

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

July 8, 2025

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

### **Municipal Newsletter**

We invite community members to sign up for various news alerts from the Town like our website blasts, our robust social media accounts, and our monthly municipal newsletter. Click [here](#) to see our [monthly newsletter](#). This informative communication helps Town volunteers and residents learn about the actions of Town Departments and Boards.

### **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**

### **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 has

already met with the Conservation Commission, 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**

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 the Pheasant Hill segment can be completed within the existing budget, the remaining projects are being bid as alternates and will move forward only if funding permits.

In addition, two design projects are currently under negotiation:

- The Complete Streets/Shared Streets design initiative
- A structural analysis of the Westford Street culvert

We expect work on the Westford Street project to begin soon and are awaiting notification from the state regarding our Complete Streets grant application. Funding has been set aside to ensure both studies can proceed, as they are critical to long-term infrastructure planning.

Lastly, a road maintenance hearing is tentatively scheduled for August 26 during your regularly scheduled meeting. This hearing will give residents the opportunity to voice concerns and submit petitions related to the updated road maintenance plan, which will be presented to the Board with a formal recommendation in September.

## **Contract Approvals**

We recently approved a new five-year contract with Wheelabrator North Andover Inc., extending our partnership with this company for transfer station waste delivery. The FY26 rate increase was kept under 3.5%, with subsequent years set to increase by 4% annually. Additionally, the Town secured \$5,000 per year from Wheelabrator as a community benefit, which will most likely be dedicated to offsetting the costs of Hazardous Waste Day. This negotiation was conducted in consultation with the Transfer Station Action Committee (TSAC) and aligns with the FY26 budget projections.

We also finalized a new annual agreement with the Lowell Regional Transit Authority (LRTA). Funding for this program comes from the Town's State Aid and is reflected on our Cherry Sheets. These costs are incorporated into the annual budget process. Each year, we receive an

allotment—nearly equal to our assessment—to help cover transportation staff and operating expenses. The primary benefit of this partnership is assistance with capital costs, such as the COAHS buses. Geoff did an excellent job negotiating new capital equipment purchases and ensuring our interests are well protected in this important relationship.

## **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**

We are still awaiting a decision from the Attorney General's Office regarding the bid protest for this project. Our counterstatement has been submitted, and we are hopeful of a quick resolution that will allow us to either proceed or rebid.

### **Brick Building HVAC**

The final bid package will be released this week, with bids expected to be returned in early August. The project will require a \$70,000 investment from the Town, funded through a combination of MFC and Recreation funds. Both Boards have reviewed the proposal and recommended it for approval.

### **Town Hall Bathroom Renovation**

We plan to rebid the project in July, with an anticipated start date in August. The delay was due to a recently discovered leak in one of the bathrooms. This change in scope is currently being addressed and will be incorporated into the revised bid documents.

## **Community Preservation Act Projects**

### **Banta Davis Track Rehabilitation**

I have been working closely with the Recreation Commission to bid out their track rehabilitation project. A request for quotes has been issued, with responses due by July 25.

## **Bog House Affordable Housing Feasibility Study**

We have contracted with Nitsch Engineering to begin assessing the feasibility of septic capacity at the Bog House in late July. The firm is coordinating with the Board of Health to complete the necessary testing. The goal of this study is to inform the next phase of the CPC's evaluation of affordable housing opportunities at the Bog House site.

## **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.

### **Police Station Renovation**

The Select Board's Police Station Building Renovation Committee held its kickoff meeting with APC, the project's contractor. The construction firm is currently finalizing required documentation with CMS before officially receiving a notice to proceed. The tentative schedule calls for construction to begin in September and conclude by early next summer. The police station will remain open throughout most of the construction period.

### **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. We have also finalized an agreement with MRI to review the Committee's findings and offer a third party evaluation for the Board to consider.

### **DPW Building**

The Municipal Facilities Committee (MFC) has completed their feasibility study with LiRo-Hill and presented their findings to the Select Board. The Committee awaits further instruction from the Select Board on this important project.

## **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.

**Fire Station Design:** Tecton, your fire station design firm, is scheduled to present the next phase of the design process to the Board on August 12.

**Road Maintenance Hearing:** A public hearing on road and infrastructure concerns has been tentatively scheduled for Aug. 26. Feedback gathered during the hearing will help inform the development of a new five-year road maintenance and infrastructure plan.

**Town Administrator Evaluation:** It is that time of year again! The Board will begin its annual process in August.

### **Approval Notifications**

- We approved a rotary sign request promoting the Carlisle Congregational Church's Community Block Party. The sign will be displayed in the rotary from August 24 to September 26.
- We approved a rotary sign request promoting the Savoyard Light Opera Company's Fall 2025 Show. The sign will be displayed in the rotary November 10 to November 17. We also approved the Company's request to hang a banner on School Street advertising the same from November 9 to November 23.

### **Staff Recognition**

I would like to sincerely thank Alanna Lynch for her dedicated service as Carlisle's Assistant Town Clerk. Unfortunately for us, Alanna has submitted her resignation and will be leaving us at the end of the month. We are thrilled to share that she has accepted an exciting opportunity with a video game production company to serve as a producer.

Although Alanna initially sought part-time work to pursue other passions, she was quickly placed into a challenging situation following the passing of Town Clerk Peggy Wang. Alanna played a crucial role during this difficult transition, going beyond her job description to support one of the most demanding election seasons in recent memory. She also assisted in onboarding and transitioning two interim Town Clerks—three if you include Gretchen's temporary service—before welcoming Ashley in a more permanent capacity. It would not be an overstatement to say that Alanna helped keep the Town functioning smoothly during one of its toughest periods.

In addition to her primary duties, Alanna served extra hours each week assisting the Historical Commission with their complex administrative work. And perhaps most importantly, she makes the best Millionaire Shortbread in the office.

We wish Alanna all the best as she pursues her dreams. Town Hall will miss her!

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

- **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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Friday, June 27, 2025 10:07 AM  
**To:** Gretchen Gallimore; Aubrey Thomas  
**Subject:** Online Form Submittal: Reserve Space for Private Banner on Town Property

### Reserve Space for Private Banner on Town Property

Name	Jennifer Albanese
Email Address	jenndalbanese@gmail.com
Address	700 Autumn Lane
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-413-9200
Date(s) of Reservation	11/9/2025 10:00 AM - 11/23/2025 10:00 AM
All Day	<i>Field not completed.</i>
Size and Securement Method	2x16 with pole pocket
Location of Banner	Town Center approaching Town Green
Organization and Purpose	The Savoyard Light Opera Co for fall musical
Text of Banner	The Savoyard Light Opera Co presents How to Succeed in Business Without Really Trying
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 26, 2025 12:25 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	8/24/2025 8:00 AM - 9/6/2025 3:00 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 our Block Party.
Text of Sign	Carlisle Congregational Church / Free! Community Block Party / Saturday / September 6 / 10:30am-2pm / Rain or Shine
Attach File	<a href="#">2025 Block Party Poster.pdf</a>
Terms of Use	Yes

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## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Friday, June 27, 2025 10:03 AM  
**To:** Gretchen Gallimore; Aubrey Thomas  
**Subject:** Online Form Submittal: Reserve Town Property for Private Signs

### Reserve Town Property for Private Signs

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Name	Jennifer Albanese
Email Address	jenndalbanese@gmail.com
Address	700 Autumn Lane
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-413-9200
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	11/10/2025 10:00 AM - 11/17/2025 10:00 AM

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All Day	<i>Field not completed.</i>
Size and Type of Sign	Sandwich Board
Organization and Purpose	Savoyard Light Opera Co, Fall 2025 Show Announcement
Text of Sign	The Savoyard Light Opera Co presents How to Succeed in Business Without Really Trying
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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