

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

July 22, 2025

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

### **Professional Development Day – August 19th**

Town Hall will be closed on Tuesday, August 19, to allow Town staff to participate in a full day of professional development and training. The program is designed to meet Select Board mandatory training goals/policies while also strengthening service delivery and personnel development across departments. Staff will receive targeted training, tour proposed construction sites, and experience COAHS transportation services firsthand. The objective is to better align employees with the Town's overall mission and equip them with the tools and context needed to advance department-level goals.

Thank you for your understanding as we invest in our team to better serve the community.

### **Upcoming Volunteer Training – August 19 at 6:00 PM**

Aubrey has scheduled the next volunteer training session for Monday, August 19 at 6:00 PM in the Clark Room and via hybrid format. This session is designed to provide newly appointed and elected Town officials with essential information about Carlisle's government and operational procedures.

We strongly encourage new Board and Committee chairs to attend, as the training covers topics that are especially useful for running effective and compliant meetings.

Training Topics Include:

- Overview of Carlisle's government structure
- Ethics and Open Meeting Law requirements
- Managing public comment during meetings
- Appointment and resignation procedures

- Finance basics for volunteers
- Roles and responsibilities of volunteers and chairs

This session is a great opportunity to get oriented, ask questions, and build a strong foundation for public service in Carlisle.

### **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

(Previous hours were 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.

### **Human Resources Report and Appointments**

We are notifying the Board of the following employee appointments:

#### *Town Administrator Appointments*

- Mark Calandra was appointed to serve as a part-time COAHS van driver. This appointment was made on July 9<sup>th</sup>.
- In consultation with the Conservation Commission, Meghan Sullivan was appointed to serve as the Conservation Administrator. This appointment was made on June 27<sup>th</sup>.

#### *HR Report from Assistant Town Administrator and HR Director Aubrey Thomas*

We're currently in the interview phase for the Finance and HR Assistant position and anticipate selecting a finalist by the end of July. In addition, we've begun advertising for the Assistant Town Clerk role, as our current ATC, Alanna Lynch, has announced her departure. While it's certainly bittersweet to see her go, we're excited for Alanna as she embarks on the next chapter of her career and wish her all the best.

We're also pleased to share that Ryan has appointed Mark Calandra as our newest COAHS Van Driver! Mark brings a diverse background, with experience ranging from database and software

development to teaching, as well as shuttle driving at Endicott College. We're excited to welcome him to the team.

Lastly, our search continues for a new DPW Mechanic and Driver/Laborer. If you know someone who may be a good fit, please help spread the word!

## **Department Updates and Information**

### **Road Maintenance Update and Request for Fall Project Approval**

This report outlines the current financial status of the Town's road maintenance program, along with proposed expenditures based on the recent bid openings for upcoming projects. We are seeking Select Board approval to proceed with the following Fall 2025 road maintenance projects:

- Pheasant Hill Lane – Repair and topcoat (Base Bid)
- CPS Parking Lot – Construction of a Facilities Department parking area (Base Bid)
- Berry Corner Road and Lane – Repair and repaving (Alternate 1)
- Acton Street – Repair and repaving (Alternate 2)

Additional projects requiring funding through Chapter 90 and/or Town Meeting appropriations include:

- Westford Street Culvert – Engineering analysis
- Shared/Complete Streets – Design and implementation planning

At your meeting on Tuesday, I will present a comprehensive overview of our current road maintenance budget. While we have sufficient reserves to fund the above projects, the broader backlog of road and culvert repairs far exceeds current funding levels. As such, all decisions must be made with careful prioritization.

Jim and I are actively developing a five-year road maintenance plan, which will incorporate input from the upcoming August 26 public forum. This long-term planning effort will assist the Finance Committee in forecasting capital needs and will give residents a clearer, more transparent view of planned infrastructure investments.

### **Contract Approvals**

We are in the final stages of completing two contracts of public interest:

- **Police Union Contract**  
Earlier this spring, the Select Board approved a Memorandum of Agreement (MOA) with the Police Union. Since then, we have been working with legal counsel to finalize the full contract. This includes refining administrative language and clarifying clauses to align

with current practices—all with the union’s consent. A copy of the finalized contract will be included in an upcoming meeting agenda for your review and approval. In accordance with policy, we are currently operating under the MOA for all personnel actions.

- **Dispatch Union Contract**

Your negotiating team has reached a tentative agreement and signed MOA with the Dispatch Union. You have each received a copy of the agreement’s details, and we will ask for your formal approval at Tuesday’s meeting. As with the Police Union contract, we will collaborate with the union and legal counsel to integrate the updated language and address outdated provisions before presenting the final version for signature. If the Board approves the MOA, we will proceed under its terms for personnel actions, with retroactive effect to July 1.

These agreements reflect collaborative efforts to modernize and improve our labor contracts while supporting our dedicated public safety personnel.

### **Finance Committee Planning and State Funding Update**

The Finance Committee has begun its summer planning process and has requested that departments submit the following information:

- MBTA Communities scenario impacts
- Five-year financial forecast (operating budget)
- Five-year capital plan

This data will help the Committee evaluate Carlisle’s long-term affordability and better understand how to align projected revenues with anticipated expenses. I held a training workshop for staff on how to complete this exercise that was well attended.

Additionally, I’m pleased to share that the Commonwealth’s recent supplemental budget includes a \$30,000 appropriation for Carlisle to support our participation in the 250th Anniversary Celebration in Concord. I would like to thank our legislative delegation—Representative Simon Cataldo and Senator Mike Barrett—as well as their dedicated staff for their continued advocacy on Carlisle’s behalf.

### **Town Administrator Professional Development Update**

Two quick professional updates for your awareness:

- I was recently elected President of the Small Town Administrators of Massachusetts (STAM). STAM is a valuable professional organization that provided me with critical support when I first became a Town Administrator. As part of the executive team, I look

forward to strengthening our membership base and continuing our advocacy efforts on key issues affecting small towns—such as rural school funding and increased infrastructure investment.

- I also received official notice from the Commonwealth confirming my renewal as a Notary Public. Several members of our staff, including myself, offer notary services for Town business.

Thank you for your continued support of professional development in our office.

## **Capital Project Updates**

### **Comprehensive Culvert Analysis**

Our focus on culverts is now shifting toward integrating repair costs into the Town's five-year road maintenance plan. This planning effort will be done in coordination with the DPW and the Finance Committee to ensure a balance between infrastructure needs and available resources. Ongoing input from the Select Board regarding service levels and affordability will be essential to refining these long-term planning models.

### **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 remain hopeful for a timely resolution that will allow us to either proceed with the contract or rebid the project as necessary.

### **Brick Building HVAC**

The final bid package has been released to the public. A project walkthrough is scheduled for early August, with bids expected by August 21. The project will require a \$70,000 investment from the Town, to be funded through a combination of MFC and Recreation Department resources. Both Boards have reviewed the proposal and have recommended it for approval.

### **Town Hall Bathroom Renovation**

We plan to rebid the project in August, with an anticipated start date in September or October. The delay was caused by a recently discovered leak in one of the bathrooms. This change in project scope is currently being addressed and will be incorporated into the revised bid documents. Many thanks to the Facilities Department for their prompt work in getting the damaged bathroom back up and running.

## **Cemetery Mapping and Software Implementation**

Gretchen worked closely with Gordon Means of the Cemetery Committee to finalize the bid process for the cemetery mapping and software project approved at Town Meeting. The contract was awarded to CIMS, with implementation costs falling within the approved budget. The Committee and the DPW will now move forward with finalizing the contract and beginning the process of modernizing cemetery management at Green Cemetery.

## **Community Preservation Act Projects**

### **Banta Davis Track Rehabilitation**

A request for quotes has been issued, with responses due by July 25. We expect to provide a comprehensive update on this project at your next meeting.

### **Hydrology Studies – Greenough and Cranberry Bog**

Our hired consultants recently completed fieldwork for the two hydrology studies commissioned by the Conservation Department. To enhance the value of this work, we organized a stakeholder meeting on the final day of field studies, allowing interested residents and volunteers to help inform the scientific measures. The final product will be two comprehensive studies that will improve our understanding of these two important local water resources and their associated infrastructure needs.

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

We have contracted with Nitsch Engineering to begin assessing the septic capacity feasibility at the Bog House in late July. The firm is working in coordination with the Board of Health to complete the required testing. The results of this study will help inform the next phase of the Community Preservation Committee's evaluation of potential affordable housing opportunities at the Bog House site.

## **Building Construction Projects**

### **Library Renovation**

No new update.

### **Police Station Renovation**

No new update.

## **Fire Station Renovation**

The Fire Station Apparatus Committee is prepared to present its findings to the full Select Board. The next steps include finalizing the program scope and designing a building to meet those identified needs. If the Board intends to bring a proposal to Fall Town Meeting, the project will require focused attention throughout August and September, including prompt feedback during the design phase to meet necessary deadlines.

## **DPW Building**

No new update.

## **Upcoming Discussion Topics**

**Fall Town Meeting – November 2:** The Special Town Meeting scheduled for November 2 will require several key action items from the Select Board, including:

- A finalized recommendation on the number of meeting nights and associated nightly agendas
- A final list of warrant articles
- Board recommendations on each warrant article

Please let the Chair and me know what information or support you may need to make these decisions in a timely manner—particularly if joint meetings need to be scheduled or if staff assistance is required to prepare reports or materials.

**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.

**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 my understanding that this will now be conducted in December.

## **Approval Notifications**

- We approved the use of the Town Common for the India Association of Greater Boston (IAGB) to conduct their annual India & US Flag Raising Ceremony on Sunday, July 27.
- We approved a request to use Carlisle roads for the annual Tour de Cure ride scheduled for August 17<sup>th</sup>. Our public safety officials support this request.

## **Staff Recognition**

I would like to recognize and thank several dedicated staff members for their outstanding contributions to the Town:

First, special thanks to the Facilities Department, particularly the dynamic team of Stephen Conneaney and Steve Munroe, for their recent cost-saving work at the Grant Building. Instead of hiring an outside contractor to replace flooring, the team took on the project themselves—removing old carpeting and glue, then refinishing the floors. Their efforts saved the Town over \$5,000. Stephen specifically commended Steve for going above and beyond during this challenging but highly successful project.

Both Chief Amendola and I also want to extend our sincere appreciation to Animal Inspector Deb Toher for her many years of dedicated service. Deb has played a critical role in the community—wrangling large animals, advising residents on animal-related issues, and coordinating barn inspections. Recently, she met with us to share her insights and help formalize long-standing practices, enhancing coordination between her role and the Police Department in preparation for the eventual incorporation of an Animal Control Officer. Deb consistently approaches her work with compassion and professionalism—often volunteering her time at little or no cost. She is a shining example of the kind of civic-minded resident who helps make Carlisle such a special place.

Finally, I'd like to thank Gretchen for her continued leadership in managing our MIIA insurance rewards program. Through her efforts to document staff trainings and align our professional development with the insurer's target areas, the Town has earned more than \$3,000 in annual savings. Her behind-the-scenes work over the past two years has not only enhanced our compliance efforts but also delivered real financial benefits to the Town's operating budget.

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

- **July 31-August 16:** Town Administrator Military Training (Fort Drum, NY)
- **August 12:** Regular Select Board Meeting
- **August 26:** Regular Select Board Meeting
- **September 9:** Regular Select Board Meeting

- **September 23:** Regular Select Board Meeting
- **October 14:** Regular Select Board Meeting
- **October 28:** Regular Select Board Meeting
- **November 2:** Fall Town Meeting

### **Upcoming Select Board Meeting Draft Agenda**

Attached is an initial draft of the next meeting agenda for your review.

## Gretchen Gallimore

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**From:** Sutanuka Phoenix <tanu.phoenix@iagb.org>  
**Sent:** Saturday, June 28, 2025 10:20 AM  
**To:** Ryan McLane; Scott Triola; Aubrey Thomas; barney4carlisle@gmail.com; Travis Snell; David Model; Christine Stevens  
**Cc:** Gretchen Gallimore; Niles Agrawal; Vijayendra Bhargava; Deepak Garg  
**Subject:** Town of Carlisle, Request to Host IAGB's India Flag Raising & U.S. Flag Honoring Ceremony 2025

Dear Scott, Barney, David, Travis, Christine, Ryan & Aubrey,

Warm greetings from the India Association of Greater Boston (IAGB)! I hope this message finds you and your team in great health and high spirits. Happy Summer!

IAGB is honored to reach out once again to request the town of Carlisle's partnership in hosting the **India & U.S. Flag Raising Ceremony** this August - an initiative that has become a proud tradition since its inception in 2020.

This year marks a momentous **Year 5** of this epic IAGB endeavor, and we would be delighted to have Westford continue its legacy as one of our most cherished host towns.

As the **President of IAGB**, I'm proud to lead this celebration under the theme: ***Working Together to Build a Stronger Community***. We remain deeply committed to values of unity, inclusion, and mutual respect, and our Flag Raising Ceremonies stand as powerful symbols of cultural harmony and shared civic pride.

### Request Summary

We respectfully request your support in co-hosting a brief yet meaningful flag-raising ceremony, where we jointly honor our beloved native land **India's 78th Independence Day** and pay tribute to our very own **U.S. flag** - celebrating both our heritage and the country we proudly call home.

### Proposed Dates:

- **Saturday, July 26 or Sunday July 27**
- **Saturday, August 2 or Sunday, August 3**
- **Saturday, August 9 or Sunday, August 10**
- Preferred time: Between **10:00 AM – 6:00 PM** (based on town availability)

### Program Highlights:

- Remarks by town leadership, IAGB President & Directors
- Raising of the U.S. and India flags
- Indian & American National Anthems
- Reading and presentation of the Town Proclamation
- Cultural performance/s

## Logistics:

- **Flags and poles** can be arranged by IAGB or provided by the city as preferred
- **IAGB will fully coordinate** the program, speakers, and performers

We truly hope to celebrate this **milestone 5th year** with your continued support and enthusiasm. The Town of Carlisle has been an integral part of our success, and we would be honored to once again bring our communities together in this vibrant display of unity and cultural pride!

Looking forward to your positive response and our time-tested, hearty collaboration on yet another memorable celebration!



*Yours truly,  
Tanu Phoenix, President  
781-608-2144*



*Find me here: <https://www.iagb.org/about-us/#committee>*

*"Let the beauty of what you love be what you do."*

## Gretchen Gallimore

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**From:** Sutanuka Phoenix <tanu.phoenix@iagb.org>  
**Sent:** Wednesday, July 16, 2025 6:21 PM  
**To:** Ryan McLane; Scott Triola; Aubrey Thomas; barney4carlisle@gmail.com; Travis Snell; David Model; Christine Stevens  
**Cc:** Gretchen Gallimore; Niles Agrawal; Vijayendra Bhargava; Deepak Garg  
**Subject:** Town of Carlisle, Request to Host IAGB's India Flag Raising & U.S. Flag Honoring Ceremony 2025  
**Attachments:** India-US Flag Raising Flyer.JPG

Dear Scott, Barney, David, Travis, Christine, Ryan & Aubrey,

Warm greetings from the India Association of Greater Boston (IAGB)! I hope this message finds you and your team in great health and high spirits. Happy Summer!

IAGB is honored to reach out once again to request the town of Carlisle's partnership in hosting the **India & U.S. Flag Raising Ceremony** this August - an initiative that has become a proud tradition since its inception in 2020.

This year marks a momentous **Year 6** of this epic IAGB endeavor, and we would be delighted to have Carlisle continue its legacy as one of our most cherished host towns.

As the **President of IAGB**, I'm proud to lead this celebration under the theme: ***Working Together to Build a Stronger Community***. We remain deeply committed to values of unity, inclusion, and mutual respect, and our Flag Raising Ceremonies stand as powerful symbols of cultural harmony and shared civic pride.

### Request Summary

We respectfully request your support in co-hosting a brief yet meaningful flag-raising ceremony, where we jointly honor our beloved native land **India's 78th Independence Day** and pay tribute to our very own **U.S. flag** - celebrating both our heritage and the country we proudly call home.

### Proposed Date:

- **Sunday July 27, 3:30 pm - 4:30 pm or 4 - 5 pm**

### Program Highlights:

- Remarks by town leadership, IAGB President & Directors
- Raising of the U.S. and India flags
- Indian & American National Anthems
- Reading and presentation of the Town Proclamation
- Cultural performance/s

### Logistics:

- **Flags and poles** can be arranged by IAGB or provided by the city as preferred
- **IAGB will fully coordinate** the program, speakers, and performers

We truly hope to celebrate this **milestone 6th year** with your continued support and enthusiasm. The Town of Carlisle has been an integral part of our success, and we would be honored to once again bring our communities together in this vibrant display of unity and cultural pride!

Looking forward to your positive response and our time-tested, hearty collaboration on yet another memorable celebrating the legacy of togetherness and community solidarity.



# INDIA FLAG RA & US FLAG HON

CELEBRATING 6 YEARS OF UNI

**SATURDAY JULY 26 & SUNDAY  
SUNDAY AUG 03; SATURDAY AUG 09 &**

**BILLERICA ACTON WESTFORD &**

*Yours truly,  
Tanu Phoenix, President  
781-608-2144*



*Find me here: <https://www.iaqb.org/about-us/#committee>*

*"Let the beauty of what you love be what you do."*

## Ryan McLane

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**From:** Gretchen Gallimore  
**Sent:** Monday, July 14, 2025 12:47 PM  
**To:** Andrew Amendola; Andrew Booth; msvatek@carlislefdma.org  
**Cc:** Ryan McLane  
**Subject:** FW: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle  
**Attachments:** ADA25\_TCNE\_Century\_v2.pdf; ADA25\_TCNE\_Half-Metric\_V2.pdf; ADA25\_TCNE\_Metric\_V2.pdf; ADA25\_General Proof of Insurance.pdf

Hi public safety folks –

Please see the below/attached and let me know if you have any concerns that should be brought to the Select Board before approval of the use of streets.

Thanks,  
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:** Jonathan Madrigal <jmadrigal@event360.com>  
**Sent:** Friday, July 11, 2025 1:01 PM  
**To:** Gretchen Gallimore <GGallimore@carlislema.gov>; Ryan McLane <rmclane@carlislema.gov>  
**Subject:** Re: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Hello Gretchen,

Thank you again for your time and support of this year's Tour de Cure event, taking place Sunday, August 17.

I wanted to follow up with some more details regarding our plans as they relate to the Town of Carlisle:

- **No trails within Carlisle will be used** as part of this year's event.
- We are requesting **Police Department support at the intersection of West St. and South St.** during the event. No road closures are required—this is a rules-of-the-road, non-timed ride. Just looking to have extra visibility to ensure rider and community safety.
- One **rest stop is planned at Assurance Technology Corporation**, located at 84 South St. This rest stop will be staffed by 2–4 volunteers and will include:

- A 10x10 pop-up tent
  - 2 folding tables with pre-packaged snacks and bottled water
  - Folding chairs, trash receptacle, and a portable restroom
- All assets will be cleaned up and removed shortly after the last rider passes through.

### **Route and Timing Overview:**

Three routes pass through Carlisle:

- **Century Route:** Riders enter around mile 90 of their route, estimating around 11:30 AM and exit through at mile 97 by approximately 1:00 PM.
- **Metric Route:** Riders enter Carlisle around mile 17 of their route, estimating around 7:30 AM, exit to surrounding towns, and return back through around mile 60 and should be completely through by 12:00 PM.
- **Half Metric Route:** Riders enter Carlisle at mile 9 of their route, estimating around 9:30 AM, exit to surrounding towns, and return back through again around mile 28, and should also be completely through by around 12:00 PM.

Estimated current registration:

- Century: 85 riders
  - Metric: 110 riders
  - Half Metric: 100 riders
- We anticipate up to a 25% increase in participation by event day.

Attached are:

- Route maps
- General proof of insurance
- Ride With GPS links for each route [Century Route](#) - [Metric Route](#) - [Half Metric Route](#)

Please let me know what the next steps would be to coordinate police support or if you need any additional information from my end. Looking forward to working together!

Thanks,  
Jonathan

Jonathan Madrigal | Event Production Coordinator | Event 360, Inc.  
Cell: 818-926-2935 | [JMadrigal@event360.com](mailto:JMadrigal@event360.com) | [Event360.com](http://Event360.com)



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**From:** Jonathan Madrigal <[jmadrigal@event360.com](mailto:jmadrigal@event360.com)>

**Sent:** Thursday, June 5, 2025 2:03 PM

**To:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>; Aaron Gingras <[agingras@event360.com](mailto:agingras@event360.com)>

**Cc:** Ryan McLane <[rmclane@carlislema.gov](mailto:rmclane@carlislema.gov)>

**Subject:** Re: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Hello Gretchen,

Apologies for the delay. Yes, we'll be using the same route as last year. Attached is the Ride with GPS link for the route that will be going through Carlisle as well as a PDF of the route.

[ADA - NE Tour de Cure Route Link](#)

Best,  
Jonathan

Jonathan Madrigal | Event Production Coordinator | Event 360, Inc.  
Cell: 818-926-2935 | [JMadrigal@event360.com](mailto:JMadrigal@event360.com) | [Event360.com](http://Event360.com)



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**From:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>

**Sent:** Thursday, June 5, 2025 12:24 PM

**To:** Jonathan Madrigal <[jmadrigal@event360.com](mailto:jmadrigal@event360.com)>; Aaron Gingras <[agingras@event360.com](mailto:agingras@event360.com)>

**Cc:** Ryan McLane <[rmclane@carlislema.gov](mailto:rmclane@carlislema.gov)>

**Subject:** RE: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Hi Jonathan –

I didn't see an update come through. Are you planning to use the same route as last year?

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)

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Carlisle, MA 01741

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

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**From:** Jonathan Madrigal <[jmadrigal@event360.com](mailto:jmadrigal@event360.com)>

**Sent:** Thursday, April 3, 2025 2:51 PM

**To:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>; Aaron Gingras <[agingras@event360.com](mailto:agingras@event360.com)>

**Subject:** Re: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Hello Gretchen,

Thanks for confirming. I'll make sure to get everything to you by May 21 for the May 27 agenda. I'll reach out if any questions come up in the meantime.

Best,  
Jonathan

Jonathan Madrigal | Event Production Coordinator | Event 360, Inc.

Cell: 818-926-2935 | [JMadrigal@event360.com](mailto:JMadrigal@event360.com) | [Event360.com](http://Event360.com)



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BLOG



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**From:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>

**Sent:** Thursday, April 3, 2025 7:51 AM

**To:** Aaron Gingras <[agingras@event360.com](mailto:agingras@event360.com)>  
**Cc:** Jonathan Madrigal <[jmadrigal@event360.com](mailto:jmadrigal@event360.com)>  
**Subject:** RE: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Hi Aaron –

Sounds good; thanks!

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

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**From:** Aaron Gingras <[agingras@event360.com](mailto:agingras@event360.com)>  
**Sent:** Thursday, April 3, 2025 8:48 AM  
**To:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>  
**Cc:** Jonathan Madrigal <[jmadrigal@event360.com](mailto:jmadrigal@event360.com)>  
**Subject:** RE: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Good morning Gretchen,  
I am writing to introduce my colleague Jon, who will be coordinating the permitting and logistics for this event.

We will plan on sharing the below requested information with you by Wednesday May 21 so that you can incorporate into your Tuesday May 27<sup>th</sup> agenda for approval.

- Route maps (pdf map with turn-by-turn + Ride with GPS links)
- ID any Carlisle Trails, if applicable
- Road closures: We will not be closing any roads – this is a strict rules-of-the-road, non-timed ride
- PD requests

Thanks again for your guidance and support – We look forward to working with you in support of this event!

Aaron M Gingras (He/Him/His) | Event Production Coordinator | Event 360, Inc.

+1 872-895-7523 | [agingras@event360.com](mailto:agingras@event360.com) | [Event360.com](http://Event360.com)



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**From:** Aaron Gingras  
**Sent:** Saturday, March 22, 2025 2:50 PM  
**To:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>  
**Subject:** RE: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Good afternoon Gretchen,  
Thank you for sharing the below detail.

We are gearing up for our upcoming Florida event next week. I should be able to gather the requested information over the next few weeks. Let's please aim for the Tuesday May 27<sup>th</sup> agenda – I will plan to have items to you by Wednesday May 21.

Thanks very much – Have a great weekend!

Aaron M Gingras (He/Him/His) | Event Production Coordinator | Event 360, Inc.

+1 872-895-7523 | [agingras@event360.com](mailto:agingras@event360.com) | [Event360.com](http://Event360.com)



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**From:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>  
**Sent:** Thursday, March 20, 2025 1:42 PM  
**To:** Aaron Gingras <[agingras@event360.com](mailto:agingras@event360.com)>  
**Subject:** RE: August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Hi Aaron –

When your organization finalizes details, you can send me an email. Include the planned route, identifying Carlisle trails (if utilizing), road hazards and closures, if any, and if a police detail is needed.

For timing, the Select Board meets regularly the second and fourth Tuesdays of the month. The deadline to include an item like this would be the Wednesday before the meeting. You can send documentation up to noon the Friday before the meeting, if we know it's coming.

Best,  
Gretchen

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**Gretchen Gallimore**  
Executive Assistant  
to the Select Board and Town Administrator  
**Phone:** 978-369-6136  
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66 Westford Street  
Carlisle, MA 01741  
[www.carlislema.gov](http://www.carlislema.gov)

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**From:** Aaron Gingras <[agingras@event360.com](mailto:agingras@event360.com)>  
**Sent:** Thursday, March 20, 2025 9:07 AM  
**To:** Gretchen Gallimore <[GGallimore@carlislema.gov](mailto:GGallimore@carlislema.gov)>  
**Subject:** August 17 - American Diabetes Association, Tour de Cure New England - Carlisle

Good Morning Ms Gallimore,  
My name is Aaron Gingras and I am reaching out on behalf of Event 360, Inc - the organization supporting the production of the 2025 American Diabetes Association's Tour de Cure bike ride series of events. The 'ADA' will be

hosting a Tour de Cure event at Lexington Labs on Sunday August 17, and our ride options would in part be routed through Carlisle. While the event occurs on August 17, our event staff would likely begin marking the courses with directional signage and arrows/duct tape on August 15-16. As a reminder, this event is a rules-of-the-road / non-timed event and we estimate approximately 500 riders to participate between the four route options.

While we are still firming up the event routes, they will likely closely resemble the event routes seen in 2024. I wanted to reach out and contact you early, to make sure we have the correct permitting requirements on our radar. My understanding is that a Town Board approval is required to support the event as it passes through. Can you confirm that this is still correct, or if there are any other deliverables that I should have on my radar, and what the deadline is for submission of any additional applications or documents?

Thank you in advance for any guidance you may be able to provide!

Aaron M Gingras (He/Him/His) | Event Production Coordinator | Event 360, Inc.

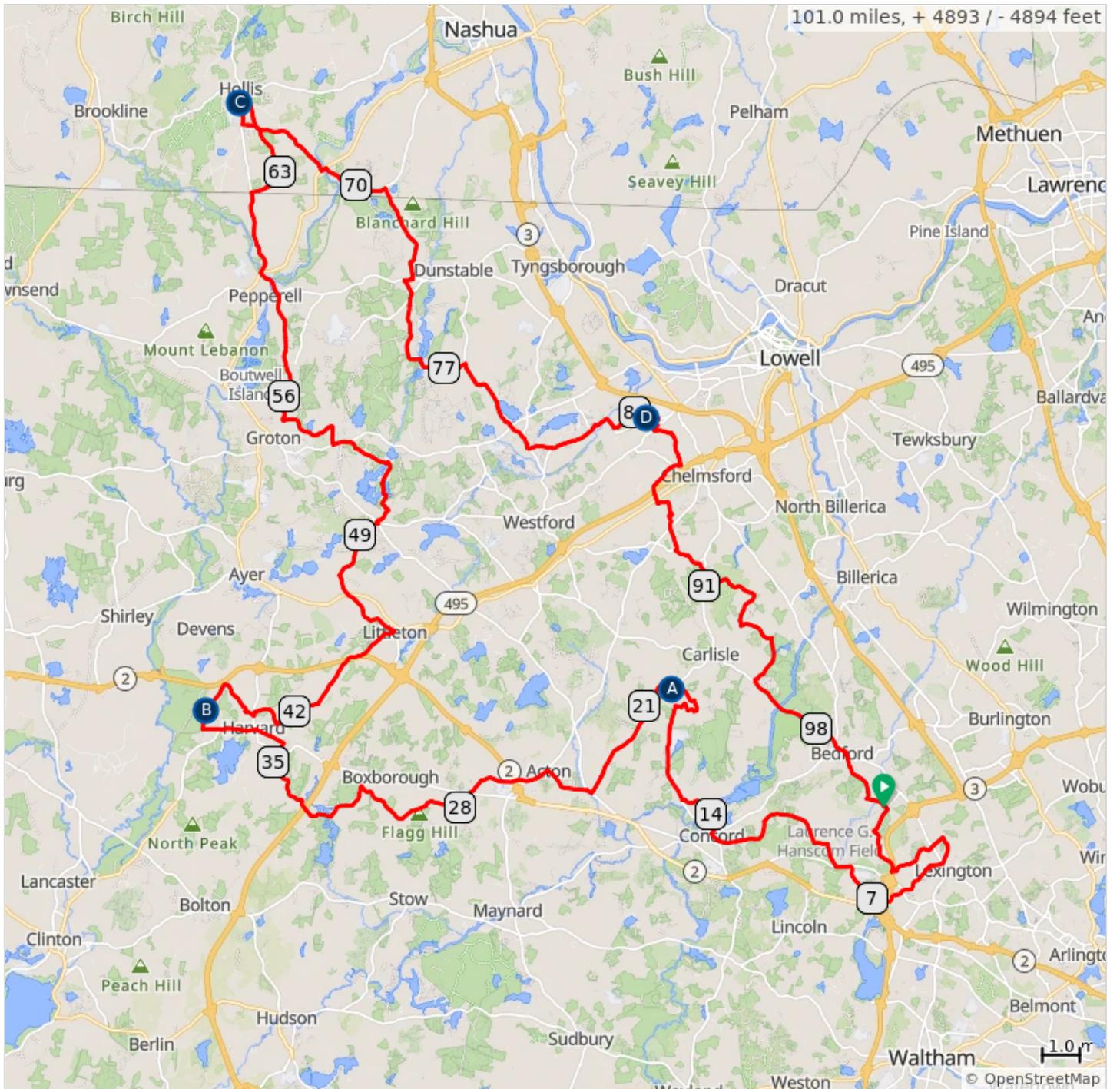
+1 872-895-7523 | [agingras@event360.com](mailto:agingras@event360.com) | [Event360.com](http://Event360.com)



# ADA25 TCNE Century v2



- |    |                                  |    |                      |
|----|----------------------------------|----|----------------------|
| A. | Rest Stop 1                      | C. | Proposed Rest Stop 3 |
| B. | Rest Stop 2 -- Fruitlands Museum | D. | Proposed Rest Stop 4 |



ADA25 TCNE Century v2

Num	Dist	Type	Note
1.	0.0		Start of route
2.	0.0		Right onto Maguire Rd
3.	0.2		Slight right onto Hartwell Avenue
4.	0.8		Left onto Wood Street
5.	2.2		Left onto Massachusetts Avee.
6.	2.3		Left onto Paul Revere Road
7.	2.8		Keep left onto Hill Street
8.	3.9		Right onto Liberty Avenue
9.	4.0		Slight right onto Hancock Street
10.	4.2		Keep right onto Hancock Street
11.	4.7		At the traffic circle, take the 2nd exit onto Harrington Rd
12.	4.8		Slight right onto Massachusetts Avenue
13.	5.0		Left onto Worthen Road
14.	5.1		Right onto Lincoln Street
15.	7.2		Right onto Mill Street
16.	7.3		Right onto Mill Street
17.	8.5		Left onto North Great Road, MA 2A
18.	8.8		Keep right
19.	9.5		Left onto Old Bedford Road
20.	11.7		Left onto Old Bedford Road
21.	12.2		Keep right onto Old Bedford Road
22.	12.2		Slight right onto Lexington Road
23.	12.6		Keep right onto Lexington Road
24.	13.5		Continue onto Monument Square
25.	13.5		Right onto Monument St
26.	14.4		Keep left onto Liberty Street
27.	14.6		Keep right onto Liberty Street
28.	14.6		Right onto Estabrook Road
29.	14.8		Keep left onto Barnes Hill Road
30.	15.3		Right onto Lowell Road
31.	18.0		Right onto Indian Hill Road
32.	18.2		Left onto Indian Hill
33.	18.7		Left onto Robbins Drive
34.	19.1		Sharp left onto Russell Street

19.1 miles. +674/-593 feet

Num	Dist	Type	Note
35.	19.6	←	Left onto Concord Street
36.	19.7	→	Right onto South Street
37.	19.9	Ψ	Rest Stop 1 - Assurance Technology - at right Rest Stop 1 Assurance Technology
38.	21.1	←	Left onto West Street
39.	21.2	↗	Bear right onto Pope Road
40.	23.7	→	Right onto Great Road, MA 2A, MA 119
41.	23.9	←	Left onto Concord Road
42.	25.2	↖	Slight left onto Main Street, MA 27
43.	25.7	↗	Keep right onto Hayward Road
44.	27.0	←	Left onto Arlington Street
45.	27.5	←	Left onto Central Street
46.	27.8	↗	Keep right onto Willow Street
47.	28.0	→	Right onto Summer Street
48.	28.8	↖	Keep left onto Flagg Hill Road
49.	29.8	↗	Keep right onto Richardson Road
50.	30.0	↗	Slight right onto Stow Road
51.	30.4	←	Left onto Chester Road
52.	30.6	←	Left onto Burroughs Road
53.	31.3	↖	Sharp left onto Old Harvard Road
54.	32.6	→	Right onto Eldridge Road
55.	33.2	→	Right onto Stow Road
56.	35.2	→	Right onto Slough Road
57.	35.6	←	Left onto Woodchuck Hill Rd
58.	36.0	↑	Continue onto Oak Hill Rd
59.	36.3	↑	Continue onto Oak Hill Road
60.	36.4	↑	Continue onto Fairbanks Street
61.	36.4	←	Left onto Old Littleton Road
62.	36.5	↑	Continue onto Still River Road, MA 110
63.	37.3	↗	Keep right onto Madigan Lane
64.	37.9	→	Right onto Prospect Hill Road
65.	38.3	Ψ	Rest Stop 2 -- Fruitlands Museum Rest Stop 2 -- Fruitlands Museum
66.	39.3	↗	Keep right onto Depot Road
67.	40.1	↖	Keep left onto Depot Road

21.0 miles. +1187/-1021 feet

Num	Dist	Type	Note
68.	40.4	←	Left onto Ayer Road, MA 110, MA 111
69.	40.5	→	Right onto Whitney Road
70.	41.4	←	Left onto Old Littleton Rd
71.	44.3	↑	Continue onto Oak Hill Rd
72.	45.4	↑	Continue onto Sanderson Rd
73.	45.5	←	Left onto Harvard Rd
74.	46.3	→	Slight right onto Bruce St
75.	47.2	↑	Continue onto Willow Road
76.	47.8	→	Right onto Westford Road
77.	49.6	↙	Sharp left onto Boston Road, MA 119, MA 225
78.	49.7	→	Right onto Whiley Road
79.	51.1	↙	Keep left onto Pine Trail
80.	51.5	↙	Continue onto Lost Lake Drive
81.	51.6	←	Left onto Lost Lake Drive
82.	52.8	←	Left onto Lowell Road, MA 40
83.	53.3	→	Right onto Schoolhouse Road
84.	53.7	↙	Slight left onto Martins Pond Road
85.	55.4	→	Right onto Hollis Street
86.	55.5	↙	Keep left onto Longley Road
87.	56.7	↙	Keep left onto Longley Road
88.	58.9	↑	Continue onto Groton Street, MA 113
89.	59.0	↑	Continue onto Groton Street
90.	59.5	↗	Keep right onto Willeys Boulevard
91.	59.6	→	Right onto Hollis Street, MA 111
92.	59.7	↑	Continue onto Hollis Street
93.	61.8	→	Right onto Blood Road
94.	62.2	↗	Keep right onto Blood Road
95.	62.3	↘	Sharp right onto Blood Road
96.	62.8	←	Left onto Dow Road
97.	64.3	←	Left onto Depot Road
98.	64.5	←	Left onto Merrill Lane
99.	64.9	→	Right onto Main Street, NH 122
100	65.3	←	Left onto Cavalier Court

25.2 miles. +1353/-1344 feet

Num	Dist	Type	Note
101 .	65.4	→	Right onto Jeff Smith Way
102 .	65.5	→	Right onto Love Lane
103 .	65.5	Ψ	Rest Stop 3 - Hollis/Brookline Middle School - straight Rest Stop 3 Hollis-Brookline Middle School
104 .	65.6	←	Left onto Main Street, NH 122
105 .	65.7	→	Right onto Monument Square
106 .	65.8	↗	Keep right onto Monument Square
107 .	65.9	↗	Slight right onto Depot Road
108 .	67.5	↗	Keep right to stay on Depot Road
109 .	68.8	←	Left onto Runnells Bridge Road, NH 111
110 .	69.0	→	Right onto South Depot Road, NH 111A
111 .	70.8	→	Right onto Gregg Road
112 .	72.5	↗	Keep right onto Oak Street
113 .	72.9	↗	Slight right onto Depot Street
114 .	73.0	←	Slight left onto Brook St
115 .	73.4	→	Right onto Pleasant Street, MA 113
116 .	73.7	↙	Sharp left onto Cross Street
117 .	74.2	↙	Bear left onto Hall Street
118 .	75.9	↙	Bear left onto Island Pond Road
119 .	76.4	↑	Continue on Groton Road
120 .	77.6	↘	Sharp right onto Scribner Road
121 .	80.3	↗	Slight right onto Depot Street

14.9 miles. +615/-804 feet

Num	Dist	Type	Note
122 .	80.5	←	Bear left onto Nutting Road
123 .	81.3	↖	Slight left onto Plain Road
124 .	82.5	↗	Slight right onto Nabnasset Street
125 .	82.6	↖	Bear left onto Main Street
126 .	82.9	↗	Keep right onto School Street
127 .	82.9	→	Right onto School Street
128 .	83.2	←	Left onto Crooked Spring Road
129 .	83.8	↗	Slight right onto Crooked Spring Road
130 .	84.3	ψ	Rest Stop 4 - Parker Middle School - enter lot and ride to front of school Rest Stop 4 Parker Middle School Gazebo
131 .	84.4	↘	Sharp right onto Richardson Road
132 .	84.5	←	Left onto Graniteville Road
133 .	84.6	→	Right onto Pilgrim Road
134 .	84.8	→	Right onto Old Westford Road
135 .	85.0	↙	Sharp left onto Grandview Road
136 .	85.4	↖	Slight left onto Locke Road
137 .	85.4	→	Right onto Brentwood Road
138 .	86.4	→	Right onto Westford Street
139 .	86.5	←	Left onto Pine Hill Road
140 .	87.4	↑	Continue onto Hunt Road
141 .	87.8	←	Left onto High Street
142 .	88.1	→	Right onto Locust Road

7.8 miles. +331/-358 feet

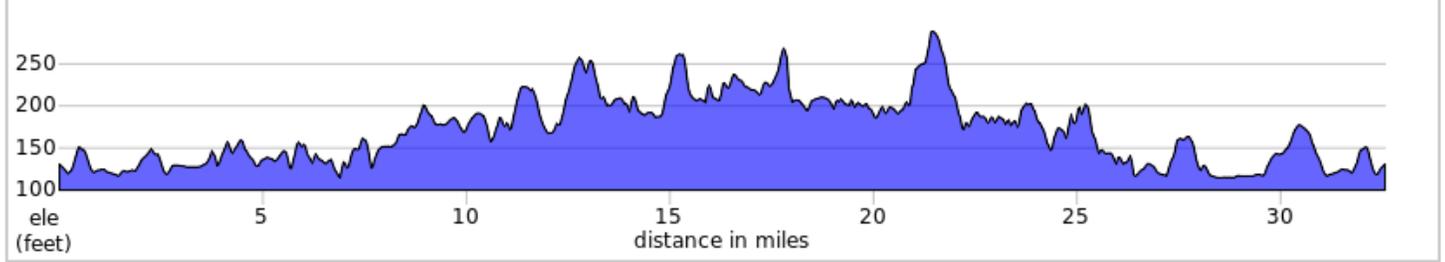
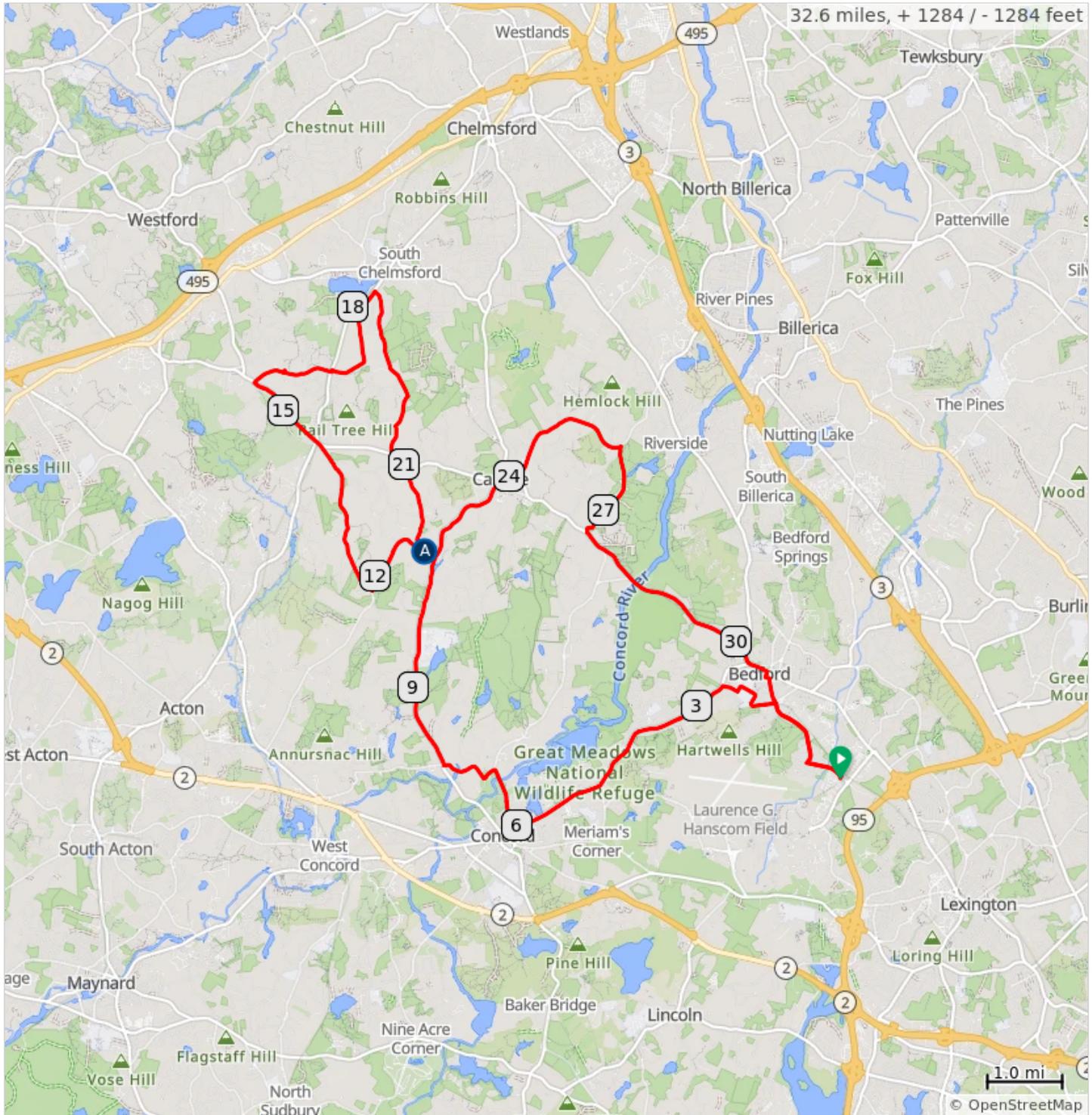
Num	Dist	Type	Note
143 .	88.4	↗	Slight right onto Locust Road
144 .	88.4	↗	Slight right onto Byam Road
145 .	88.5	←	Left onto Barton Hill Road
146 .	89.5	↙	Sharp left onto Proctor Road
147 .	90.5	↘	Sharp right onto Lowell Street
148 .	90.9	←	Left onto North Road
149 .	92.5	→	Right onto Rutland Street
150 .	93.5	↙	Sharp left onto East Street
151 .	94.4	→	Right onto Maple Street
152 .	94.5	↖	Keep left onto Maple Street
153 .	95.8	↖	Keep left onto Maple Street
154 .	95.8	←	Left onto Bedford Road, MA 225
155 .	98.5	↗	Keep right onto MA 225
156 .	98.7	↖	Bear left onto Great Road/225
157 .	99.0	→	Right onto Elm St
158 .	99.0	←	Left onto Maple St
159 .	99.1	→	Right onto South Rd
160 .	100.4	←	Left onto Summer St
161 .	100.8	↑	Continue onto Maguire Rd
162 .	101.0	→	Right
163 .	101.0	📍	End of route

12.9 miles. +397/-517 feet

# ADA25 TCNE Half-Metric V2



## A. Rest Stop 1



ADA25 TCNE Half-Metric V2

Num	Dist	Type	Note
1.	0.0	📍	Start of route
2.	0.0	←	Left onto Maguire Road
3.	0.5	→	Right onto South Road
4.	1.5	←	Left onto Railroad Avenue
5.	2.2	↙	Sharp left onto Railroad Avenue
6.	2.3	→	Right onto McMahon Road
7.	2.6	←	Left onto Concord Road, MA 62
8.	6.2	→	Right onto Monument St
9.	7.0	←	Slight left onto Liberty St
10.	7.2	→	Right onto Estabrook Rd
11.	7.5	↑	Continue onto Barnes Hill Rd
12.	7.9	→	Right onto Lowell Rd
13.	10.0	↑	Continue onto Concord St
14.	10.8	←	Left onto South St
15.	11.0	Ψ	Rest Stop at Assurance Technologies Final rest stop
16.	11.0	Ψ	Rest Stop 1 - Assurance Technology - on right Rest Stop 1 Assurance Technology
17.	12.2	→	Right onto West St
18.	14.3	↑	Continue onto Blaney Rd
19.	14.4	↙	Slight left onto MA-225 W
20.	15.6	→	Right onto Griffin Rd
21.	16.8	←	Left onto MA-27 N
22.	16.8	→	Right onto Sleigh Rd
23.	18.0	→	Right onto Acton Rd
24.	18.4	→	Right onto Elm St
25.	19.2	↑	Continue onto Fiske St
26.	19.9	→	Right onto Curve St
27.	20.7	←	Slight left onto MA-225 E
28.	21.0	→	Right onto Cross St
29.	22.1	↑	Continue onto South St
30.	22.3	Ψ	Rest Stop 2 -- Assurance Technologies Rest Stop 2 -- Assurance Technologies
31.	22.4	←	Left onto Concord St
32.	23.8	↑	Continue onto MA-225 E

23.8 miles. +956/-884 feet

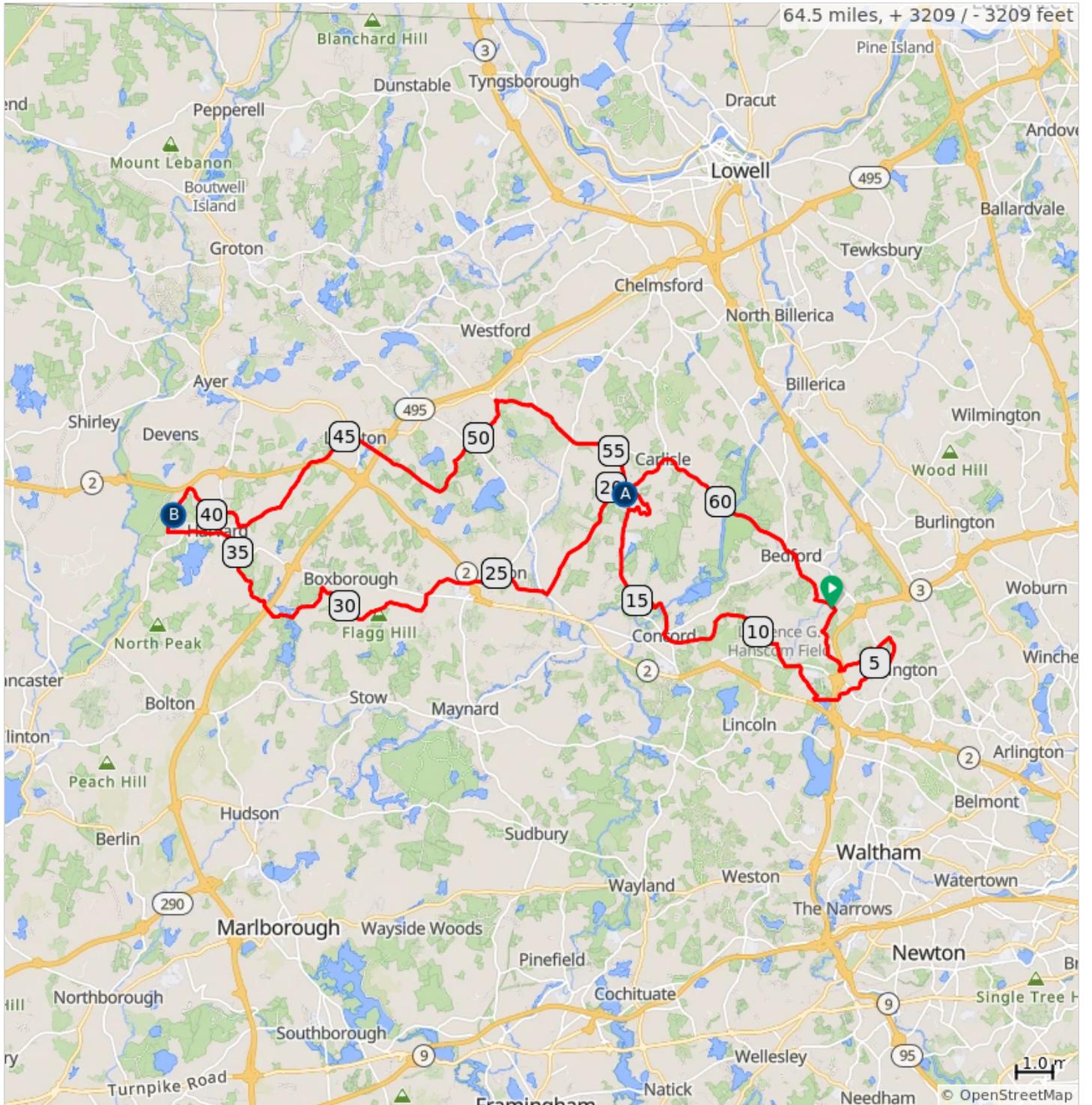
Num	Dist	Type	Note
33.	23.9	↑	At the traffic circle, continue straight to stay on MA-225 E
34.	24.0	←	Slight left onto East St
35.	26.0	→	Right onto Maple St
36.	27.3	↙	Bear left to stay on Maple Street
37.	27.4	←	Left toward MA-225 E
38.	27.4	←	Left onto MA-225 E
39.	30.3	↙	Slight Left onto 225 MA/Great Road
40.	30.3	↑	Continue onto Great Rd
41.	30.6	→	Right onto Elm St
42.	30.6	←	Left onto Maple St
43.	30.7	→	Right onto South Rd
44.	32.1	←	Left onto Summer St
45.	32.4	↑	Continue onto Maguire Rd
46.	32.6	→	Right
47.	32.6	📍	End of route

8.7 miles. +284/-354 feet

# ADA25 TCNE Metric V2



- A. Rest Stop 1
- B. Rest Stop 2 -- Fruitlands Museum



ADA25 TCNE Metric V2

Num	Dist	Type	Note
1.	0.0		Start of route
2.	0.0		Right onto Maguire Road
3.	0.1		Right onto Hartwell Ave
4.	0.8		Left onto Wood St
5.	2.1		Left onto Massachusetts Ave
6.	2.3		Left onto Paul Revere Rd
7.	2.8		Slight right onto Hill St
8.	3.6		Continue onto Revere St
9.	3.9		Right onto Liberty Ave
10.	4.0		Right onto Hancock St
11.	4.7		At the traffic circle, take the 2nd exit onto Harrington Rd
12.	4.8		Slight right onto Massachusetts Avenue
13.	5.0		Left onto Worthen Road
14.	5.1		Right onto Lincoln Street
15.	7.2		Right onto Mill Street
16.	7.2		Right onto Mill Street
17.	8.3		Left onto North Great Road, MA 2A
18.	8.7		Keep right
19.	9.4		Left onto Old Bedford Road
20.	11.5		Left onto Old Bedford Road
21.	12.0		Keep right onto Old Bedford Road
22.	12.1		Slight right onto Lexington Road
23.	13.3		At roundabout, take exit 1 onto Monument Square, MA 62
24.	13.4		Right onto MA-62 E/Monument St
25.	13.5		Continue on Monument Street
26.	14.3		Keep left onto Liberty Street
27.	14.5		Keep right onto Liberty Street
28.	14.5		Right onto Estabrook Road
29.	14.7		Keep left onto Barnes Hill Road
30.	15.1		Right onto Lowell Road
31.	17.7		Right onto Indian Hill Road
32.	17.9		Left onto Indian Hill
33.	18.4		Left onto Robbins Drive
34.	18.8		Sharp left onto Russell Street

18.8 miles. +692/-615 feet

Num	Dist	Type	Note
35.	19.3	←	Left onto Concord Street
36.	19.4	→	Right onto South Street
37.	19.6	Ψ	Rest Stop 1 -- Assurance Technologies Rest Stop 1 -- Assurance Technologies
38.	20.8	←	Left onto West St
39.	20.9	→	Slight right onto Pope Rd
40.	23.4	→	Right onto Great Rd
41.	23.6	←	Left onto Concord Rd
42.	24.9	←	Left onto Main St
43.	25.4	→	Slight right onto Hayward Rd
44.	26.7	←	Left onto Arlington St
45.	27.2	←	Left onto Central St
46.	27.4	→	Slight right onto Willow St
47.	27.7	→	Right onto Summer St
48.	28.5	←	Left onto Flagg Hill Rd
49.	29.5	→	Slight right onto Richardson Rd
50.	29.7	→	Slight right onto Stow Rd
51.	30.0	←	Slight left onto Chester Rd
52.	30.3	←	Left onto Burroughs Rd
53.	31.0	←	Left onto Old Harvard Rd
54.	32.3	→	Right onto Eldridge Road
55.	32.8	→	Right onto Stow Rd
56.	34.9	↗	Slight right onto Slough Rd
57.	35.3	←	Left onto Woodchuck Hill Rd
58.	35.7	↑	Continue onto Oak Hill Rd
59.	36.1	↑	Continue onto Fairbank St
60.	36.1	←	Left onto Old Littleton Rd
61.	36.1	↑	Continue straight onto MA-110 W
62.	37.0	→	Slight right onto Madigan Ln
63.	37.6	→	Right onto Prospect Hill Rd
64.	38.0	Ψ	Rest Stop 2 -- Fruitlands Museum Rest Stop 2 -- Fruitlands Museum
65.	39.0	→	Slight right onto Depot Rd
66.	40.1	←	Left onto MA-110 E/MA-111 N
67.	40.2	→	Right onto Whitney Rd

21.4 miles. +1288/-1106 feet

Num	Dist	Type	Note
68.	41.1	←	Left onto Old Littleton Rd
69.	43.9	↑	Continue onto Oak Hill Rd
70.	45.1	↑	Continue onto Sanderson Rd
71.	45.2	↑	Continue onto King St
72.	45.2	→	Right onto Harwood Ave
73.	48.0	←	Slight left onto Newtown Rd
74.	49.0	→	Right onto Shaker Ln
75.	49.7	→	Right onto MA-119 E/MA-2A E
76.	49.8	←	Left onto Powers Rd
77.	51.2	→	Sharp right onto MA-225 E
78.	55.0	→	Right onto Cross St
79.	56.1	↙	Slight left onto Cross Street
80.	56.2	↙	Slight left onto South Street
81.	56.3	Ψ	Rest Stop 3 -- Assurance Technologies Rest Stop 3 -- Assurance Technologies
82.	56.5	←	Left onto Concord Street
83.	57.9	↗	Slight right onto Westford Street, MA 225
84.	57.9	↑	At roundabout, take exit 1 onto Bedford Road, MA 225
85.	62.0	↗	Keep right onto MA 225
86.	62.5	→	Right onto Elm St
87.	62.5	←	Left onto Maple St
88.	62.6	→	Right onto South Rd
89.	63.9	←	Left onto Summer St
90.	64.3	↑	Continue onto Maguire Rd
91.	64.4	→	Right
92.	64.5	📍	End of route

24.3 miles. +992/-1274 feet



SELECT BOARD  
TUESDAY, AUGUST 12<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. Street Signs Discussion
7:30 pm	4. Tecton Fire Station Presentation
8:00 p.m.	5. Historical Commission Demo Delay Bylaw Presentation
8:30 p.m.	6. Personnel Policies
9:00 p.m.	7. Residency Requirement
9:30 p.m.	8. Town Administrator Report
9:45 p.m.	9. Warrant and Minutes Approval
9:50 p.m.	10. Liaison Reports
9:55 p.m.	11. Cemetery Deeds
10:00 p.m.	12. Community Input
	Adjourn