

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

April 15, 2025

Town Events and Town Hall News

Town Meeting Videos and Podcasts

We have a dedicated team of volunteers actively recording video clips and creating graphics for our special video and podcast series focused on the Annual Town Meeting. In alignment with the guidance of the Town Meeting Study Committee, all submitted materials will be made publicly available on this website.

The special podcast and YouTube series will be released on April 18—exactly one month prior to Town Meeting. To help ensure residents stay informed and engaged, Aubrey will post graphics and links daily, providing easy access to shareable content. Additionally, Gretchen has mailed the annual postcard to every Carlisle home. The postcard includes a QR code directing residents to all available resources.

Department Updates and Information

Human Resources Update

From Assistant Town Administrator/HR Director Aubrey Thomas

We have accepted the retirement of long-time and celebrated Conservation Agent Sylvia Willard effective May 1, 2025. Sylvia will continue to work with the Conservation Commission in a consultative role. There will be more to come about this important retirement and plans to properly honor Sylvia's service to the community. Jon Metivier will serve as the Interim Conservation Agent until a new permanent hire is made. This is a huge loss for Carlisle!

We have received many strong candidates for the COAHS Director position! We are reviewing the applicants now and will be interviewing finalists at the end of the month.

We are still seeking applicants for the DPW Mechanic position.

FY2026 Budget Update

At their meeting on Thursday, the Finance Committee finalized their recommendations for the Annual Town Meeting, including their support for the Police Station Renovation article. Consistent with the Select Board, the Finance Committee is currently withholding recommendations on the Town Administrator Bylaw, the Accessory Dwelling Unit (ADU) Bylaw, and the Fire Station Design articles until more information or final wording is available. Additionally, the Committee has voted not to take a position on the MBTA Communities Citizen Petition.

Included in this report is the certified Excess and Deficiency (E&D) calculation for Concord-Carlisle High School. I would like to thank Bob Conry for taking the time to meet with me and provide helpful insights into CCHS's reserve position as we look ahead to FY26.

Town Meeting Timeline

The following is a timeline for important Town Meeting dates:

- April 29th – Finance Committee (final recommendations)
- May 08th – Finance Committee Budget Hearing
- May 12th – Publish the Annual Town Meeting motion booklet
- May 18th – Annual Town Meeting

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

Several weeks ago, 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.

FY25 Fair Share Transportation Funding

The Massachusetts Department of Transportation announced this week that \$45 million in supplemental funding allocated in the fiscal year 2025 state budget for road and bridge repair and construction is now available to municipalities. As a result, the Board will receive an additional \$56,000 to support its road maintenance plan.

I am currently preparing an updated overview of the expanded summer road maintenance efforts, along with a projection of available funding to support the Board's multi-year road maintenance strategy. I intend to present this information to the Board in May.

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 assisted me with putting this project out to bid with a \$1.1 million cost. The Facilities Department will host a pre-bid conference on April 23 and general bids will be received on the 2nd of May. The bids will allow Town Officials to present a finalized project budget to Town Meeting voters. If the borrowing article is approved, we will start the construction process. Significant lead times suggest construction will start in the summer of 2026.

Here is the bid link: <https://biddocs.com/design/project/D25-D7F7>

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. The Recreation Commission also voted to support this project.

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 are working with SMC to see if they can complete the licensing process.

Building Construction Projects

Library Renovation

The Library Building Committee continues to meet with CMS and Schwartz Silver to start designing the building renovation. I have attached the draft work plan published by the Architect for your review. I am also working with the LiRo-Hill, our elevator Architect, to help the Building Committee coordinate with the MFC to properly time both the renovation and the elevator modernization.

Police Station Renovation

We have received an updated cost estimate from TBA for the project's remaining Architectural work. CMS requested this estimate after your last meeting and discussion. The \$102k estimate is \$12k more than the amount projected in our last discussion and does not account for any additional work required by the Architect during the project. TBA cited changes in rates as the initial proposal was based on 2023 rates. This figure will form part of the final number to go to Town Meeting in May pending the Select Board's approval.

Fire Station Renovation

Tecton and CMS are working on proposals based on the conversations held during your last meeting. It would be prudent to schedule time on your May 13th agenda to inform the Board's Town Meeting funding request.

DPW Building

The Municipal Facilities Committee (MFC) has finalized their feasibility 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 May after the Town Meeting.

Upcoming Discussion Topics

- **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

- We approved the use of the Town Common for the biennial Carlisle Garden Club Garden Tour on June 13th and 14th. FRS has approved this request, and the request meets your policy's requirements.

Staff Recognition

This week, I want to express my gratitude for the service of Sylvia Willard, undoubtedly a Carlisle legend. Her many decades of service to the community as a volunteer and as an employee helped shape the Town's incredible conservation efforts and preserved important parts of the community for centuries to come. I have met few people who are more dedicated to their craft than Sylvia. I appreciate every patient moment she spent with me, including her sheer delight to walk me around the Cranberry Bog in my first month here in Carlisle, eager to share history, important focuses, and an incredible sense of where to shape things for the future. She also knew seemingly everything about Carlisle, every beaver, every turtle, every drop of Carlisle water, the history of every structure, and the important details about how all of Carlisle's natural elements worked together. I can vividly remember the daily updates I would receive about the level of the Greenough Pond and the impacts of water flows on the Maple Street culvert...all measurements she took personally with her own equipment and in service to the Town. Sylvia is one of a kind. These are not the last words I will write about Sylvia as we transition her into a consultative role, but I wanted to make sure to express to the Board and the community just how much she meant to the Town and to me personally. It is clear that I am unlikely to meet another person who cared so deeply about their role in municipal government, and for that she has my deepest respect and admiration.

Upcoming Select Board Dates of Interest

- **April 18:** Town Hall Closed Early (noon)

- **April 19:** Transfer Station Closed
- **April 21:** Patriots Day
- **April 21-25:** TA Out of State Vacation
- **May 6:** Potential Select Board Public Hearing – Town Meeting Articles
- **May 13:** Select Board Meeting
- **May 18:** Annual Town Meeting

Excess and Deficiency Calculation

Fiscal Year 2025

Begin:	
Unreserved Undesignated Fund Balance	1,930,797.00
Subtract:	
Other Receivables, Overdrawn Accounts, Deficits	
Gen Fund AR	2,400.00
Gen Fund Due From Town of Concord	12,709.00
Gen Fund NSF Checks	13,424.00
SR SPED Improvement	600.00
SR Title I	121.00
SR METCO Special Ed	9,004.00
AF Off Duty Detail/Field Trips	70,494.00
AF Academic Bowl	41.00
AF Concord-Carlisle Tennis Club (CCTC)	83.00
AF Cheerleaders	5.00
AF China Trip Expenses	4,869.00
AF Chorus Scholarship	464.00
AF National Latin Exam	2.00
AF MFA Field Trip	209.00
AF Environmental Field Studies Group	169.00
AF PSAT	9,754.00
AF AP	4,727.00
AF Sci Fi Japan Trip	2,403.00
AF Spectrum	168.00
AF London Theater Tour	50.00
AF Ultimate	1,770.00
AF Volleyball	4.00
AF Basketball	5.00
AF Earth Science	141.00
Cash Variance	168,955.00
Total	302,571.00
Add:	
Circuit Breaker, Other Closed Accounts, Adjustments:	
	0.00

Excess and Deficiency Calculation

Fiscal Year 2025

Total	<i>0.00</i>
Total Certified Unencumbered Excess & Deficiency	<i>1,628,226.00</i>
Unencumbered Excess & Deficiency in excess of 5 % calculation	
Operating and Capital Budget	<i>38,974,907.00</i>
5% of Budget	<i>1,948,745.35</i>
Total in Excess	<i>0.00</i>
Reviewed By:	Amy Handfield
Certified On:	

Signatures

No signatures to display.

Comments

No comments to display.

Documents

No documents have been uploaded.



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

**Gleason Public Library Renovation
Work Plan**

week	date / time	activity	group	notes
1	3/3 3:30 PM	Meeting # 0 In-office Work	Library Building Committee Design Team	Agenda: confirm goals, scope, introduce team
2	3/10	In-office Work	Design Team	DD Progress
3	3/17 3/21 1:00 PM	In-office Work Meeting #1	Design Team Library Building Committee	Review DD Progress, Answer Questions
4	3/24	In-office Work	Design Team	DD Progress
5	3/31	In-office Work	Design Team	DD Progress
6	4/7	In-office Work	Design Team	DD Progress
	4/11 1:00 PM	Meeting #2	Library Building Committee	Review DD Progress, Answer Questions
7	4/14	In-office Work	Design Team	DD Progress
8	4/21 4/25	In-office Work Deliverable	Design Team Design Team	Issue 100% DD Documents
9	4/28	In-office Work	Cost Estimator	Prepare DD Cost Estimate
10	5/5	In-office Work	Cost Estimator	Prepare DD Cost Estimate
11	5/12	In-office Work	Cost Estimator	Prepare DD Cost Estimate
	5/16	Deliverable	Cost Estimator	Draft DD Cost Estimate complete
12	5/19 5/23	In-office Work Deliverable	Design Team / Cost Estimator Design Team / Cost Estimator	Review draft DD Cost Estimate Issue Final DD Cost Estimate
13	5/26 5/30 1:00 PM	Owner Work Meeting #3	Library Building Committee Library Building Committee	Cost Estimate Review Cost Estimate Approval / NTP for CD Phase
14	6/2	In-office Work	Design Team	CD Progress
15	6/9	In-office Work	Design Team	CD Progress
16	6/16	In-office Work	Design Team	CD Progress
17	6/23 6/27 1:00 PM	In-office Work Meeting #4	Design Team Library Building Committee	CD Progress Review CD Progress, Answer Questions
18	6/30	In-office Work	Design Team	60% CD Progress
19	7/7	In-office Work	Design Team	60% CD Progress
20	7/14	In-office Work	Design Team	60% CD Progress
21	7/21 7/25 1:00 PM	Deliverable Meeting #5	Design Team Library Building Committee	Issue 60% CD Progress Documents Review 60% CD, Answer Questions
22	7/28	In-office Work	Cost Estimator / Design Team	Prepare 60% CD Estimate / CD Progress
23	8/4	In-office Work	Cost Estimator / Design Team	Prepare 60% CD Estimate / CD Progress
24	8/11 8/15	In-office Work Deliverable	Cost Estimator / Design Team Cost Estimator	Prepare 60% CD Estimate / CD Progress Draft DD Cost Estimate complete
25	8/18 8/22	In-office Work Deliverable	Design Team / Cost Estimator Design Team / Cost Estimator	Review draft 60% CD Estimate Issue Final 60% CD Cost Estimate
26	8/25 8/29 1:00 PM	Owner Work Meeting #6	Library Building Committee Library Building Committee	Cost Estimate Review Cost Estimate Approval / NTP to 100% CDs
27	8/11	In-office Work	Design Team	100% CD Progress
TBD	TBD	Meeting #7	SSA / OPM / Town Admin	Coordination on Issuing Bid
28	8/18	In-office Work	Design Team	100% CD Progress
29	8/25	Deliverable	Design Team	Issue 100% Bid Documents
30	9/1 9/3	Owner Work Deadline	OPM / Town Admin OPM / Town Admin	Bid Issuance Preparation Post Central Register Ad
31	9/8 9/10 10:00 AM 9/12 2:00 PM	GC Bidding On-Site Meeting Deadline	GC / SSA GC / OPM / SSA GC / Filed Subs	SSA to respond to RFIs, prepare addendum Pre-bid on-site walkthrough Contractor RFIs due
32	9/15	GC Bidding	GC / SSA	SSA to respond to RFIs, issue addendum
33	9/22 9/24 2:00 PM	GC Bidding Deadline	GC / SSA Filed Subs	GC prepares bids Filed subs bids due
34	9/29	GC Bidding	GC	GC prepares bid
35	10/6 10/8 2:00 PM	GC Bidding Deadline	GC GC	GC prepares bid GC bids due
36	10/13	GC Award	OPM / Town Admin	
37	10/20	GC Award	OPM / Town Admin	
38	10/27	GC Mobilization	GC	

39	11/3	GC Mobilization	GC	
40+	11/24/2025 – 7/17/2026	Construction	GC / SSA / OPM	Duration to be confirmed by GC

Prepared by Kelsey Laser, AIA
Date: 3/24/2025



April 10, 2025

ELECTRONIC SUBMITTAL ONLY

Ryan McLane, Town Administrator

Town of Carlisle
66 Westford Street
Carlisle, MA 01741

PROJECT: Carlisle Police Station Addition/Renovations
SUBJECT: Amendment #5 to Contract: Proposal for Contract Administration

Dear Mr. McLane,

We are very pleased that the Town of Carlisle has advanced efforts to renovate and expand the Carlisle Police Station and now received a successful bid for construction. Based on the approved construction documents and the revised timeline for construction work, we offer the following proposal to continue and provide contract administration services.

The Town has been approving TBA services on a task-by-task basis. We currently do not have approval to proceed with contract administration. The timeline for the project has been extended by a full year beyond previous amendments and the Town has hired an owner's project manager.

This proposal will describe our scope of work, schedule, and compensation for all phases, listed and understood to be accepted in Tasks.

Scope of Work

Our work and services will consist of the following tasks:

1. Tasks 1-8 have been completed.
9. Construction Administration
 - a. Our services are to observe and report on the general progress of the work at regular intervals and respond to contractor and owner questions. Services are not for project and/or construction management or clerk-of-the-works.
 - b. Periodic observation and meetings.
 - i. 40 weekly visits over anticipated one year of construction.
 - c. Photographs, field notes, meeting minutes of the progress.
 - d. Materials and systems submission review.
 - e. Requisition certification, review of change proposals.
 - f. Initial and final construction control affidavits, substantial completion, final certifications.
10. Warranty
 - a. 9 months after substantial completion we will visit the building and observe the work and gather any information you may have to record anything that should be reported to the general contractor prior to expiration of their statutory one-year warranty.

TBA Architects, Inc.

9 Damonmill Sq, Suite 5C
Concord, MA 01742

781 893-5828
tbaarchitects.com



- b. Provide a memorandum of items that can be sent to the general contractor for scheduling repairs or replacements. The general contractor will then coordinate directly with the Town to provide services. We do not monitor any warranty services.

Schedule

We understand you are obtaining funding for construction of the base bid work and alternates one, two, and three at the Spring 2025 Town Meeting. The total construction period of one year from contract signing is anticipated to commence July 2025.

Task	Description	Timeframe
1-4	Program Review/Design Updates	Completed
5	Cost Estimate	Completed
6	Regulatory Approvals	Completed
7	Construction Documents	Completed
8	Bidding Documents and Services	Completed
9	Contract Administration	July 2025 – June 2026
10	Warranty	March 2027

Compensation

TBA will perform the services described herein in the phases for the values in the table below. We progress invoice at least monthly for completed services. All proposed compensation is inclusive of required architectural, mechanical, electrical, plumbing, technology, and civil trades.

Not included are testing services, hazardous materials services, structural evaluations or design.

All meetings beyond the number noted will be billed hourly as additional services.

Task	Description	Value
1-5	Program Review/Design Updates	Completed
6	Regulatory Approvals	Completed
7	Construction Documents	Completed
8	Bidding Documents and Services	Completed
9	Contract Administration	\$100,800
10	Warranty (9 months after substantial completion)	\$1,200
	TOTAL Amendment Value	\$102,000

Any changes to the scope or fee will be discussed with you and approved prior to us continuing work.

We will begin with your approval and acceptance in writing. Thank you for the opportunity to have worked on this project to date. I look forward to working toward its successful completion.

TBA Architects, Inc.



Sincerely,

TBA ARCHITECTS

A handwritten signature in black ink, appearing to read 'Justin Humphreys', written over a horizontal line.

Justin Humphreys, AIA, NCARB, MCPPO
Principal

Received and Accepted for TASKS 9-10:

For Carlisle

Date

Gretchen Gallimore

From: Christie Cocanour <christie@carlislegardenclub.org>
Sent: Sunday, March 23, 2025 5:50 PM
To: Ryan McLane; Aubrey Thomas; Gretchen Gallimore
Subject: Select Board permission to use Town Common

Carlisle Select Board
66 Westford Street
Carlisle, MA 01741

March 15, 2025

Dear Carlisle Select Board,

The Carlisle Garden Club conducts a biennial Garden Tour to fundraise for our Garden Club scholarship program, civic projects and numerous community-related events.

This year the Carlisle Garden Club has selected the dates of Friday, June 13 and Saturday June 14 for the 2025 Garden Tour. We request your favorable consideration of these dates and as in past years, our request encompasses your permission to utilize the Town Common outside of FRS.

The schedule for the Carlisle Garden Tour event will be conducted from 10:00am to 4:00pm on June 13 and June 14. Setup will occur starting at approximately 8:00AM on Friday. Ticket sales, information tables and a plant sale will be held concurrent with the Garden Tour, which will consist of five lovely Carlisle gardens.

We have coordinated with FRS for the use of their facility for parking and an alternative indoor location in the event of inclement weather, and also for the use of the Town Common, our primary location for the tickets and plant sales.

Thank you for your consideration of our request.

Carlisle Garden Club
Christine Cocanour, Tour Coordinator
PO Box 231
Carlisle, MA 01741
gardeningincarlisle@gmail.com

MassDOT - Capital Budget Office

Chapter 90 - Fair Share

FY25 1596-2428 Apportionment

Encumbered under 6112-2428

APPORTIONMENT:

\$ 45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
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ABINGTON	5	\$ 86,722.88
ACTON	3	\$ 159,706.98
ACUSHNET	5	\$ 70,624.90
ADAMS	1	\$ 64,112.82
AGAWAM	2	\$ 181,212.94
ALFORD	1	\$ 15,877.54
AMESBURY	4	\$ 98,420.47
AMHERST	2	\$ 187,622.36
ANDOVER	4	\$ 306,481.24
AQUINNAH	5	\$ 8,867.55
ARLINGTON	4	\$ 177,972.01
ASHBURNHAM	3	\$ 75,628.78
ASHBY	3	\$ 50,238.34
ASHFIELD	1	\$ 65,246.86
ASHLAND	3	\$ 106,271.14
ATHOL	2	\$ 113,222.45
ATTLEBORO	5	\$ 274,637.94
AUBURN	3	\$ 136,130.83
AVON	5	\$ 41,091.01
AYER	3	\$ 59,944.24
BARNSTABLE	5	\$ 445,675.53
BARRE	2	\$ 96,054.69
BECKET	1	\$ 52,631.97
BEDFORD	4	\$ 143,280.59
BELCHERTOWN	2	\$ 142,264.35
BELLINGHAM	3	\$ 121,366.65
BELMONT	4	\$ 122,970.57
BERKLEY	5	\$ 58,593.48
BERLIN	3	\$ 43,126.73
BERNARDSTON	2	\$ 40,629.60
BEVERLY	4	\$ 235,385.67
BILLERICA	4	\$ 298,782.32
BLACKSTONE	3	\$ 51,581.95
BLANDFORD	1	\$ 57,911.03

MassDOT - Capital Budget Office
Chapter 90 - Fair Share
FY25 1596-2428 Apportionment
Encumbered under 6112-2428

APPORTIONMENT:
\$ 45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
BOLTON	3	\$ 65,068.27
BOSTON	6	\$ 3,398,475.50
BOURNE	5	\$ 135,699.64
BOXBOROUGH	3	\$ 45,390.59
BOXFORD	4	\$ 92,339.25
BOYLSTON	3	\$ 45,871.14
BRAINTREE	6	\$ 215,803.77
BREWSTER	5	\$ 70,045.49
BRIDGEWATER	5	\$ 161,768.38
BRIMFIELD	2	\$ 62,300.95
BROCKTON	5	\$ 456,674.82
BROOKFIELD	3	\$ 37,681.50
BROOKLINE	6	\$ 209,919.75
BUCKLAND	1	\$ 40,674.22
BURLINGTON	4	\$ 238,210.18
CAMBRIDGE	6	\$ 663,617.46
CANTON	6	\$ 181,154.56
CARLISLE	4	\$ 56,952.27
CARVER	5	\$ 91,749.21
CHARLEMONT	1	\$ 39,926.80
CHARLTON	3	\$ 139,562.03
CHATHAM	5	\$ 76,650.84
CHELMSFORD	4	\$ 259,509.36
CHELSEA	6	\$ 135,442.05
CHESHIRE	1	\$ 44,098.47
CHESTER	1	\$ 51,444.20
CHESTERFIELD	1	\$ 48,323.09
CHICOPEE	2	\$ 295,424.85
CHILMARK	5	\$ 14,862.29
CLARKSBURG	1	\$ 16,502.64
CLINTON	3	\$ 73,432.34
COHASSET	5	\$ 49,993.37
COLRAIN	1	\$ 70,807.69
CONCORD	4	\$ 152,569.97
CONWAY	1	\$ 58,636.43

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APPORTIONMENT:

\$ 45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
CUMMINGTON	1	\$ 44,096.63
DALTON	1	\$ 48,246.56
DANVERS	4	\$ 196,296.45
DARTMOUTH	5	\$ 260,140.59
DEDHAM	6	\$ 152,260.30
DEERFIELD	2	\$ 85,395.34
DENNIS	5	\$ 163,222.62
DIGHTON	5	\$ 67,926.76
DOUGLAS	3	\$ 81,552.70
DOVER	6	\$ 62,580.89
DRACUT	4	\$ 184,513.37
DUDLEY	3	\$ 95,981.83
DUNSTABLE	3	\$ 41,562.55
DUXBURY	5	\$ 120,664.94
EAST BRIDGEWATER	5	\$ 87,641.17
EAST BROOKFIELD	3	\$ 21,020.23
EAST LONGMEADOW	2	\$ 129,008.99
EASTHAM	5	\$ 55,069.16
EASTHAMPTON	2	\$ 107,778.96
EASTON	5	\$ 162,994.57
EDGARTOWN	5	\$ 54,110.86
EGREMONT	1	\$ 33,758.25
ERVING	2	\$ 18,787.93
ESSEX	4	\$ 29,250.40
EVERETT	4	\$ 156,814.36
FAIRHAVEN	5	\$ 114,222.16
FALL RIVER	5	\$ 425,220.00
FALMOUTH	5	\$ 282,533.63
FITCHBURG	3	\$ 248,947.87
FLORIDA	1	\$ 35,843.32
FOXBOROUGH	5	\$ 139,851.87
FRAMINGHAM	3	\$ 397,343.98
FRANKLIN	3	\$ 211,461.22
FREETOWN	5	\$ 90,251.20
GARDNER	3	\$ 133,934.94

MassDOT - Capital Budget Office**Chapter 90 - Fair Share****FY25 1596-2428 Apportionment****Encumbered under 6112-2428****APPORTIONMENT:****\$ 45,000,000**

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
GEORGETOWN	4	\$ 69,061.04
GILL	2	\$ 32,963.03
GLOUCESTER	4	\$ 146,911.95
GOSHEN	1	\$ 23,412.78
GOSNOLD	5	\$ 1,924.47
GRAFTON	3	\$ 113,074.48
GRANBY	2	\$ 61,359.40
GRANVILLE	1	\$ 58,370.66
GREAT BARRINGTON	1	\$ 90,150.64
GREENFIELD	2	\$ 140,120.58
GROTON	3	\$ 115,011.47
GROVELAND	4	\$ 50,940.74
HADLEY	2	\$ 79,393.19
HALIFAX	5	\$ 59,078.94
HAMILTON	4	\$ 52,760.88
HAMPDEN	2	\$ 56,531.32
HANCOCK	1	\$ 15,038.29
HANOVER	5	\$ 117,120.58
HANSON	5	\$ 71,838.39
HARDWICK	2	\$ 79,617.68
HARVARD	3	\$ 79,669.09
HARWICH	5	\$ 153,084.34
HATFIELD	2	\$ 53,288.11
HAVERHILL	4	\$ 350,170.32
HAWLEY	1	\$ 36,499.79
HEATH	1	\$ 46,436.38
HINGHAM	5	\$ 172,619.57
HINSDALE	1	\$ 34,343.97
HOLBROOK	5	\$ 56,372.02
HOLDEN	3	\$ 142,268.90
HOLLAND	2	\$ 34,094.76
HOLLISTON	3	\$ 114,250.78
HOLYOKE	2	\$ 225,058.13
HOPEDALE	3	\$ 38,771.86
HOPKINTON	3	\$ 143,447.09

MassDOT - Capital Budget Office

Chapter 90 - Fair Share

FY25 1596-2428 Apportionment

Encumbered under 6112-2428

APPORTIONMENT:

\$ 45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
HUBBARDSTON	3	\$ 80,341.30
HUDSON	3	\$ 129,585.54
HULL	5	\$ 61,590.72
HUNTINGTON	1	\$ 35,791.35
IPSWICH	4	\$ 98,477.31
KINGSTON	5	\$ 93,105.02
LAKEVILLE	5	\$ 92,383.96
LANCASTER	3	\$ 72,713.88
LANESBOROUGH	1	\$ 47,817.94
LAWRENCE	4	\$ 304,883.40
LEE	1	\$ 63,986.04
LEICESTER	3	\$ 95,052.09
LENOX	1	\$ 61,862.70
LEOMINSTER	3	\$ 253,252.99
LEVERETT	2	\$ 33,135.50
LEXINGTON	4	\$ 217,033.25
LEYDEN	2	\$ 31,633.74
LINCOLN	4	\$ 60,127.83
LITTLETON	3	\$ 89,451.66
LONGMEADOW	2	\$ 107,293.69
LOWELL	4	\$ 420,278.15
LUDLOW	2	\$ 154,035.96
LUNENBURG	3	\$ 94,101.13
LYNN	4	\$ 340,426.76
LYNNFIELD	4	\$ 93,203.05
MALDEN	4	\$ 207,219.16
MANCHESTER	4	\$ 32,547.13
MANSFIELD	5	\$ 164,350.70
MARBLEHEAD	4	\$ 100,770.13
MARION	5	\$ 37,494.17
MARLBOROUGH	3	\$ 267,494.10
MARSHFIELD	5	\$ 166,640.18
MASHPEE	5	\$ 134,112.45
MATTAPOISETT	5	\$ 51,687.25
MAYNARD	3	\$ 59,595.49

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APPORTIONMENT:
\$ 45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
MEDFIELD	3	\$ 92,497.75
MEDFORD	4	\$ 213,259.68
MEDWAY	3	\$ 88,977.85
MELROSE	4	\$ 117,739.30
MENDON	3	\$ 61,808.46
MERRIMAC	4	\$ 44,398.56
METHUEN	4	\$ 267,962.48
MIDDLEBOROUGH	5	\$ 196,823.94
MIDDLEFIELD	1	\$ 34,031.22
MIDDLETON	4	\$ 69,964.68
MILFORD	3	\$ 183,492.29
MILLBURY	3	\$ 94,454.77
MILLIS	3	\$ 60,928.17
MILLVILLE	3	\$ 24,543.98
MILTON	6	\$ 139,879.17
MONROE	1	\$ 14,467.04
MONSON	2	\$ 102,365.42
MONTAGUE	2	\$ 108,400.10
MONTEREY	1	\$ 43,831.82
MONTGOMERY	1	\$ 27,686.81
MOUNT WASHINGTON	1	\$ 15,519.11
NAHANT	4	\$ 19,870.22
NANTUCKET	5	\$ 148,224.96
NATICK	3	\$ 219,532.20
NEEDHAM	6	\$ 203,293.75
NEW ASHFORD	1	\$ 9,569.97
NEW BEDFORD	5	\$ 463,777.38
NEW BRAINTREE	2	\$ 45,834.04
NEW MARLBOROUGH	1	\$ 75,831.30
NEW SALEM	2	\$ 32,386.33
NEWBURY	4	\$ 59,846.93
NEWBURYPORT	4	\$ 117,754.27
NEWTON	6	\$ 505,913.63
NORFOLK	5	\$ 90,426.76
NORTH ADAMS	1	\$ 93,345.99

MassDOT - Capital Budget Office
Chapter 90 - Fair Share
FY25 1596-2428 Apportionment
Encumbered under 6112-2428

APPORTIONMENT:	
\$	45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
NORTH ANDOVER	4	\$ 182,152.13
NORTH ATTLEBOROUGH	5	\$ 176,646.41
NORTH BROOKFIELD	3	\$ 68,855.22
NORTH READING	4	\$ 115,880.72
NORTHAMPTON	2	\$ 230,151.88
NORTHBOROUGH	3	\$ 116,028.52
NORTHBRIDGE	3	\$ 104,793.09
NORTHFIELD	2	\$ 62,937.68
NORTON	5	\$ 122,885.99
NORWELL	5	\$ 104,853.13
NORWOOD	5	\$ 184,386.62
OAK BLUFFS	5	\$ 44,827.36
OAKHAM	3	\$ 40,761.05
ORANGE	2	\$ 90,852.66
ORLEANS	5	\$ 61,984.23
OTIS	1	\$ 39,839.40
OXFORD	3	\$ 113,365.48
PALMER	2	\$ 104,158.19
PAXTON	3	\$ 42,829.38
PEABODY	4	\$ 276,600.82
PELHAM	2	\$ 21,990.74
PEMBROKE	5	\$ 124,983.56
PEPPERELL	3	\$ 92,690.78
PERU	1	\$ 31,943.47
PETERSHAM	2	\$ 55,724.35
PHILLIPSTON	2	\$ 41,890.18
PITTSFIELD	1	\$ 297,459.44
PLAINFIELD	1	\$ 42,404.15
PLAINVILLE	5	\$ 66,131.02
PLYMOUTH	5	\$ 357,984.23
PLYMPTON	5	\$ 37,550.34
PRINCETON	3	\$ 75,755.41
PROVINCETOWN	5	\$ 29,240.69
QUINCY	6	\$ 421,663.03
RANDOLPH	6	\$ 157,195.51

MassDOT - Capital Budget Office

Chapter 90 - Fair Share

FY25 1596-2428 Apportionment

Encumbered under 6112-2428

APPORTIONMENT:

\$ 45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
RAYNHAM	5	\$ 113,446.55
READING	4	\$ 133,484.76
REHOBOTH	5	\$ 140,399.13
REVERE	4	\$ 183,250.79
RICHMOND	1	\$ 36,476.46
ROCHESTER	5	\$ 69,386.96
ROCKLAND	5	\$ 88,524.29
ROCKPORT	4	\$ 40,777.22
ROWE	1	\$ 31,652.20
ROWLEY	4	\$ 53,570.38
ROYALSTON	2	\$ 62,541.75
RUSSELL	1	\$ 22,069.06
RUTLAND	3	\$ 86,351.04
SALEM	4	\$ 187,323.21
SALISBURY	4	\$ 53,277.28
SANDISFIELD	1	\$ 72,273.13
SANDWICH	5	\$ 173,915.76
SAUGUS	4	\$ 143,219.28
SAVOY	1	\$ 43,759.22
SCITUATE	5	\$ 125,368.20
SEEKONK	5	\$ 132,170.64
SHARON	5	\$ 130,309.59
SHEFFIELD	1	\$ 79,466.21
SHELBURNE	1	\$ 46,727.54
SHERBORN	3	\$ 56,470.73
SHIRLEY	3	\$ 55,748.16
SHREWSBURY	3	\$ 222,020.25
SHUTESBURY	2	\$ 29,704.83
SOMERSET	5	\$ 112,196.25
SOMERVILLE	4	\$ 276,508.68
SOUTH HADLEY	2	\$ 111,322.11
SOUTHAMPTON	2	\$ 72,352.19
SOUTHBOROUGH	3	\$ 96,837.30
SOUTHBRIDGE	3	\$ 110,368.82
SOUTHWICK	2	\$ 83,615.78

MassDOT - Capital Budget Office
 Chapter 90 - Fair Share
 FY25 1596-2428 Apportionment
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APPORTIONMENT:
\$ 45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
SPENCER	3	\$ 110,166.52
SPRINGFIELD	2	\$ 807,384.41
STERLING	3	\$ 99,214.71
STOCKBRIDGE	1	\$ 43,736.71
STONEHAM	4	\$ 105,910.31
STOUGHTON	5	\$ 173,896.05
STOW	3	\$ 62,731.99
STURBRIDGE	3	\$ 96,059.55
SUDBURY	3	\$ 164,253.96
SUNDERLAND	2	\$ 40,266.19
SUTTON	3	\$ 104,844.06
SWAMPSCOTT	4	\$ 66,549.10
SWANSEA	5	\$ 127,418.56
TAUNTON	5	\$ 327,211.58
TEMPLETON	2	\$ 80,983.21
TEWKSBURY	4	\$ 205,678.49
TISBURY	5	\$ 32,379.41
TOLLAND	1	\$ 34,776.79
TOPSFIELD	4	\$ 57,532.90
TOWNSEND	3	\$ 92,121.10
TRURO	5	\$ 38,399.64
TYNGSBOROUGH	4	\$ 98,666.85
TYRINGHAM	1	\$ 22,945.38
UPTON	3	\$ 71,022.72
UXBRIDGE	3	\$ 114,156.69
WAKEFIELD	4	\$ 147,516.13
WALES	2	\$ 25,103.62
WALPOLE	5	\$ 177,318.18
WALTHAM	4	\$ 355,090.50
WARE	2	\$ 95,585.54
WAREHAM	5	\$ 167,271.27
WARREN	2	\$ 63,661.91
WARWICK	2	\$ 49,456.32
WASHINGTON	1	\$ 37,644.41
WATERTOWN	6	\$ 164,289.55

MassDOT - Capital Budget Office**Chapter 90 - Fair Share****FY25 1596-2428 Apportionment****Encumbered under 6112-2428****APPORTIONMENT:****\$ 45,000,000**

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
WAYLAND	3	\$ 105,551.46
WEBSTER	3	\$ 104,946.93
WELLESLEY	6	\$ 183,528.76
WELLFLEET	5	\$ 55,572.70
WENDELL	2	\$ 42,311.05
WENHAM	4	\$ 34,761.78
WEST BOYLSTON	3	\$ 65,419.73
WEST BRIDGEWATER	5	\$ 72,296.51
WEST BROOKFIELD	2	\$ 51,634.88
WEST NEWBURY	4	\$ 47,830.46
WEST SPRINGFIELD	2	\$ 188,957.28
WEST STOCKBRIDGE	1	\$ 33,844.81
WEST TISBURY	5	\$ 18,891.92
WESTBOROUGH	3	\$ 176,995.33
WESTFIELD	2	\$ 267,292.17
WESTFORD	3	\$ 199,156.23
WESTHAMPTON	2	\$ 41,254.94
WESTMINSTER	3	\$ 95,093.28
WESTON	6	\$ 105,047.35
WESTPORT	5	\$ 155,689.56
WESTWOOD	6	\$ 127,743.36
WEYMOUTH	6	\$ 260,509.43
WHATELY	2	\$ 32,120.54
WHITMAN	5	\$ 72,694.73
WILBRAHAM	2	\$ 124,312.44
WILLIAMSBURG	1	\$ 41,982.76
WILLIAMSTOWN	1	\$ 66,243.17
WILMINGTON	4	\$ 176,100.14
WINCHENDON	2	\$ 105,281.83
WINCHESTER	4	\$ 115,987.66
WINDSOR	1	\$ 55,618.60
WINTHROP	6	\$ 63,356.12
WOBURN	4	\$ 284,007.86
WORCESTER	3	\$ 934,079.58
WORTHINGTON	1	\$ 52,266.92

MassDOT - Capital Budget Office
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APPORTIONMENT:	
\$	45,000,000

CITY OR TOWN	DISTRICT	FY25 FAIR SHARE APPORTIONMENT
WRENTHAM	5	\$ 92,084.56
YARMOUTH	5	\$ 187,676.20
Grand Total		\$ 45,000,000.00