

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

June 10, 2025

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

### **Meet the New Select Board Member!**

We have scheduled a staff meet-and-greet to welcome Christine Stevens, the Town's newest Select Board member. This will be an opportunity for staff to introduce themselves, highlight their roles, and share updates on key projects and priorities.

### **Town Administrator Coffee Hours**

I am exploring new venues for upcoming Town Administrator Coffee Hours and will be publishing a summer schedule soon. I encourage all residents to attend, ask questions, and learn more about how we plan to implement the actions approved at Town Meeting.

## **Department Updates and Information**

### **Human Resources Update**

*From Assistant Town Administrator/HR Director Aubrey Thomas*

We received 16 well-qualified candidates for the Conservation Administrator position and will be interviewing the top four candidates next week. Additionally, we are now advertising for a police officer, ideally with animal control experience, following the recent funding approval at Town Meeting. Recruitment efforts also continue for the DPW Mechanic position, and we will be posting a new opening for a DPW Driver/Laborer.

As we conclude our Succession Planning Grant, staff are actively participating in a series of management and succession planning trainings led by the UMass Collins Center. These sessions focus on developing supervisory skills, standardizing management practices, and preparing departments for future leadership transitions. The management series covered communication,

conflict resolution, delegation, and performance management, while the succession planning series guides departments in creating formal transition plans and documentation.

## **Fall Town Meeting Schedule**

Now that the Annual Town Meeting has concluded, it is time to begin planning for the Fall Town Meeting. The proposed tentative schedule is as follows:

- **June 24** – Open Fall Town Meeting Warrant
- **September 9** – Close Warrant
- **September 23** – Finalize and Sign Warrant
- **October 14** – Finalize Motions
- **November 2** – Fall Town Meeting

Although there is still time to make minor adjustments to this timeline, I am seeking the Select Board's approval of the proposed schedule so it can be shared with relevant Boards and Committees. One important consideration will be whether there will be a Community Preservation Act funding round and whether the Board intends to entertain any related financial project requests.

## **Budget Updates**

The Select Board and Finance Committee are scheduled to review end-of-year transfers at your meeting on June 24. The Finance Team will provide an up-to-date overview of the Fiscal Year 2025 budget to support your decision-making on these transfers.

## **Shared Streets Award**

I am pleased to report that Carlisle has received notification of a successful application for a Shared Streets and Spaces Program grant. The Town has been awarded \$99,550 in state funding to support the implementation of the Church Street Safety Improvement Project.

A visual submitted with the grant application is attached to this report. Special recognition is due to the active and engaged Safety Committee for its instrumental role in developing the grant proposal.

The proposed project includes the construction of a new five-foot-wide sidewalk with roadway curbing along the south side of Church Street, extending from School Street to Bedford Road. This segment will connect the school, community centers, and athletic fields to the existing Bedford Road sidewalk, creating a continuous and accessible network. It will also enhance connectivity to the Banta Davis recreation area and the Town Cemetery, supporting safer walking and biking routes for seniors (from Town Hall to nearby facilities) and for students traveling between the school, library, and recreation areas.

Additional improvements include the installation of ADA-compliant ramps on the school driveways and at the existing crosswalk between the westernmost school driveway and the pedestrian path to the Public Library. Final elements of the project will include striped crosswalks and pedestrian wayfinding signage to guide students safely to the library and athletic fields.

Lastly, this Shared Streets grant complements the Complete Streets grant application submitted last month. We will await notification of that award before initiating the bidding process for the Shared Streets project described above. Please note that the grant does not cover design costs, which are reflected in the supplementary road maintenance budget section of this report.

### **Honoring our Fallen on Memorial Day**

Scott Evans and the Celebrations Committee once again surpassed expectations with their thoughtful and dedicated efforts to honor our fallen heroes on Memorial Day. I was proud to march alongside my family and members of the Select Board and to hear an inspiring speech from guest speaker and United States Air Force veteran Brian Wigton.

The parade followed its traditional route, beginning with a tribute to recently interred veterans at Green Cemetery, and continuing to the Civil War Monument, the Veterans Honor Roll, and the Minuteman Monument.

Special thanks go to our veterans, volunteers, the Carlisle scouting community, and the Carlisle Public School band for their meaningful contributions that made the event so memorable.

### **2025 Supplemental Road Maintenance Budget**

DPW Director Jim Hall and I are proposing the following supplemental road maintenance projects for 2025. These improvements are in addition to the work currently underway, which includes milling and paving on Baldwin Road, Pattern Road, Rodger Drive, Stearns Street, West Street, and Woodridge Road.

#### ***Estimated Revenue***

Uncommitted Chapter 90	\$224,884.00
Previous Fair Share	\$80,390.00
Proposed 2026 Chapter 90	\$450,000.00
2025 Town Meeting	\$375,000.00
<b>Total</b>	<b>\$1,130,274.00</b>

#### ***Proposed Expenses***

Procurement Assistance	\$4,000.00
Newport Change Order	\$61,000.00

2025 Contingency	\$25,000.00
Complete Streets Design	\$135,000.00
Westford Street Culvert	\$133,800.00
School Facilities Parking	\$30,000.00
Pheasant Hill	\$164,000.00
Berry Corner Road	\$170,000.00
Berry Corner Lane	\$284,301.00
<b>Total</b>	<b>\$1,007,101.00</b>

If current revenue and expense projections are maintained, the Town will retain a Chapter 90 reserve of approximately \$125,000. The plan contains the following details:

- **The 2025 change order and contingency line** is intended to supplement ongoing paving work. A section of West Street was added to this year’s paving schedule to reduce future costs, as this section of paving had originally been planned for next year. This section was excluded last year due to insufficient funding.
- **The Complete Streets design reserve** is contingent upon receiving the related grant. This line item also includes the design costs associated with the awarded Shared Streets grant.
- **The Westford Street Culvert allocation** will fund a hydrological study by our engineering firm. The Conservation Commission approved the current culvert only as a temporary measure, pending study results that may determine its suitability as a permanent solution.
- **The CPS Facilities parking lot project** has been moved to Chapter 90 funding as part of the FY26 capital planning process.
- **The Pheasant Hill allocation** covers design and engineering work to address drainage issues reported by residents during last year’s road maintenance hearings.
- **Lastly, the Berry Corner projects** are believed to be overestimated. To manage this uncertainty, they will be bid as alternates alongside the Pheasant Hill and Facilities parking lot paving projects.

### **Professional Development**

I recently completed my recertification for the Commonwealth’s Certified Public Purchasing Official (MCPPO) designation. With this renewal, the Town now has four MCPPO-certified officials, including Andy from the School Finance Office, and Aubrey, Gretchen, and myself from my office.

Additionally, I have completed the knowledge assessment and applied for the ICMA Credentialed Manager Program, in alignment with my annual goals.

### **Korean War Ambassador for Peace Medal**

On May 17th, the Knights of Columbus Lexington and Middlesex County Deputy Sherriff's Association hosted an Armed Forces Day Breakfast where Korean War Veterans were honored. The Republic of Korea has issued an Ambassador for Peace Medal for US servicemembers who served in the Korean War from 1950-1953. It is a symbol of their appreciation for their support, courage, and sacrifice they endured for the people of Korea. Consul General Jae-hui Kim from the Korean Consulate in Boston, was in attendance to present the medals to the recipients.

After being introduced, Consul General Kim spoke about the appreciation and admiration the people of Korea have for US servicemembers. In addition to the Consul General, KoLex (Korean Americans of Lexington Organization) were there to present a bouquet of flowers to each of the recipients. During the medal presentation, the Consul General went to each recipient and had a special moment by taking the time to listen to the story/comment from each person. There were 13 Medals in total presented: 6 Veterans, 4 Widows, 2 daughters, and 1 grandson. There were 2 Carlisle recipients: Edward Andrews, 93 yr old Army Veteran. Dawn Duff was in attendance to accept the medal on her late father's behalf, Roger Stone; Mr. Stone served in the Navy. Both earned the Korean Service Medal and the United Nations Service Medal while in Korea.

Veteran Services Director Karen Tyler deserves a great deal of credit for organizing Carlisle's participation in this event as does Susan Evans from the Celebrations Committee for representing the Town.

### **Capital Project Updates**

#### **Comprehensive Culvert Analysis**

Nitsch Engineering is scheduled to present their analysis to the Select Board in July. They will work closely with Town staff to identify potential grant opportunities that could help offset the capital costs associated with implementing the recommended repair plan.

Addressing failing culverts is expected to become a significant component of the Town's road maintenance and capital planning efforts, with projected costs exceeding \$3 million across the community.

#### **Elevator Modernization Project**

We have finalized the contract for the Town's elevator project following funding approval at Town Meeting. A meeting is planned for this week to discuss the project timeline. Due to supply chain delays, we anticipate project completion in the summer of 2026.

## **Brick Building HVAC**

The MFC will finalize this project in June with bidding expected to begin in July. This will require a \$70k Town investment. Funding for this project will come from a combination of MFC funds and recreation funds with both Boards recommending the project.

## **Town Hall Bathroom Renovation**

At the direction of the Municipal Facilities Committee, we have rescinded the contract with Southern Maine Construction. Although the firm was qualified and the low bidder, they did not possess the required CSL license for this project due to the subfloor scope of work.

We plan to rebid the project in June, with an anticipated start date in August.

## **Building Construction Projects**

### **Library Renovation**

The Library Building Committee continues to meet regularly with CMS and Schwartz Silver to advance the renovation design process. Additionally, the Municipal Facilities Committee is collaborating with them to incorporate the mechanical room expansion, the library HVAC coil project, and coordination of the elevator repairs.

I recommend that the Board assign a liaison to the Library Building Committee to ensure timely communication of project updates and potential funding challenges.

### **Police Station Renovation**

Town Meeting and Town Election voters overwhelmingly approved the final funding needed for this important project. I am currently working with Town Counsel and our Owner's Project Manager to finalize the contract and begin construction without delay.

### **Fire Station Renovation**

I am working with Tecton and CMS to finalize the contracts required to support your continued design work this summer.

### **DPW Building**

The Municipal Facilities Committee (MFC) has completed their feasibility study with LiRo-Hill and is prepared to meet with the Select Board. The MFC will initiate discussions with the Board regarding the project scope and associated costs. This initial meeting is scheduled for late June.

## **Upcoming Discussion Topics**

**MCRS Presentation and Discussion:** Representatives from the Middlesex County Retirement System (MCRS) will attend a future meeting to provide an overview of the assessment process and discuss the likelihood of continued increases due to the system's efforts to address long-term liabilities. This session will offer the Board an opportunity to ask specific questions and gain a clearer understanding of the system's financial outlook.

## **Approval Notifications**

- We approved a rotary sign promoting the Friends of the Gleason Library Book Swap. The sign will be displayed in the rotary from June 13 to June 21.
- We approved a rotary sign request promoting the Pride Festival. The small Pride flags sign will be displayed in the rotary and on the Town Common from May 31 to June 7.
- We approved a rotary sign request promoting the June 3 Pride Festival. The small Pride flags sign will be displayed in the rotary and on the Town Common from May 31 to June 7.
- We approved a rotary sign promoting the Carlisle Congregational Church's Vacation Bible School. The will be displayed in the rotary and on the Town Common from June 22 to July 6.

## **Staff Recognition**

While we as staff are committed to spending as much time as needed to ensure residents have answers to their questions and the data necessary to make informed decisions, I would like to sincerely thank our employees for their dedication to this year's Town Meeting. They met every request for information and public outreach with enthusiasm and professionalism. We are excited to move from the planning phase to execution following the support from the Carlisle voting community. Now, we turn our attention to Fall Town Meeting!

I am very pleased to recognize Ashley, Alanna, and our dedicated Election Staff for their outstanding work on the Annual Town Election. More than 1,100 voters participated—a strong turnout, especially for Ashley's first election as Town Clerk.

The hallmark of a well-run event is when everything appears seamless. While managing an election of that scale is never easy, Ashley and her team handled it with such professionalism and efficiency that they made it look effortless. Their hard work and commitment ensured a smooth and successful experience for all involved.

I would also like to once again thank Debbie Bentley and her team of volunteers for their annual poppy display on the Town Common. This year's display was beautiful and served as a poignant reminder of the sacrifices made during World War I. I took some time to explain its significance to my children. While its short duration makes it special, I will certainly miss seeing it on the Common.

Additionally, I want to recognize Sarah Wasserman for her outstanding work at Foss Farm and for championing the Town Hall Garden initiative. The garden was designed to offer employees a space for mindfulness and to foster a deeper connection to the Carlisle community. Sarah dedicates time, often outside of work hours, to lead this effort, ensuring we keep pace with our Foss Farm neighbors who always grow exceptional gardens. Look out for our tomatoes, cucumbers, and okra available in the Town Hall lobby later this summer—weather permitting, we expect a bumper crop.

Lastly, I would like to commend Aubrey Thomas for stepping in as Interim COAHS Director for months before the position was permanently filled. Although she might say it was simply part of her job, Aubrey managed a tremendous workload—balancing daily operations, preparing for the transition, maintaining her responsibilities as Human Resources Director, and assisting with Town Meeting preparations. This level of dedication exemplifies the resilience of our Town staff and Aubrey's personal commitment to Carlisle.

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

- **June 19:** Juneteenth Holiday (Town Hall Closed)
- **June 24:** Regular Select Board Meeting
- **June 30-July 4:** Town Administrator Vacation
- **July 4:** Independence Day (Town Hall Closed)
- **July 8:** Regular Select Board Meeting
- **July 22:** Regular Select Board Meeting

### **Draft Agenda**

Please see the attached draft agenda for your review and comment.



Maura Healey, Governor  
Kimberley Driscoll, Lieutenant Governor  
Monica Tibbitts-Nutt, Secretary and CEO  
Jonathan L. Gulliver, Highway Administrator



June 4, 2025

Ryan McLane  
Town Administrator  
Town of Carlisle  
66 Westford Street  
Carlisle, MA 01741

Via email: [rmclane@carlislema.gov](mailto:rmclane@carlislema.gov)

Dear Ryan McLane:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2025 application solicitation. I am pleased to notify you that Carlisle's Bicycle and Pedestrian Infrastructure application for Church Street Safety Improvement Project has been approved for \$99,550.00.

Awarded municipalities will enter into a contract with MassDOT for the completion of approved work. A member of the Community Grants Group will reach out shortly to gather all necessary information to begin the contracting process. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by August 1, 2025, and the deadline for all contracted work will be December 31, 2027. MassDOT-funded work may not proceed until the NTP is issued.

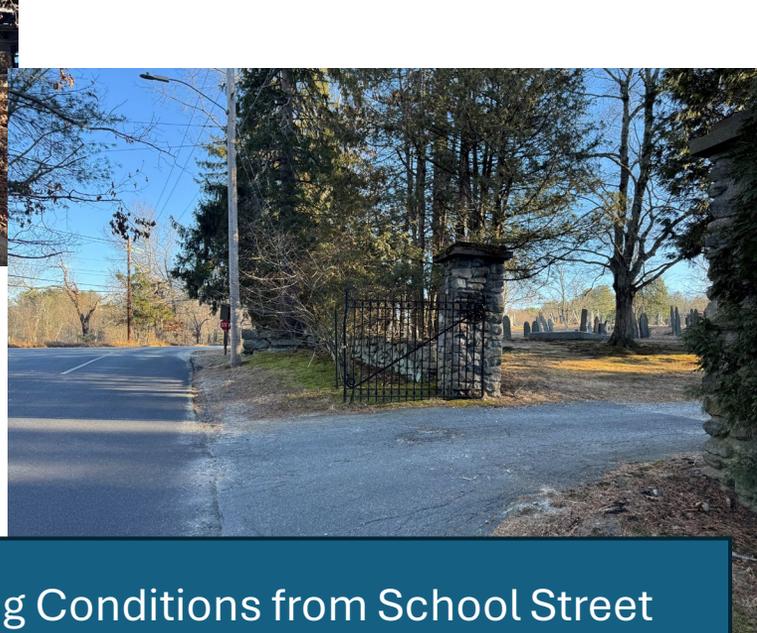
Reimbursement requests are processed by your District State Aid Engineer on MassDOT's Grant Central. Learn more about this process as well as other implementation details for the program at: <https://madothway.my.site.com/GrantCentral/s/>.

Please email [SharedStreets@dot.state.ma.us](mailto:SharedStreets@dot.state.ma.us) with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

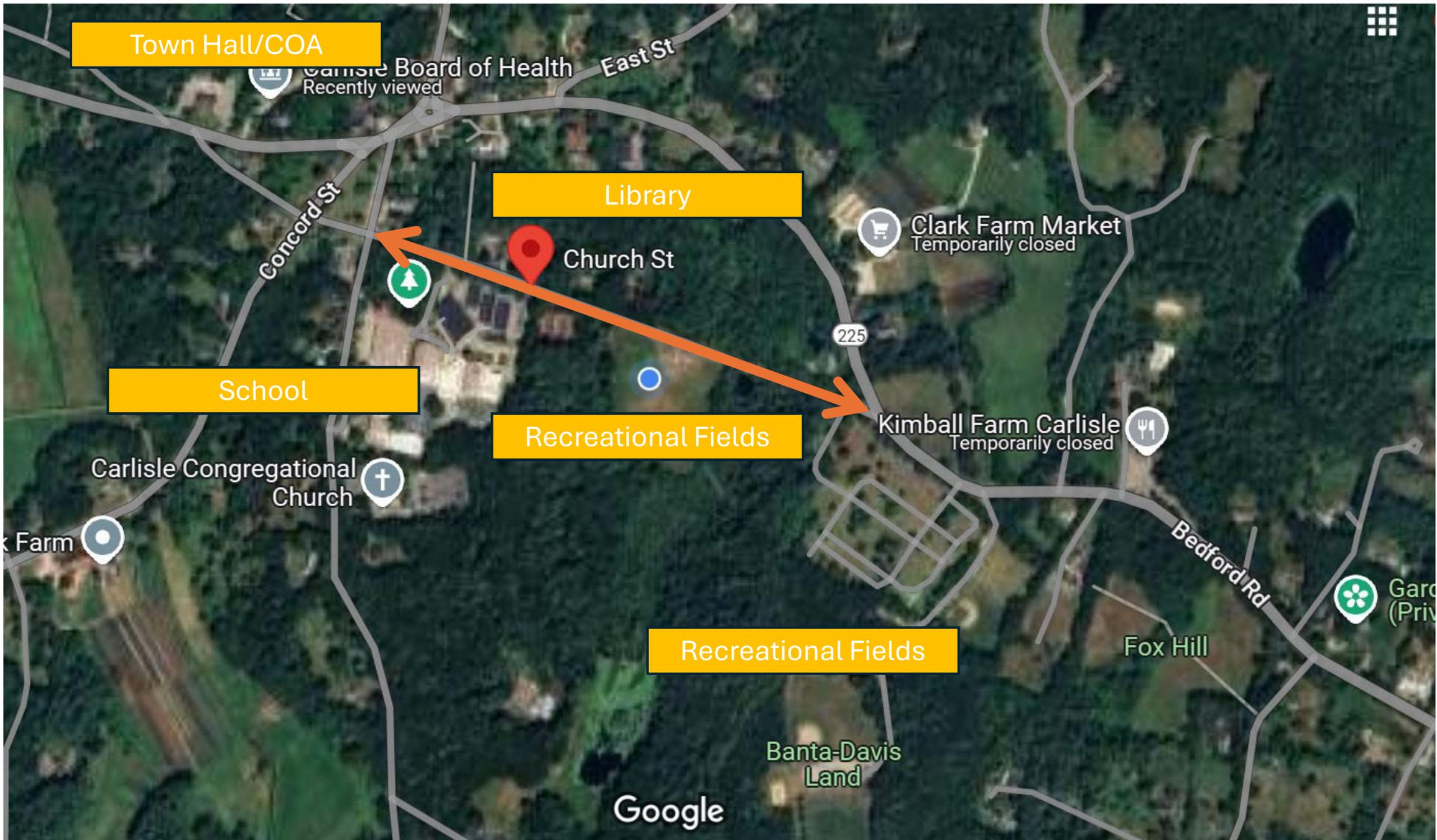
Sincerely,

Jonathan L. Gulliver  
Highway Administrator

cc: Kristen Rebelo, MassDOT Community Grants Program Administrator



Existing Conditions from School Street through Bedford Road



Town Hall/COA

Carlisle Board of Health  
Recently viewed

Library

Church St

Clark Farm Market  
Temporarily closed

School

Recreational Fields

Kimball Farm Carlisle  
Temporarily closed

Carlisle Congregational  
Church

Recreational Fields

Fox Hill

Banta-Davis  
Land

Google

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 5, 2025 1:27 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.

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Name	Carlisle Congregational Church
Email Address	office@carlislecongregational.org
Address	PO Box 191
City	Carlisle
State	Massachusetts
Zip Code	01741
Phone Number	9783697830
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	6/22/2025 8:30 AM - 7/6/2025 2:00 PM

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All Day	Yes
Size and Type of Sign	WindMaster Curb Sign 28"x44"
Organization and Purpose	Carlisle Congregational Church to advertise VBS day camp
Text of Sign	Register Now! It's Free! / Vacation Bible School / July 14 - 18 / 9 AM - noon / Magnified! / Psalm 34:3 / Carlisle Congregational Church
Attach File	<a href="#">VBS 2025 Poster.png</a>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** Gretchen Gallimore  
**Sent:** Wednesday, May 28, 2025 10:20 AM  
**To:** Bill Cooney  
**Subject:** RE: Online Form Submittal: Reserve Town Property for Private Signs

Hi Bill –

Done! You're all set!

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**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

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

66 Westford Street  
Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

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**From:** Bill Cooney <[williamcooney@comcast.net](mailto:williamcooney@comcast.net)>  
**Sent:** Wednesday, May 28, 2025 10:10 AM  
**To:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>  
**Subject:** Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi, Gretchen

June 16-21 will work!

Thank you,  
Bill

Sent from my iPhone

On May 28, 2025, at 8:32 AM, Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)> wrote:

Hi Bill –

Unfortunately the Rotary is reserved most of your requested timeframe.

I could reserve it for you June 16-21. You could also request the Town Common. There's one other sign there and you would need permission from FRS. You could request other Town land (Town Hall, for instance).

Let me know what you'd like to do.

Best,

Gretchen

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**Gretchen Gallimore**

Executive Assistant  
to the Select Board and Town Administrator

**Phone:** 978-369-6136

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

66 Westford Street  
Carlisle, MA 01741

[www.carlislema.gov](http://www.carlislema.gov)

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

**Sent:** Tuesday, May 27, 2025 8:45 PM

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

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Name	Bill Cooney
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Email Address	<a href="mailto:williamcooney@comcast.net">williamcooney@comcast.net</a>
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Address	959 concord street
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City	carlisle
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State	ma
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Zip Code	01741
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Phone Number	9785023903
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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? *Field not completed.*

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Date(s) of Reservation 6/13/2025 8:00 AM - 6/21/2025 1:00 PM

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All Day Yes

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Size and Type of Sign Sandwich Board 24" x 36"

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Organization and Purpose Friends of the Gleason Public Library is hosting a Book Swap on Old Home Day 2025 at the Gleason Public Library

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Text of Sign Please see attached file for text of sign.

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Attach File [OHD2025BookSwap \(SandwichBoard\) \(24 x 36 in\) \(1\).pdf](#)

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Terms of Use Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Saturday, May 31, 2025 10:32 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.

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Name	Martha Feeney-Patten
Email Address	mpatten@gleasonlibrary.org
Address	22 Bedford Rd
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-369-4898
I'd like to place a sign on the...	Rotary, Town Common
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	5/31/2025 10:00 AM - 6/7/2025 10:00 AM

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All Day	Yes
Size and Type of Sign	5 inch by 8 inch Pride Flags
Organization and Purpose	Carlisle Pride Festival
Text of Sign	N/a
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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



SELECT BOARD  
TUESDAY, JUNE 24<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 p.m.	2. Appointments and Resignations <ul style="list-style-type: none"><li>• Volunteers</li><li>• Staff</li></ul>
7:10 p.m.	3. Financial Transfers (Joint with the Finance Committee)
7:25 p.m.	4. DPW Building Presentation (Joint with the Municipal Facilities Committee)
8:15 p.m.	5. Joint Meeting with the Town Meeting Study Committee
8:45 p.m.	6. Wetland Bylaw Amendment Presentation (Joint Meeting with the Conservation Commission)
9:15 p.m.	7. Town Administrator Report
9:30 p.m.	8. Warrant and Minutes Approval <ul style="list-style-type: none"><li>• April 1, 2025</li><li>• April 8, 2025</li><li>• April 15, 2025</li></ul>
9:35 p.m.	9. Liaison Reports <ul style="list-style-type: none"><li>• Fire Station Subcommittee Report</li></ul>
9:40 p.m.	10. Cemetery Deeds
9:45 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.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88603433664?pwd=23zbNaLrql4BOHVJ3IVIbBd8IbMNyq.1>

Meeting ID: 886 0343 3664

Passcode: 687128

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One tap mobile

+13017158592,,88603433664#,,,,\*687128# US (Washington DC)

+13052241968,,88603433664#,,,,\*687128# US