-Town Meeting festivities.

Additional Policy Process Approval – Preventing Fraud, Waste, and Abuse

This week, we published a formal process for submitting complaints, as required by the Town's Financial Policy on Preventing Fraud, Waste, and Abuse. This updates the policy the Select Board passed last year. The following link provides detailed instructions for employees and residents who wish to file a complaint.

<https://www.carlislema.gov/1288/Complaints>

Here is what complainants can expect after filing:

1. Your complaint will be acknowledged in writing, including an estimated timeline for resolution.
2. If applicable, your complaint will be thoroughly investigated, which may involve additional consultation with outside parties. If an investigation is not conducted, you will be notified in writing with an explanation.
3. You will receive a written response outlining the outcome of your complaint, any necessary next steps, and the closure of the complaint process.

We are requesting the Select Board to reapprove the policy now that the complaint submission process has been added. It is important to note that while most complaints will be directed to the Town Administrator, there are also options for reporting directly to the Select Board, state and federal contacts, or local elected boards.

Also, the Board should consider what investigation powers are necessary to combat fraud, waste, and abuse. Currently, all investigation power resides with the Select Board or the individual elected Boards, creating conflicts when seeking additional information about filed resident complaints.

Middlesex Retirement System Funding Ratio

With our retirement assessment serving as a major talking point in this year's budget, I wanted to highlight recently published data about the state's retirement system funding ratios. This pertains to the accrued liability for each system. The significant rise in costs comes from the

need to fund this liability. Middlesex is currently 57.5% funded, still on track to be fully funded by 2036, but the 9th lowest funding ratio of the Commonwealth's 105 systems. This means our Town assessment should continue to see large spikes until the system overcomes its liability.

For more on this, visit: <https://www.mass.gov/info-details/funded-ratios>

Capital Project Updates

Comprehensive Culvert Analysis

Nitsch plans to present their analysis to the Select Board in May, following the completion of the Town Meeting process. They will collaborate with Town staff to identify potential grants that could help offset the capital costs needed to implement the repair plan. Addressing failing culverts will become a major part of our road maintenance and capital planning, totaling more than \$3 million townwide.

Elevator Maintenance Project

LiRo-Hill has finalized the construction documents required for bidding the modernization project. I am preparing the documents and will begin advertising and collecting bids next week. This timeline ensures that live bids will be ready for consideration at the Town Meeting. The live bids will allow Town Officials to present a confident project budget to Town Meeting voters. If the borrowing article is approved, construction can begin this summer. We plan to start with the schools to eliminate school start conflicts.

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; however, SMC does not have a license to complete a municipal construction project in Massachusetts. We will move on to the second bidder. The MFC will need to consider the increased cost of the project and whether to complete the project in phases or all at once.

Building Construction Projects

Library Renovation

The Library Building Committee continues to meet with CMS and Schwartz Silver to start designing the building renovation. The first order of business is to update project costs and compare them to current revenues to make sure the project is properly scoped. I am attending these meetings for the Select Board but would encourage the assigning of a liaison to follow the project.

Police Station Renovation

We have received the bids for this project. The apparent low bidder—currently being vetted to ensure a responsive and responsible bid—exceeds the amount approved by Town Meeting when accounting for soft costs. As a result, Town Officials will need to consider approving additional funding to ensure the project can proceed on schedule.

If Town Meeting approves the additional funding, construction could begin as early as late May. I will present a full report on these costs at your meeting on Tuesday. The report will compare the actual bids to the estimated costs presented last Spring.

Fire Station Renovation

Tecton and CMS continue to meet with Town Officials to finalize the initial programming recommendation. The Select Board will meet with Tecton and CMS on April 8th to provide feedback, which will be essential for forming the Board's recommendation regarding the funding request to be presented at the Annual Town Meeting.

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. This initial discussion will occur in late April or early May.

Upcoming Discussion Topics

- **Community Garden Manager:** Following the passing of Jack O'Connor, the Select Board and Conservation Commission must appoint a successor.
- **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

- A rotary sign for the Concord Carlisle Foundation Annual Fund has been approved and will be displayed from March 31 to April 7.
- A rotary sign for the Middlesex Conservation District Native Plant Sale has been approved and will be displayed from April 6 to April 12.
- A rotary sign for the CCHS Theatre Spring Musical –“Shrek” has been approved and will be displayed from May 3 to May 10.
- A rotary and transfer station sign for the Carlisle Music Festival sponsored by the Carlisle Cultural Council have been approved and will be displayed from June 15 to June 22.

Staff Recognition

This week, I want to express my gratitude to the Fire Department for their continued service to not only Carlisle, but the calls for service from our regional partners. Attached to this report is a letter of thanks from the Billerica Fire Chief.

Our department responded on Saturday, March 8, to a structure fire in a 7,200 square foot abandoned commercial building at 1800 Iron Horse Park. The Billerica Chief cites significant winds and a rapidly spreading fire requiring 21 Billerica Fire Department members and 10 apparatus, with more than 50 members on 18 mutual aid apparatus.

The Chief thanked our department for their professionalism during a significant fire, citing our departments expertise in the technical aspects of this difficult fire. We all know the Carlisle department is dynamic and exceptional, and it is nice to have that affirmed by our regional partners. I am thankful to have so many dedicated call members responding to both Town and regional events with such distinguished professionalism.

As mentioned earlier in the report, I would like to thank Steve and Al for their work on the first-floor remodel. Both arrived early and stayed late during the project, making sure the Town's interests were protected and going the extra mile to make sure the project was done correctly. If you did not notice, Steve painted late into the night during your last Select Board meeting. Equally committed where the relevant departments investing the time to improve not only their own spaces, but the resident experience.

Upcoming Select Board Dates of Interest

- **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 April 8th meeting.



Preventing Fraud Waste and Abuse

PURPOSE

To protect town assets and its reputation from misappropriation and abuse by creating an environment in which employees and citizens can report any suspicion of fraud, communicating the Town's intent to prevent, report, investigate, and disclose to proper authorities suspected fraud, abuse, and similar irregularities, and providing management with guidelines and responsibilities regarding appropriate actions in conducting investigations of alleged fraud and similar improprieties.

APPLICABILITY

This policy pertains to any suspected fraud, abuse, or similar irregularity against the Town. It applies to the Select Board, School Committee and all other elected town officials; their appointees; all Town of Carlisle employees; and to any other persons acting on behalf of the Town, such as vendors, contractors, consultants, volunteers, temporary, and casual employees, and grant subrecipients.

POLICY

The Town is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, consultants, vendors, agents, or its own employees, to gain by deceit, financial or other benefits at the expense of taxpayers. Town officials, employees and other persons acting on behalf of the Town must, always, comply with all applicable policies, laws, and regulations. The Town will not condone any violation of law or ethical business practices and will not permit any activity that fails to stand the closest possible public scrutiny. The Town intends to investigate any suspected acts of fraud or other similar irregularities regardless fully, objectively, and impartially of the position, title, length of service, or relationship with the government of any party who may be the subject of such investigation.

A. Definitions

Any person acting on behalf of the Town shall mean any person responsible for or to Carlisle's government placed in that position by some official relationship with the Town.

Abuse includes misuse of governmental authority or position for personal financial benefit or the benefit of an immediate or close family member or business associate.

Abuse can occur in financial or nonfinancial settings and refers to, but is not limited to:

- Improper use or misuse of authority

- Improper use or misuse of Town property, equipment, materials, records, or other resources
- Waste of public funds

Fraud or other irregularity refers but is not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering because of insider knowledge of Town activities
- Disclosing confidential or proprietary information to outside parties
- Accepting or seeking anything of material value per Massachusetts General Law Ethics Guidelines from consultants, contractors, vendors, or persons providing services or materials to the Town
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
- Any claim for reimbursement of expenses not made for the exclusive benefit of the Town
- Any computer-related activity involving the alteration, destruction, forgery, or manipulation of data for fraudulent purposes
- Any omissions and misrepresentations made in bond offering documents, presentations to rating agencies, and annual financial reports

Fraud, for purposes of this reporting process, is an intentional act of deceit or dishonesty, or misrepresentation of a material fact, by which a benefit is obtained from the municipality, or where a benefit is obtained because of an individual's duties or functions within the municipality. Fraud may also include an omission or purposeful failure to state material facts, when nondisclosure makes other statements misleading. Fraud can take many forms, such as bribery, forgery, theft, corruption, conspiracy, misappropriation of funds or resources, false representation, concealment of material facts, and collusion.

Fraud may also involve misuse of municipal time or assets, or other situations in which non-monetary benefits are obtained. Falsifying an invoice or travel voucher to obtain reimbursement from the Town for expenses that were not incurred, or that do not relate to Town business, is an example of fraud.

Waste generally involves inappropriate management of government resources or funds that causes taxpayers not to receive reasonable value for their money in connection with government-funded activities.

B. Antifraud Responsibilities

Every employee has the responsibility to assist the Town in complying with policies and laws and in reporting violations. The Town encourages the support and cooperation of all employees in meeting the Town's commitment and responsibility to such compliance.

Town managers and officials are responsible for instituting and maintaining a system of internal controls to reasonably ensure the prevention and detection of fraud, misappropriations, and similar irregularities. Management should be familiar with the types of improprieties that could occur within

their areas of responsibility and be alert for any indications of such conduct.

The Town Administrator has primary responsibility for investigating all activity defined in this policy and will, to the extent practical, notify the Select Board of reported allegations of fraudulent or irregular conduct upon commencing the investigation. In all circumstances where there are reasonable grounds to indicate a fraud may have occurred, the Town Administrator, subject to the advice of Town Counsel, will contact the District Attorney's office and/or the Carlisle Police Department. Upon concluding the investigation, the Town Administrator will report results to the Select Board and others as determined necessary. If the Town Administrator is the subject of the complaint, the Select Board will lead and direct the investigation.

C. Disclosure

If the Town's investigation concludes that there was a violation of any federal criminal law involving fraud, bribery or gratuity potentially affecting a federal award, the Treasurer Collector will disclose such in writing to the federal awarding agency in compliance with the Office of Management and Budget's Omni Circular. Similarly, if there are findings of bond offering information falsification, the Treasurer/Collector will disclose in writing to the bondholders.

PROCEDURES

The complaint should be in writing and contain information about the alleged fraud, waste, or abuse such as name, address, phone number of complainant and description of the problem. The complaint form is available [online](https://www.carlislema.gov/1288/Complaints) (<https://www.carlislema.gov/1288/Complaints>) or at the Town Administrator's Office, second floor, Carlisle Town Hall. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. Anonymous complaints will be noted but may not be investigated due to lack of evidence or ability to follow up.

After the complaint is filed:

- 1.) The complaint will be acknowledged in writing, including an estimated timeline for resolution.
- 2.) If applicable, the complaint will be thoroughly investigated, which may involve additional consultation with outside parties. If an investigation is not conducted, the complainant will be notified in writing with an explanation.
- 3.) The complainant will receive a written response outlining the outcome of your complaint, any necessary next steps, and the closure of the complaint process.

The Town Administrator or their designee will act as the primary investigator. The investigator may consult with third party consultants or State agencies as needed. Documents discovered or created during investigation will be held securely, either by electronic or hardcopy means. If electronic, documents shall be stored on a secured, password protected server (single-sign-on protection is valid). If hardcopy, documents shall be kept in a locked drawer/cabinet and the office containing the drawer or cabinet shall be locked when not in use.

The Human Resources (HR) Director will be responsible for managing contact with the media, as appropriate. Additionally, the HR Director will be responsible for managing employee training records. Training will be mandatory for all employees. Training processes may include resources from State agencies, third party consultants, or staff. The HR Director, in consultation with the Town Administrator

and Massachusetts General Law, will manage a schedule of initial training and review training.

Records of complaints, investigations, and outcomes will be available to the public in compliance with Massachusetts Public Records law and requirements. The Town Administrator or their designee may consult with Town Counsel regarding disclosure of public records.

The Town Administrator will provide an update annually to Town officials.

IMPORTANT CONTACT INFORMATION AND LINKS

The Town Administrator will create procedures for the following areas at a minimum and will provide an update annually to Town officials.:

How to Report Suspected Fraud, Waste or Abuse to the Office of the Inspector General (MA)
<https://www.mass.gov/how-to/how-to-report-suspected-fraud-waste-or-abuse-to-the-oig>

Carlisle Town Website Complaint Forms
[Complaints | Carlisle, MA](#)

24-hour Confidential Hotline Call Fraud Hotline
(800) 322-1323

Whistleblower Laws and Protections
<https://www.mass.gov/info-details/oig-fraud-reporting-faq-what-to-know#whistleblower-laws,-retaliation-and-intimidation:-you-may-be-protected->

REFERENCES

[M.G.L. c. 149 §185](#)

U.S. Office of Management and Budget's [Omni Circular](#) issued December 2013

EFFECTIVE DATE

This policy was adopted February 2024

Updated April 8, 2025

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Monday, March 10, 2025 3:47 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	Timothy Downing
Email Address	tdowning@designandco.net
Address	44 Canterbury Court
City	CARLISLE
State	MA
Zip Code	01741
Phone Number	6177927791
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	3/31/2025 8:00 AM - 4/7/2025 5:00 PM

All Day	<i>Field not completed.</i>
Size and Type of Sign	Lawn sign 18" x 24" - Possible to do 3 signs, one at each point of the rotary?
Organization and Purpose	Concord Carlisle Foundation Annual Fund
Text of Sign	Annual Fund \$0 - \$650k = ____% towards goal Donate by April 30th Concord Carlisle Fund
Attach File	CCF 18x24 Yard Sign 02.15.25.pdf
Terms of Use	Yes

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

Gretchen Gallimore

From: Gretchen Gallimore
Sent: Monday, March 10, 2025 10:37 AM
To: Catherine Wong Mastromarino
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Catherine –

The Rotary is not available until 5/7. I've made a reservation for your sign 5/7-5/10. Let me know if you'd like to extend to the 11th/12th.

Please note that signs are not to be placed in the Rotary itself as it is a war memorial and a safety hazard to have people crossing traffic. You may place your sign in one of the "triangles" between the pedestrian crosswalks. You will be sharing the rotary with the Carlisle Chamber Orchestra sign.

Best,
Gretchen

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, March 7, 2025 12:52 PM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <athomas@carlislema.gov>
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

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

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	Catherine Mastromarino
Email Address	cathywm@gmail.com
Address	212 E Riding Dr
City	Carlisle
State	MA
Zip Code	01741
Phone Number	617-538-0584
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	5/3/2025 9:00 AM - 5/10/2025 9:00 PM
All Day	Yes
Size and Type of Sign	Standard lawn sign
Organization and Purpose	CCHS Theatre Spring Musical -- "Shrek"
Text of Sign	Poster not designed yet, but will be for Shrek the Musical, with times and dates at CCHS Auditorium
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, March 17, 2025 1:32 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	Andrea Grossman
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Email Address	admin@middlesexconservationdistrict.org
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Address	319 Littleton Road, Suite 205
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City	Westford
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State	MA
-------	----

Zip Code	01886
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Phone Number	978-303-8272
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I'd like to place a sign on the...	Rotary
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If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
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Date(s) of Reservation	4/6/2025 3:00 PM - 4/12/2025 3:00 PM
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All Day	Yes
Size and Type of Sign	Yard Sign (18" by 24")
Organization and Purpose	Middlesex Conservation District Native Plant Sale advertisement for people to order plants online. The pick-up and cash sale will be on May 2nd and 3rd. We would like to have the sign up for two weeks if possible.
Text of Sign	Middlesex Conservation District, Native Plant Sale, Order Online! middlesexconservationdistrict.org, Order by April 21st, Pick up May 2 & 3, Lincoln, MA
Attach File	2025 Spring Sale Yard Sign-2 white background.png
Terms of Use	Yes

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

Gretchen Gallimore

From: Gretchen Gallimore
Sent: Monday, March 10, 2025 10:54 AM
To: Carlisle Cultural Council
Cc: James Hall
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Mark –

I've reserved the Rotary and TS as requested. Jim Hall gave verbal permission for a sign at the TS.

Please note that signs are not to be placed in the Rotary itself as it is a war memorial and a safety hazard to have people crossing traffic. You may place your sign in one of the "triangles" between the pedestrian crosswalks. You will be sharing the rotary with the Carlisle Chamber Orchestra sign.

Best,
Gretchen

Gretchen Gallimore

Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136

Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741

www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, March 10, 2025 10:33 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <athomas@carlislema.gov>
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

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

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	Mark Levitan
Email Address	culturalcouncil@carlislema.gov
Address	66 Westford Street
City	CARLISLE
State	MA
Zip Code	01741
Phone Number	9785900780
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	Elizabeth Ridge near Transfer Station
Date(s) of Reservation	6/15/2025 9:00 AM - 6/22/2025 8:00 PM
All Day	Yes
Size and Type of Sign	Sandwich board 2x3 ft
Organization and Purpose	Carlisle Cultural Council; advertise Carlisle Music Festival
Text of Sign	Carlisle Music Festival @Old Home Day with dates & QR code (mockup is from 2024)
Attach File	CMF_poster_2024_sm.pdf
Terms of Use	Yes

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



BILLERICA FIRE DEPARTMENT

8 Good Street
BILLERICA, MASSACHUSETTS 01821

Robert Cole
Chief of Department
978-671-0940
rcole@billericafire.com

March 12, 2025

Chief Brian Sorrows
Carlisle Fire Department
80 Westford Street
Carlisle, MA 01741

Chief Sorrows,

Please accept my genuine gratitude for your assistance with our extended incident on Saturday, March 8, 2025. We responded to a structure fire in a 7,200 square foot abandoned commercial building at 1800 Iron Horse Park. Due to winds greater than 20 miles per hour the fire spread across nearby railroad tracks, into the woods beyond and into an adjacent solar farm. Brush fires were spread across an area of approximately 30 acres. In addition to 21 Billerica Fire Department members and 10 apparatus, we were assisted by at least 50 members on 18 mutual aid apparatus.

Thanks to quick response, flexibility and coordination among the many responding departments we were able bring the structure fire under control and extinguish most of the brush fire by nightfall. Your members all performed with exceptional professionalism that allowed us to mitigate a potentially lengthy incident with only one minor injury and no exposure damage. This exemplifies not only a consistently reliable mutual aid system, but the remarkable partnership between all fire departments to combine resources to effect safe outcomes to all manner of incidents.

Thank you again for your help.

Sincerely,

Robert Cole
Fire Chief



THE UNITED STATES OF AMERICA

DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Washington, D.C.
Office of the Director
Bureau of Land Management

Very truly yours,
Director
Bureau of Land Management

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Your obedient servant,
Director

Very truly yours,
Director

Very truly yours,
Director



SELECT BOARD
TUESDAY, APRIL 8TH, 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. Election Warrant Approval (Vote)
7:10 p.m.	3. Joint Meeting with the Safety Committee • Complete Streets application approval
7:30 p.m.	4. Town Meeting Discussion • FY26 Budget and Capital Plan • Warrant Article Review • Warrant Article Recommendations • Approve and Sign Warrant (Potential Vote)
9:00 p.m.	5. Police and Fire Station Renovation Project Updates • Proposed changes • Timeline
9:45 p.m.	6. Town Administrator Report • 250th Celebration Discussion
9:50 p.m.	7. Appointments • Employees • Volunteers
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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