

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

September 09, 2025

Town Events and Town Hall News

Police Station Renovation Groundbreaking

We had a small but dedicated group join us Friday morning to celebrate the groundbreaking of the Town's important renovation project. This marks the official start of construction, with crews scheduled to begin site work in the coming weeks, including excavation of the foundation and interior building preparations. The project will move forward in phases over the next twelve months.

We look forward to keeping the community informed as progress continues. Updates will be shared regularly, and we plan to schedule community tours when possible so residents can see the work firsthand.

Human Resources Report and Appointments

We are notifying the Board of the following employee appointment:

Town Administrator Appointments

- Scott Grierson, DPW Mechanic

HR Report from Assistant Town Administrator and HR Director Aubrey Thomas

This evening, we are pleased to celebrate important milestones within the Police Department, including a badge pinning for a newly promoted Sergeant as well as for a newly appointed Officer. We are proud to support professional growth within the department and to welcome a new member to our Town.

Congratulations to Scott Grierson, who has been promoted to the Mechanic position in the Department of Public Works. Scott has been a dedicated member of the DPW for nineteen years, and we are excited to see him step into this new role.

Our Finance and HR Assistant, Ratana So, submitted her resignation at the end of August. The position has been re-advertised, with a priority application deadline of September 16.

We continue the search for a new Assistant Town Clerk. Unfortunately, our top two candidates declined the position due to compensation and benefit concerns. The recruitment process remains ongoing as we work to find the right fit.

Department Updates and Information

Gas and Diesel Contracts

Gretchen continues to put her new procurement skills to use, securing new contracts with Peterson Oil for our diesel and gas deliveries. These contracts are similar to our previous procurements and will be functional within the DPW's budget.

Open Space and Recreation Plan

The Town's Open Space and Recreation Plan (OSRP) is now seven years old, making it due for either a rewrite or an extension. Meghan is working with Sylvia and Holly to apply for an extension from the Commonwealth, after which she will begin the process of forming a Committee to lead the development of a new plan. Given that the last update took two years to complete, I applaud the Conservation team for getting ahead of the curve to secure a new planning tool that will help protect the Town's natural resources.

[Here is the current plan](#)

Audubon Lane Engineering Study

Nitsch Engineering has prepared a proposed scope of work to analyze the Audubon Lane water issue raised by a resident at the Road Maintenance Community Feedback Forum. The study would evaluate water flow and provide preliminary recommendations for the Board's consideration. I would like to know if the Board has any comments on the proposed scope or if you would like to proceed with this study.

Town Clock Repair

The Town Clock, located in the bell tower of the First Religious Society, requires repair following an inspection by our timekeeper, Rob Koning, who identified damage. Attached is a proposal to

address the issue at a not-to-exceed cost of \$1,000. This NTE amount is necessary because the full extent of the damage will only be clear once the striker is disassembled.

Rob has recommended that Mark Gibson perform the repair. Because Mark is an on-call firefighter and would be entering into a contract in which he has a financial interest with the same municipality, the Board must approve an exemption under the Conflict of Interest Law. This exemption is specifically intended for situations like this, where a very part-time employee is engaged under a separate contract or role with the Town.

Capital Project Updates

Elevator Modernization Project

Liro Engineering is finalizing the bid package for the elevator rebid. I have set a deadline of September 11 to complete these revisions and release the project for bidding. Based on the required procurement timelines, both the Board and the MFC can expect fully analyzed bid results by the end of October.

Brick Building HVAC

We have successfully contracted with Boston Mechanical Inc. to complete the Brick Building HVAC project. We are working with Facilities, the MFC, and the Recreation Department to schedule this installation with minimal programming impact. We expect to complete the project before the winter months.

Town Hall Bathroom Renovation

No new information.

Cemetery Mapping and Software Implementation

No new information.

Supplemental 2025 Road Maintenance

Lazaro Paving will start this project before the end of the month and we will exercise our communications plan, with the schools included, to notify residents of paving work on Acton Street, Pheasant Hill Lane, and both Berry Corner Road and Lane.

Community Preservation Act Projects

Banta Davis Track Rehabilitation

This contract was also awarded to Lazaro Paving, with the bid coming in below estimates. Both paving projects will be completed concurrently, helping to reduce mobilization costs. We have coordinated with the Recreation Department to accommodate their needs, and at Town Meeting you will also hear a request to adjust the CPA allocation for this project to fund additional track enhancements.

Hydrology Studies – Greenough and Cranberry Bog

No new information, although we expect the results of the studies to be available soon.

Bog House Affordable Housing Feasibility Study

No new information.

Building Construction Projects

Library Renovation

The Library Renovation Building Committee is coordinating closely with the Municipal Facilities Committee (MFC) to align multiple library renovation projects. Currently, library officials are managing four projects: the elevator renovation, the mechanical room expansion, library coils replacement (HVAC), and the full renovation itself. Of these, the MFC is overseeing three, each with separate designers.

To improve efficiency, the renovation architect and Owner's Project Manager (OPM) have recommended consolidating all projects under one design team. This requires careful coordination and, in the case of the coils project, additional funding. The MFC is negotiating with the design teams to minimize costs and bring all design work under a single umbrella.

At this stage, the 60% construction documents for the renovation are complete, as are the design documents for the coils project and the mechanical room expansion. The next step for the Library Renovation Committee is to review an updated construction cost estimate before finalizing the documents and moving the project to bid.

Police Station Renovation

Following Friday's ceremony, APC will begin construction on September 8. Work will start with site preparation, then move to excavation for the septic system, garage, and sally port. This phase will progress cautiously as the contractor, in coordination with AECOM, assesses potential site contamination. To maintain momentum, APC will also begin interior work during this period. If site work proceeds as planned, full building construction is expected to commence in October.

Fire Station Renovation

No new information.

DPW Building

No new information.

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.

Town Administrator Evaluation: It is my understanding that this will now be conducted in December.

Approval Notifications

- We approved a rotary sign advertising the Carlisle Community Chorus Open Rehearsals. The sign will be in the rotary from September 8th to the 22nd.
- We approved a rotary sign advertising Kicks for Cancer. The sign will be in the rotary from September 21 to September 28.

Staff Recognition

I would like to recognize the following staff member for their outstanding contribution to the Town of Carlisle:

Noelle Beland

Noelle has gone above and beyond this summer, assisting with the transition of our Conservation Administrators and working closely with Julie to manage the many public meetings related to the MBTA Communities zoning work. Most recently, Noelle stepped in as primary staff support for the Planning Board during Julie's vacation, handling a complex workload with professionalism and without hesitation. Noelle's contributions highlight the value of hiring talented, multi-disciplinary staff who provide both succession planning and

organizational flexibility. We are fortunate to have Noelle on our team, and grateful for their reliability and ability to learn quickly.

Upcoming Select Board Dates of Interest

- **September 16:** Special Select Board Meeting (Dog Hearings)
- **September 23:** Regular Select Board Meeting
- **October 14:** Regular Select Board Meeting
- **October 27-29:** TA, ICMA Conference
- **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.

September 3, 2025

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

RE: Nitsch Proposal #15457.12
House Doctor On-Call
Stormwater Study Services
Intersection of Concord and Audubon
Carlisle, MA

Dear Ryan McLane:

Nitsch Engineering (Nitsch) is pleased to submit this proposal to you (the Client) for services related to Nitsch's House Doctor On-Call Civil Engineering and Landscape Architectural Design Services Contract to provide planning support services for a stormwater study reviewing the existing drainage pattern at the intersection of Concord Street and Audubon Lane in Carlisle, Massachusetts (the Town).

We understand that the homeowner at 7 Audubon Lane has experienced localized flooding in their yard over the past three (3) to four (4) years. This proposal supports the review of the existing drainage patterns to this parcel, recommendation of potential stormwater mitigation project(s) and the development of an opinion of cost for the mitigation.

This letter summarizes our scope, assumptions, schedule, and fee.

SCOPE OF SERVICES

Nitsch will provide professional planning support services to accomplish the following task noted.

TASK I: STORMWATER STUDY

1. Perform one (1) site visit with Town of Carlisle to review drainage patterns and runoff flows at the intersection of Concord Street and Audubon Lane. During the site visit, we will visit the subject property to discuss flood issues and past remediation actions or strategies taken with homeowner and Town of Carlisle representative;
2. Perform a desktop analysis using publicly available Massachusetts Geographic Information System (GIS) and Light Detection and Ranging (LiDAR) topography to assess drainage catchment area;
3. Prepare a memorandum summarizing observations from the site visit, findings from the discussion and desktop analysis results as well as up to two (2) remedial action recommendations. Remedial actions are anticipated to include isolated grading or berming techniques to redirect stormwater runoff flows to mitigate flooding risk impacting the private property as well as reviewing and cleaning the existing municipal culvert;
4. Prepare an order-of-magnitude opinion of probable cost for the Client to perform remedial actions; and
5. Prepare for and attend one (1) virtual meeting to present the remedial action recommendations with the Client.

WORK NOT INCLUDED IN THE SCOPE OF SERVICES

Services not set forth above and not listed in the Scope of Services of this proposal are specifically excluded from the scope of Nitsch's services. Nitsch assumes no responsibility to perform any services not specifically listed in the Scope of Services.

1. Performing a property line survey, topographic survey, or other land surveying services.
2. Performing engineering design services.
3. Preparing design documents or specifications.
4. Attendance at meetings beyond that noted above.
5. Producing graphic presentation materials. This can be provided as Additional Services.

ASSUMPTIONS

1. The Client will coordinate with the homeowner for the site visit to gain access to the property.
2. Any revisions requested by the Client after submission of final information will be considered Additional Services.
3. The Client will indemnify and hold harmless Nitsch and its officers, agents, and employees with regard to errors or omissions within documents prepared by others from which information was obtained, in whole or in part, and incorporated into documents prepared by Nitsch.
4. Police details, if required, will be paid by the Client.

TIME AND MANNER

Nitsch is prepared to begin work within 10 working, not calendar, days from the receipt of this executed proposal.

COMPENSATION

Compensation for the services provided will be in accordance with the House Doctor On-Call Civil Engineering and Landscape Architectural Design Services Contract between Nitsch and the Town dated April 3, 2023. The lump-sum cost for these services is **\$5,900**. Costs will not be incurred beyond this lump-sum amount without verbal approval.

Mileage expenses for the site visit are included in this amount. Expenses required beyond this are not included.

ADDITIONAL SERVICES

Nitsch will be compensated for services requested by the Client that exceed the “SCOPE OF SERVICES” outlined herein. Charges for Additional Services will be billed in accordance with the House Doctor On-Call Civil Engineering and Landscape Architectural Design Services Contract between Nitsch and the Town dated April 3, 2023. Additional Services will not be accomplished unless Nitsch has verbal approval from the Client.

METHOD OF PAYMENT

Costs incurred on this project will be billed monthly on a percentage complete of lump-sum basis as outlined in the House Doctor On-Call Civil Engineering and Landscape Architectural Design Services Contract between Nitsch and the Town dated April 3, 2023. Payment will be due 10 days after receipt of the invoice.

TERMINATION

Nitsch reserves the right to revise this proposal should the signed copy not be received by October 31, 2025. This agreement may be terminated by either party upon seven (7) days’ written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. If this agreement is terminated by the Client, Nitsch will be paid for services rendered on the basis of services performed.

If Nitsch is authorized to commence and/or continue providing its services on the project, either verbally or in writing, prior to the full execution of a written contract, such authorization will be deemed an acceptance of this proposal, and such services will be provided and compensated for in accordance with the terms and conditions contained herein as though this proposal were fully executed by the Client.

Thank you for requesting this proposal. We look forward to working with you on this project. Should the conditions in this proposal meet with your approval, please sign the Client Authorization section below and return this proposal to us for our files.

If you have any questions, please call.

Very truly yours,

Nitsch Engineering, Inc.


Marc Gabriel
Senior Project Manager


Brian Creamer
Deputy Director of Resilience Planning & Design

MJG/bfc/pfv

CLIENT AUTHORIZATION

This proposal is hereby accepted by the Client as evidenced by the execution hereof, and such a person so executing the same on behalf of the Client does hereby warrant full authority to act for, in the name of, and on behalf of the Client.

Such acceptance provides full authorization for Nitsch to proceed with providing the Scope of Services under the terms and conditions stated herein.

Signature

Date

Printed Name and Title

I certify that the Town has appropriated funds for these services.

Town Treasurer (Signature)

Date

Printed Name and Title

Town Clock Bell Striker Repair Proposal

Date: 9/2/2025

Regarding the bell striker of the Town Clock located in the tower of the First Religious Society, Carlisle, MA, I propose to perform the following work:

- Disconnect and remove striker/lever/shaft assembly and (2) pivot brackets from the tower
- Disassemble the striker/lever/shaft assembly to permit machining of the shaft
- Machine striker shaft as needed to restore original function as a bearing surface. (If this is not possible, a new shaft will be machined.)
- Machine (2) worn pivot brackets to accept bronze repair bushings; install bushings into brackets
- Reassemble striker/lever/shaft assembly
- Repaint parts as needed to protect from weather
- Reinstall all parts and verify correct striker function

Work to be performed using generally-accepted machining practices and materials. Original parts will be retained wherever possible -- where this is not possible, new parts will be made to recreate the function and appearance of the originals to the greatest degree practical.

The full extent of required repairs will not be known until the assembly is dismantled, but cost is not to exceed \$1000.

Mark Gibson
35 Carlisle Pines Drive
Carlisle, MA 01741

Gretchen Gallimore

From: Barney Arnold <barney.arnold@comcast.net>
Sent: Tuesday, August 26, 2025 11:55 AM
To: James Hall
Cc: Gretchen Gallimore
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Many thanks!
Barney
Sent from my iPhone

On Aug 25, 2025, at 2:15 PM, James Hall <jhall@carlislema.gov> wrote:

Absolutely !!!

Get [Outlook for Android](#)

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Monday, August 25, 2025 4:02:57 PM
To: Barney Arnold <barney.arnold@comcast.net>
Cc: James Hall <jhall@carlislema.gov>
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Barney –

I've received your request and completed the reservation for space around the Rotary. You may place your sign in any of the "triangles" between pedestrian crossings.

Jim – do you authorize for a sign to be placed at the entrance to the TS?

Best,
Gretchen

Gretchen Gallimore
Executive Assistant
to the Select Board and Town Administrator

Phone: 978-369-6136
Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741
www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, August 25, 2025 1:10 PM

To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <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.

Name	Barney Arnold
Email Address	barney.arnold@comcast.net
Address	225 Lowell Street
City	Carlisle
State	MA
Zip Code	01741
Phone Number	978-985-1228
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	Outside Transfer Station entrance
Date(s) of Reservation	9/8/2025 8:00 AM - 9/22/2025 9:00 PM
All Day	Yes
Size and Type of Sign	sandwich board 2x3, both sides
Organization and Purpose	Carlisle Community Chorus Open Rehearsals 9-15, 9-22

Text of Sign	similar to last time: Come sing with us! Open rehearsals on Mondays, 7pm, Sept. 15 & 22 plus a few details
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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

Gretchen Gallimore

From: James Hall
Sent: Thursday, August 28, 2025 8:49 AM
To: Gretchen Gallimore; disk4fun@gmail.com
Subject: RE: Online Form Submittal: Reserve Town Property for Private Signs

Good morning, all.
I sign at the transfer station will be fine!
Thank you,
Jim

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Thursday, August 28, 2025 8:47 AM
To: James Hall <jhall@carlislema.gov>; disk4fun@gmail.com
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Sandy –

I've received your request and completed the reservation for space around the Rotary. You may place your sign in any of the "triangles" between pedestrian crossings. You'll be sharing the area the first couple of days.

Jim – do you authorize for a sign to be placed at the entrance to the TS?

Best,
Gretchen

Gretchen Gallimore
Executive Assistant
to the Select Board and Town Administrator
Phone: 978-369-6136
Email: ggallimore@carlislema.gov

66 Westford Street
Carlisle, MA 01741
www.carlislema.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, August 27, 2025 3:48 PM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; Aubrey Thomas <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.

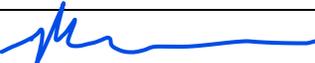
Name	Sandy Eisenbies
Email Address	disk4fun@gmail.com
Address	420 Heald Rd
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9377605568
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	Transfer Station
Date(s) of Reservation	9/21/2025 9:00 AM - 9/28/2025 9:00 AM
All Day	Yes
Size and Type of Sign	2x3
Organization and Purpose	Kicks for Cancer
Text of Sign	Kicks for Cancer with the dates and location (photo dates are not correct - FYI old photo)
Attach File	sandwichboard.jpg
Terms of Use	Yes

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

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Mark Gibson
Title/ Position	Call Firefighter
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Carlisle Fire Department
Agency Address	80 Westford Street, Carlisle, MA
Office phone:	978-369-1442
Office e-mail:	chief@carlislefdma.org
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	10/25/2017
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	<p>ELECTED MUNICIPAL EMPLOYEE</p> <p>I am an elected municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	<p>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</p> <p>I am a non-elected municipal employee.</p> <p><input type="checkbox"/> STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>

<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input checked="" type="checkbox"/> STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input checked="" type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Carlisle 66 Westford St Carlisle, MA 01741</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>Repair of the bell-striker mechanism of the town clock</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?</p>

What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. One-time compensation to myself, not to exceed \$1000.
Date when you acquired a financial interest	September, 2025
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. None
Date when your immediate family acquired a financial interest	N/A
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. <input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee. <input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee. <input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	9/8/2025

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

INFORMATION ABOUT HEAD OF CONTRACTING AGENCY	
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
CERTIFICATION	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

INFORMATION ABOUT APPROVING BODY	
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
APPROVAL	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

**Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.**



SELECT BOARD
TUESDAY, SEPTEMBER 23RD, 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">• Planning Board Appointment• Conservation Commission Appointment
7:10 p.m.	3. School Committee Status Update
7:40 p.m.	4. Special Town Meeting Article Status Update – Wayne? <ul style="list-style-type: none">• MBTA Communities Zoning• Wetland Bylaw Amendment• Historical Commission Demolition Delay Bylaw• Fire Station Design• CPA – Banta Davis Track Financial Adjustment
9:00 p.m.	5. Sign Special Town Meeting Warrant
9:15 p.m.	6. Road Maintenance Plan Draft Discussion
9:30 p.m.	7. Town Administrator Report
9:45 p.m.	8. Warrant and Minutes Approval
9:50 p.m.	9. Liaison Reports
9:55 p.m.	10. Cemetery Deeds
10:00 p.m.	11. Community Input
	Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/84331517848?pwd=ato7oRc312oFhAtGWIBbazGsEtJ9Wq.1>

Meeting ID: 843 3151 7848

Passcode: 701613

One tap mobile

+13092053325,,84331517848#,,,,*701613# US

+13126266799,,84331517848#,,,,*701613# US (Chicago)