

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

June 24, 2025

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

### **Town Administrator Coffee Hours**

I recently hosted a Town Administrator Coffee Hour at Clark Farm Market, where more than a dozen residents stopped by to learn more about Town matters and enjoy the beautiful setting and weather. Conversations centered around conservation land use, the MBTA Communities initiative, and ongoing building projects.

We welcome opportunities for additional community outreach and are happy to participate in local events upon request. Staff are willing to meet residents in the community to help explain various initiatives or answer questions about proposed services. I also plan to hold future Coffee Hours at Clark Farm Market in July and August.

### **New Town Hall Public Hours**

Effective July 1, Town Hall will operate under new hours:

Monday–Thursday: 8:30 AM – 4:30 PM  
Friday: 9:00 AM – 12:00 PM

(Current hours are Monday–Friday, 9:00 AM – 3:00 PM.)

These expanded hours aim to improve access to Town Hall services and create greater consistency across departments. A secondary goal is to standardize employee schedules to support long-term recruitment and retention efforts.

As departmental hours currently vary, July will serve as a soft launch period. Residents may experience minor delays/closings during this transition as schedules are adjusted.

## **Department Updates and Information**

### **Human Resources Update**

*From Assistant Town Administrator/HR Director Aubrey Thomas*

The Conservation Administrator screening committee interviewed four highly qualified candidates this week. An offer has been extended to the top-ranked candidate, and we hope to present an appointment recommendation to the Conservation Commission next week.

In addition, we are now accepting applications for a new police officer—ideally someone with animal control experience—following the recent funding approval at Town Meeting. Recruitment efforts are also ongoing for the DPW Mechanic position, and we will soon be posting a new opening for a DPW Driver/Laborer.

### **Fall Town Meeting Topics**

At least three bylaw proposals are expected to come before the Select Board and the Town in the coming months, in anticipation of Fall Town Meeting warrant articles. While the Board is already scheduled to meet with the Conservation Commission this week, I recommend also setting up joint meetings with the Planning Board and the Historical Commission to discuss the MBTA Communities proposals and the Demolition Delay Bylaw.

All three efforts have generated significant community interest, and the Board should anticipate robust discussion when considering whether to recommend these articles to Town Meeting. Please let me know if there is any additional information or research you would like in advance of those decisions.

### **2025 Road Maintenance**

Paving projects on Baldwin Road, Patten Lane, Rodgers Road, Stearns Street, West Street, and Woodridge Road are now complete. DPW Director Jim Hall closely oversaw every phase of the project, ensuring vendor compliance with contract specifications. As previously discussed at your last meeting, two change orders were approved—one to extend the scope of work on West Street and another to cover supplemental costs related to unforeseen road repairs.

Newport Construction did an excellent job managing the challenges of this complex and narrow paving work. We personally inspected all completed roads and can confirm a noticeable improvement in ride quality.

The next round of road maintenance—including work on Pheasant Hill, Acton Street, the Carlisle Public School Facilities Parking Lot, and Berry Corner Road/Lane—is currently out to bid. Bids will be opened on July 15, with project completion anticipated this fall. While we are

confident that Pheasant Hill can be completed within the budget, the remaining projects are being bid as alternates and will be included based on total cost.

Two additional design projects are currently under negotiation: the Complete Streets/Shared Streets design and the structural analysis of the Westford Street culvert. We expect to begin the Westford Street work soon and are awaiting notification from the state regarding our Complete Streets grant application. Sufficient Chapter 90 funding has been reserved to complete both critical studies.

## **Capital Project Updates**

### **Comprehensive Culvert Analysis**

Nitsch Engineering is scheduled to present their culvert analysis to the Select Board on July 8. Following the presentation, our engineering team will work closely with Town staff to identify potential grant opportunities to help offset the capital costs associated with implementing the recommended repair plan.

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

### **Elevator Modernization Project**

The contract for the Town's elevator project has been finalized. While the initial kickoff meeting with the selected contractor was completed and successful, we have since been notified of a bid protest. Although the contract is signed, we must now wait for the protest process to be concluded before proceeding further.

Town Counsel is actively defending our position; however, the outcome remains uncertain. In the worst case scenario, the project will need to be bid again.

The contractor has indicated they will complete the project in phases, adhering to the agreed-upon three-part approach, while still aiming to finish the work in a timely manner—likely before the end of the 2026 school year.

### **Brick Building HVAC**

We met with the project's design firm this week to finalize instructions for the completion of construction documents. We expect to receive the final document set by July 1. Once received, the project will be put out to bid, with the goal of selecting a qualified firm to begin work later this summer.

The project will require a \$70,000 investment from the Town. Funding will be provided through a combination of MFC and Recreation funds, with both Boards having recommended the project for approval.

### **Town Hall Bathroom Renovation**

We plan to rebid the project in June, with an anticipated start date in August. A recent leak in one of the bathrooms has added to the project's scope and will be incorporated into the revised bid documents.

## **Building Construction Projects**

### **Library Renovation**

The Library Building Committee continues to meet regularly with CMS and Schwartz Silver to advance the renovation design process. The Municipal Facilities Committee is also collaborating on key components, including the mechanical room expansion, the HVAC coil replacement project, and coordination with the elevator repairs.

We recently contracted with Schwartz Silver to conduct an analysis of the mechanical room expansion and to incorporate an expanded renovation scope, as approved by both the Library Trustees and the Building Committee. All stakeholders are actively working through the design details and will soon finalize a comprehensive cost estimate. This estimate will determine whether the project can proceed as planned or if additional funding or scope adjustments will be necessary.

### **Police Station Renovation**

The Select Board's Police Station Building Renovation Committee is scheduled to meet with the project's contractor on Friday. This initial meeting will help identify a timeline for beginning construction. We have finalized 95 percent of the project contracting, working through final language with the contractor so a notice to proceed can be issued.

### **Fire Station Renovation**

The Fire Station Apparatus Committee is actively reviewing the Fire Department's equipment to develop a final recommendation for the Select Board. This recommendation will be critical in shaping the renovation design, as building square footage—the primary cost driver—depends heavily on the apparatus needs.

Additionally, I am collaborating with the Committee to engage a consultant who will review the final recommendation before it is presented to the Board.

## **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 your meeting on Tuesday.

## **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**

- None

## **Staff Recognition**

I would like to sincerely thank Anush Coates for her more than 20 years of dedicated service to the Town of Carlisle. Anush has held key roles in both finance and human resources, most notably supporting multiple collectors and treasurers in managing and securing the Town's finances.

She is often the first staff member that new employees meet, having onboarded nearly every employee hired since 2005. Her peers and retirees alike consistently praise her exceptional, above-and-beyond approach to human resources—always ensuring employees receive the benefits they need and the answers to their questions.

Throughout her tenure, Anush also played a vital role in boosting Town Hall morale by organizing holiday parties and staff outings that made the workplace welcoming and enjoyable. While we were all saddened to receive her retirement paperwork, every member of the staff understands that Anush has truly earned her time to enjoy this next chapter.

I wish Anush the best in her next adventure and I can say with confidence that she has made the Town a better place than when she first arrived.

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

- **June 30-July 4:** Town Administrator Vacation

- **July 4:** Independence Day (Town Hall Closed)
- **July 8:** Regular Select Board Meeting
- **July 9:** Select Board Goals Retreat
- **July 22:** Regular Select Board Meeting
- **July 31-August 16:** Town Administrator Military Training (Fort Drum, NY)
- **August 12:** Regular Select Board Meeting
- **August 26:** Regular Select Board Meeting

### **Draft Agenda**

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