

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

December 02, 2025

Town Events and Town Hall News

TA Coffee Hour

My December Coffee Hour will be held on December 2 from 10–11 AM in the Parlin Room at Town Hall. While I will focus on updates to the Town's budget and long-term financial planning, residents are encouraged to stop by to discuss any priorities, questions, or topics of interest.

Municipal Newsletter, Email Alerts, and Podcasts

We are always looking for ways to strengthen communication with residents. If you would like to stay informed about what is happening in Town, please consider signing up for our email alerts, watching for our monthly newsletter, and subscribing to our weekly podcast.

[Email Alerts](#)
[Newsletter Link](#)

Carlisle Connection Podcast:
[Spotify](#)
[Apple Podcast](#)

Human Resources Report and Appointments

We are notifying the Board of the following employee appointments:

Town Administrator Appointments

- None

HR Report from Assistant Town Administrator and HR Director Aubrey Thomas

The Carlisle Council on Aging and Human Services (COAHS) is continually seeking part-time drivers to support its transportation program. Opportunities are available for individuals interested in working one to two days per week, with additional fill-in shifts as needed. COAHS drivers enjoy a competitive hourly rate and the rewarding experience of helping older adults and individuals with disabilities stay connected to the community.

Key responsibilities include assisting passengers in and out of COAHS vehicles, operating wheelchair lift/ramp equipment when needed, maintaining vehicle cleanliness and safety, and collaborating closely with the COAHS transportation team. Drivers provide rides for local errands as well as occasional day trips to destinations such as Waltham and Boston.

Recreation Director Holly Mansfield, Assistant Town Clerk Melissa Danisch, Assistant Director and Head of Technology Jennifer Pike, and Town Accountant Kelly Beyer will be participating in an upcoming multi-module Skill Development Training program offered by SpeechComm. This comprehensive training series focuses on enhancing leadership effectiveness, Emotional Intelligence, communication, coaching and mentoring, conflict and change management, team development, behavioral interviewing, presentation skills, writing skills, and time/stress management. The program combines classroom instruction, group exercises, case studies, role-playing, supplemental reading, and end-of-course assessments. Participation will support continued professional development and strengthen departmental leadership capacity. This will be a four-part series that starts in December and ends in January.

Department Updates and Information

Greater Lowell Community Foundation (GLCF) Grant Award

Thanks to the hard work of the COAHS staff, Carlisle has been awarded a \$10,000 grant from the GLCF to support regional efforts to strengthen food security. This funding will help us meet growing community needs by increasing food purchasing capacity, covering key operational costs such as transportation and distribution, and ensuring equitable access to emergency food assistance. The grant also leverages the strong infrastructure already in place among trusted local service providers, enabling us to respond effectively to rising demand.

Talbot Mills Dam Removal (Vote)

Attached to this report are letters from your Conservation Commission and Environmental Sustainability Committee seeking your support for the Talbot Mills Dam Removal Project in Billerica. Both Committees asked the Board to endorse the effort through a letter of support. We recommend your authorize your Chair to sign a letter of support that mirrors the attached letters.

For more information on the project, visit: <https://oars3rivers.org/our-work/ecological-restoration/dam-removal/talbot-mills-dam-removal/>

Minuteman MOU

Your COAHS Director is requesting your endorsement of a Memorandum of Understanding between the Town of Carlisle and Minuteman Senior Services. The attached MOU authorizes Minuteman to use designated Town buildings in exchange for providing free and valuable programming to Carlisle residents. Select Board approval is required under your [Town Hall Use Policy](#).

Green Communities Annual Summit Report

The following report summarizes key lessons learned by staff during recent professional development and networking opportunities. We plan to share these insights with the Board in future updates to

better highlight the value these experiences bring to both staff and the Town.

Prepared by: Sarah Wasserman, Land Use and Sustainability Coordinator

I attended the Green Communities Annual Summit at the DCU Center in Worcester on Tuesday, November 18th, 2025. Also in attendance were municipal sustainability staff, state officials, and local volunteers from around the state. I participated in seminars on funding EV equipment, decarbonization in municipal buildings, and upcoming solar siting bylaw updates. I also attended a panel focused specifically on school decarbonization projects, with representatives from MassCEC, MSBA, and the DOER. In addition to learning about funding pathways and sustainability strategies, I reconnected with sustainability staff members from Bedford, Weston, and Arlington, and made connections with staff from regional planning agencies and other municipalities. It was a worthwhile conference, and I learned about several valuable programs and strategies I hope to employ in Carlisle.

MIIA Wellness (Public Safety) Grant Application

Officer Corwin and the Police Department helped the Town secure a grant designed to improve health outcomes for our police officers. HeartStart+ is a proactive health program designed to deliver personalized cardiovascular and metabolic evaluations to those in high-demand professions. Each participant undergoes a comprehensive assessment, followed by a review with a licensed medical provider. The program includes follow-up consultation to initiate an individualized plan of care based on identified risk factors, ensuring timely and targeted support for long-term health. This type of program is important for first responders as their life expectancy is approximately 22 years less than the citizens that they serve. Heart Disease and heart attacks are two of the top killers of first responders and being able to personalize a treatment plan for preventative care for the Carlisle Police Department and Carlisle Dispatchers is paramount to ensuring a long healthy career.

Natural Gas Contract Update

Natural gas prices spiked last week shortly after the Select Board authorized us to negotiate longer-term pricing. Based on guidance from our consultant, we plan to float the rate through December and pursue more favorable pricing in January. While the budget impact is expected to be minimal, we will continue to keep the Board informed as the contract progresses. We are also developing a timeline for next summer to ensure we secure rates earlier in the purchasing cycle.

Budget Updates

I am working with the Finance Committee to refine the Town's multi-year capital plan. The goal is to solidify a recommendation earlier in the budget process so the Committee and Board can focus on the challenging operating budget decisions to come.

Departments received official guidance on their budget requests including the Select Board's direction to provide information about a 1 percent reduction in costs. All budgets are due by December 5th, in time for inclusion in the budget's first draft. Both school administrations received the Finance Committee's guidance and is aware of the timelines.

The Town received notice from MIIA/Cabot Risk regarding the 2026 renewal rates for our general liability policy. We have locked in a contract that will see a zero percent increase in FY27 and a 2.5

percent increase in FY28. The line item for this budget

Capital Project Updates

Elevator Modernization Project

We have awarded New England Builders & Contractors Inc. this contract with a total proposal of \$1,045,382 with an alternate (maintenance contract) of \$6,000. This does exceed the Town Meeting appropriation of \$1,039,609. The Municipal Facilities Committee agreed to earmark \$25,000 from their maintenance funding to support the project's competition. We are completing the final reference checks for the apparent low bidder before awarding a final contract.

Brick Building HVAC and Weatherization Project

Boston Mechanical completed these projects under the oversight of our facilities department.

Town Hall Bathroom Renovation and Mechanical Room Expansion

This project was awarded to Fort Meadow Builders for a total cost of \$51,828. This includes all four bathrooms to include updating the plumbing, the source of our flooding problem earlier this year. The MFC will review the bids at their meeting next week and we hope to have a contract in place prior to the Thanksgiving holiday. It is our understanding that construction will begin immediately.

We also received a final bid for the MFC's Town Hall Mechanical Room expansion. The base bid totaled \$52,828 with an alternate of \$5,000 for adding a water softening unit. This expansion would allow the MFC to complete additional maintenance projects and free up much needed space. The MFC will review this final bid and make a recommendation on awarding the contract at their next meeting.

Cemetery Mapping and Software Implementation

No new information.

Community Preservation Act (CPA) Projects

Diment Park Study

The subcommittee completed a design contract with Lu-La Design Studio. This firm will help the subcommittee design a rehabilitation project for consideration by the Recreation Department and eventually, the Carlisle voters.

Cranberry Bog Dam #1 Repair

Animal activity and general deterioration have weakened the Dam to the point of requiring periodic closures. In response, the Conservation Commission authorized Meghan to procure emergency repairs to stabilize the structure until permanent work can be completed. The emergency repair contract has been awarded and will be finished before the holidays. The next phase of the project will be the "Phase One" repair, which will address the most urgent structural issues. Phase Two—comprehensive, long-

term infrastructure improvements—will follow after the Conservation Commission reviews the recommendations from the nearly completed hydrologic studies.

Hydrology Studies – Greenough and Cranberry Bog

No new information.

Bog House Affordable Housing Feasibility Study

No new information.

Building Construction Projects

Library Renovation

No new information.

Police Station Renovation

We have received the results and approvals for removing the contaminated soil discovered during excavation for the new septic system and foundations. The material will be transported to an appropriate disposal facility, and with this step now cleared, outdoor construction will resume. The total removal cost came in lower than anticipated and remains fully within the project's contingency budget.

Fire Station Renovation

Proposals for CMS and Tecton to continue the design phase have been executed. Tecton has developed an aggressive design schedule that begins with reviews by Fire Department staff and will later incorporate input from your appointed design committee. All efforts are geared toward completing the design in time for the Annual Town Meeting in May.

DPW Building

Architects from LiRo will attend your next two meetings with the MFC to discuss the DPW Building design. These initial discussions are intended to solidify project goals and establish a conceptual design and cost estimate to guide the project moving forward.

Upcoming Discussion Topics

FY2027 Budget: The Board will receive the first draft of the FY27 Budget at the December 16th meeting. The Finance Committee will also offer their initial look at the FY27 capital plan.

Bog House Discussions: The Board will revisit proposed affordable housing solutions for the Bog House. The initial discussions will include recommendations for a path forward and the required due diligence to get there.

Personnel Policies: Aubrey will continue to review personnel policy revisions with the Board. The goal for these policy revisions is to have an updated manual complete by the end of the fiscal year.

Goal Review: The Board will review your annual goals to help inform new Town Administrator goals following the TA evaluation.

Approval Notifications

- We approved a rotary sign advertising the Carlisle Public Schools Dram Club's upcoming performances. The sign will be in the rotary from December 1 to December 15.

Staff Recognition

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

Tahleen Shamlian

Many residents are already familiar with the tremendous contributions Tahleen makes as our Teen, Children's, and Reference Librarian. Her dedication and creative programming are consistently recognized by families across the community. Recently, her willingness to assume additional responsibilities during the temporary vacancy in the Children's Librarian position helped bridge a critical staffing gap and ensured uninterrupted library services. Tahleen is a notable example of our staff versatility and resilience—always ready to step up when challenges arise. Thank you to Tahleen and to our entire library team for their hard work and for successfully onboarding our new Children's Librarian, Jill Sirois.

Upcoming Select Board Dates of Interest

- **December 16:** Regular Select Board Meeting
- **December 24-25:** Town Hall Closed for the Holiday
- **January 1-2:** Town Hall Closed for the Holiday
- **January 13:** Regular Select Board Meeting
- **January 27:** Regular Select Board Meeting

Upcoming Select Board Meeting Draft Agenda

Attached



2025 FOOD INSECURITY EMERGENCY GRANT PROGRAM AGREEMENT
between
Greater Lowell Community Foundation
and
Carlisle Council on Aging

Carlisle Council on Aging has been awarded \$10,000.00 by Greater Lowell Community Foundation during its 2025 Food Insecurity Emergency Grant Program. This grant is to support your work combating escalating food insecurity across our communities.

The grant is contingent on your agreement to all the following conditions:

- This funding is to be used to address escalating food insecurity across the communities your organization serves.

Action Items, per the Grant Agreement:

- Complete the Grant Agreement** - Upload the agreement signed by the authorized officer via your Grant Application Dashboard. Once we receive the fully executed agreement, we will disburse grant funds via ACH to your organization.

PLEASE ATTACH A COPY OF A VOIDED CHECK to your signed grant agreement before uploading. (You can reduce the size of your PDF file by following these steps: Open the file in Preview, Go to File/Export, In the dialog box, choose PDF format and "Reduce File Size" and then Save)

**If you are using a Fiscal Sponsor, please use their information to complete this section.*

ACH payment information:

Bank Name: _____

Routing #: _____

Bank Account #: _____

Name of Account: _____

Contact: _____

WE CANNOT ACCEPT DIRECT DEPOSIT. PLEASE ISSUE CHECK.

- Complete the Impact Statement Follow Up Form** – We want to hear from your organization! When you upload your agreement, you will need to COMPLETE the **Impact Statement** which can be found in the portal. This will need to be completed before funds for this grant will be disbursed.

In addition to the conditions above, by signing below you are certifying that:

- Your organization is either a duly recognized charitable institution under section 501(c)(3) of the Internal Revenue Code or a fiscally-sponsored organization or a public agency; and no material goods or services have been provided to Greater Lowell Community Foundation in relation to this grant.

Grantee Agreement: On behalf of Carlisle Council on Aging, I agree to all conditions and certifications in this Grant Agreement with the Greater Lowell Community Foundation.

Spread the word! Though not a requirement, we encourage you to share the news of your GLCF grant. GLCF loves sharing grant news and impact stories. Please send any photos/background/testimonials to jennifer@glcfoundation.org with the SUBJECT: Grant News Story.

For Carlisle Council on Aging:



Authorized Signature

Geoffrey Kotowski

Print Name of Authorized Signature

Director, Council on Aging and Human Services

Title

11/18/25

Date

For Greater Lowell Community Foundation:



James F. Linnehan, Jr., Esq.
President & CEO

11/17/2025

Date

The signatory authorizes Greater Lowell Community Foundation to use photos and/or videotape supplied by the grantee for informational and promotional use in the Foundation's publications and on its website. The Grantee releases the Greater Lowell Community Foundation from responsibility should a third party violate the terms of this media release.

Letter of Support for the Removal of the Talbot Mill Dam, Billerica, Massachusetts

Carlisle Conservation Commission

66 Westford Street
Carlisle, MA 01741
October 15, 2025

Chris Dillon

978-671-0942
365 Boston Road
Billerica, MA

On behalf of the Carlisle Conservation Commission, I am writing to express strong support for the removal of the Talbot Mill Dam located on the Concord River in Billerica, Massachusetts. This project represents a critical step toward restoring the ecological integrity, water quality, and overall health of the Concord, Sudbury, and Assabet (SuAsCo) river watersheds, which together span approximately 399 square miles and support the communities of Billerica and 35 municipalities upstream.

For decades, the Talbot Mill Dam has obstructed the natural migration of hundreds of thousands of anadromous and catadromous fish species, including alewife, preventing access to historic spawning grounds and disrupting the ecological balance of these connected waterways. The dam currently impedes 35 miles of mainstem rivers, 100 miles of tributaries, and 260 acres of lakes and ponds. Removing the dam will restore the Concord River's natural flow, reconnect these waterways to the Gulf of Maine, and facilitate one of the most significant restorations of migratory fish habitat in Massachusetts.

The environmental benefits of dam removal extend well beyond fish passage. Restoring natural river flow will also promote the recovery of freshwater mussel populations—twelve of which are currently listed as threatened in Massachusetts. These mussels naturally filter between 8 and 15 gallons of water per day, removing bacteria, algae, and pollutants from our waterways. By enabling migratory fish to return and reproduce, freshwater mussels will expand across the watershed, contributing to cleaner drinking water and healthier aquatic ecosystems at no additional cost.

In addition to ecological improvements, the removal of the aging Talbot Mill Dam will reduce long-term infrastructure maintenance costs, enhance recreational opportunities such as boating, fishing, and wildlife observation, and expand access to trails and wetlands along the Concord River. This project offers a rare opportunity to both honor the area's industrial history and revitalize its natural systems for future generations.

For these reasons, the Carlisle Conservation Commission fully supports the removal of the Talbot Mill Dam. We commend the leadership of OARS 3 Rivers and partner organizations for their continued commitment to ecological restoration and watershed resilience. More information about this project can be found at: <https://oars3rivers.org/our-work/ecological-restoration/dam-removal/talbot-mills-dam-removal/>.

Thank you for your consideration and for your continued efforts to restore and protect the health of Massachusetts' rivers.

Sincerely,

Noelle Beland

Planning and Land Use Coordinator
Town of Carlisle
nbeland@carlislema.gov
978-369-9702

Noelle Beland

Greetings Carlisle Select Board members,

The ESC supports the OARS initiative to remove the Talbot Mills Dam on the Concord River and respectfully advocates for the Select Board to support this effort as well.

This State Division of Ecological Restoration Priority Project allows for habitat restoration, reestablishes natural fish migration paths, and aligns with current conservation best practices. This endeavor is part of the largest migratory fish breeding habitat restoration effort by dam removal in Massachusetts. It is worth noting that the owner of the dam supports its removal as well.

More specifically, removal of the dam, which no longer serves the intended purpose, will reconnect the Concord River to the ocean, restoring access to historic migratory fish spawning grounds.

Migratory fish such as alewife and blueback herring are essential components of a healthy Concord River ecosystem, providing a food source for numerous predators, including birds like the bald eagle and heron. Other migratory aquatic species that would benefit from the dam removal include the American eel, American shad, and sea lamprey.

The dam removal will allow freer movement on and in the river for a myriad of other wildlife species such as muskrats, otters and beavers. Threatened species like the Blanding's turtle will benefit by having access to an expanded range of habitat for reproduction.

Migratory fish play a key role in the expansion and migration of freshwater mussel populations (12 freshwater mussel species native to Massachusetts are threatened). Freshwater mussels are a vital component of natural water purification as they filter pollutants, bacteria, and algae, resulting in cleaner water in the local watershed.

Unimpeded flow in rivers allows for nutrient and sediment dispersal as well as for water temperature regulation. Dams can increase the temperature of the water and trap nutrients and sediments, creating

optimal conditions for algal blooms - which can be toxic to humans and animals.

The removal of the Talbot Mills dam can also be beneficial in climate change adaptation and mitigation, especially given the fact that this dam no longer regulates water flow. Restored ecosystems in the flood plains can naturally help manage impacts of floods by slowing floodwaters and absorbing water. These floodplains can also retain moisture, providing resilience during periods of drought.

In summary, removing the Talbot Mills dam will provide many benefits, both for the local ecosystem and for humans.

Carlisle Environmental Sustainability Committee



Healthy Living Memorandum of Understanding

1. PURPOSE

This **Memorandum of Understanding (MOU)** is entered into by and between **Minuteman Senior Services (MSS)** and **[Carlisle Council on Aging]**.

The purpose of this MOU is to establish a collaborative agreement for the successful delivery of Healthy Living Workshops that promote wellness and improved health outcomes for workshop participants. Please refer to **Attachment A** for guidelines and requirements specific to each workshop.

2. TERM OF AGREEMENT

The term of this Agreement will be in effect from **[January 2026]** to **[December 2027]**, unless otherwise terminated or suspended under the following conditions:

- i. Without Cause:** Either Party may terminate this Agreement by giving written notice to the other Party at least sixty (60) calendar days prior to the effective date of termination as stated in the notice, or such other period as is mutually agreed upon in advance by the Parties.
- ii. For Cause:** If, in the opinion of Minuteman Senior Services, the Sub-Contractor fails to fulfill its obligations, Minuteman Senior Services may terminate this Agreement by giving written notice to the Sub-Contractor at least thirty (30) calendar days before the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach and a reasonable period, not less than seven (7) calendar days, during which the alleged breach may be cured, subject to the approval of Minuteman Senior Services.
- iii. Emergency:** Minuteman Senior Services may terminate or suspend this Agreement by providing written notice to the Sub-Contractor stating the grounds for Minuteman Senior Services action, in the form of a fax or USPS mail or other appropriate written means, if Minuteman Senior Services determines that immediate action is necessary to protect state and/or federal funds or property or to protect persons from injury. Such termination or suspension shall be effective upon receipt of notice of either suspension or termination by the Sub-Contractor. In the case of a suspension under this paragraph, the notice of suspension shall be accompanied by instructions from Minuteman Senior Services specifying requisite action(s) by the Sub-Contractor to remove the suspension, a proposed timetable for meeting those requirements and a description by Minuteman Senior Services of allowable activities and costs, if any, during the suspension period. Failure by the Sub-Contractor to remedy the stated deficiencies according to the timetable prescribed Minuteman Senior Services shall be cause for immediate termination.
- iv. Obligation in the Event of Termination:** In the event of termination, Sub-Contractor shall not be relieved of liability to Minuteman Senior Services for injury or damages sustained by Minuteman Senior Services by virtue of any breach of this Agreement by Sub-Contractor.

3. REGISTRATION AND DATA COLLECTION:

To comply with our state and federal contract requirements, MSS is required to ask demographic questions of all individuals receiving services. Some evidence-based workshops require additional data collection as specified by the workshop license.

All participants in Healthy Living workshops will be asked to fill out the following forms:

- MSS Registration Form
- Program Release Form
- Acknowledgement of Notice of Privacy Practices Form
- Pre and post workshop evaluations

Important: MSS follows all applicable HIPAA regulations. MSS does **not** share class lists or any class participant **protected health information (PHI)**. **Photos** of workshop participants **cannot** be taken or shared **without a signed MSS Consent for Photograph and Release of Information form** completed by the participant, regardless if the participant gave the host site consent for photos.

4. PROMOTION & OUTREACH

MSS and the **Host Site** share responsibility for recruiting participants for the workshop.

Minuteman Will	Hosting Partner Will
<ul style="list-style-type: none"> ✓ Provide host site with approved promotional flyer ✓ Promote workshop via MSS website, social media, e-newsletter and with internal staff and volunteers. ✓ Approve promotional language and logos used by host. ✓ Support additional local promotion if requested. 	<ul style="list-style-type: none"> ✓ Promote workshop using MSS approved flyers via email, onsite bulletin boards, host sites newsletters, website and social media. ✓ Submit to MSS any promotional materials differing from provided MSS flyer for approval

5. RESPONSIBILITIES

Minuteman Will Provide:	Hosting Partner Will Provide:
<ul style="list-style-type: none"> ✓ Trained leaders ✓ All course materials and books ✓ Answer questions and make reminder phone calls and/or emails to all registrants prior to the start of class ✓ Ongoing communication with host 	<ul style="list-style-type: none"> ✓ Fully accessible classroom and bathroom ✓ Tables and seating for 6-20 (varies by workshop) ✓ Ability to display charts/notes each week: Easel or White Board, A/V Equipment to project slides with Internet Access ✓ Pitcher of Water, Coffee or Tea and a snack (when possible)

6. BEST PRACTICE and LOGISTICAL CONSIDERATIONS:

Access & Setup:

- **Early Room Access:** The host site agrees to provide access to the classroom at least **30 minutes prior** to the start of each session to allow MSS leaders time to set up materials, test AV equipment, and greet participants.

Participant Eligibility:

- Registration required. Only individuals who are **registered** may attend the workshop. Walk-ins or unregistered participants will not be allowed to participate in or observe the workshop.

On-Site Point Person:

- A designated **point person from the host site** will be available during each class session in case of emergencies, facility issues (e.g., access, lighting, HVAC), or other needs that arise during the session.

Emergency and Communication.

- The host site will provide MSS leaders with procedures for medical emergencies.
- The host site will notify the Healthy Living Program Coordinator immediately in the event of site closures due to inclement weather, facility emergencies, or other unforeseen disruptions.

Community Participation

- MSS receives funding to serve residents across 16 communities. Therefore, while the workshop may be hosted at a specific senior center or site, participants from other towns or communities are welcome to attend.

7. **INDEMNIFICATION**. COA agrees to indemnify and hold Minuteman and its directors, officers, agents and employees harmless from all damages and liability, including cost disallowances, penalties, and reasonable attorneys' fees, incurred by any of them as a result of (i) COA's violation of any of its obligations under this Agreement; (ii) the Contractor's negligence or willful acts in performing the Services; or (iii) the Contractor's violation of any privacy rights, property rights, including intellectual property rights, of Minuteman or any third party.

8. **AMENDMENT and WAIVER**. Any amendment to or modification of this Agreement, and any waiver of any provision hereof, shall be in writing. Any waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach hereof.

9. **SEVERABILITY**. Each provision herein shall be treated as a separate and independent clause, and the unenforceability of any clause shall in no way impair the enforceability of any other clause herein. Moreover, if one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to scope, activity or subject so as to be unenforceable at law, such provision or provisions shall be construed by the appropriate judicial body by limiting and reducing it or them, so as to be enforceable to the maximum extent compatible with the applicable law as it shall then appear.



Healthy Living Memorandum of Understanding

10. **RENEGOTIATIONS OR MODIFICATION.** This Agreement may be renegotiated or modified by mutual consent of the parties upon written notice of either party and, in any case, prior to termination of this Agreement, the parties shall negotiate in good faith to renew the Agreement, with any modifications as they deem necessary.
11. **BINDING EFFECTS.** This Agreement shall be binding upon the parties hereto and upon their respective successors in interest and their affiliates. For purposes of this Agreement, the term "affiliate" shall mean any person or entity which controls, is controlled by, or is under common control with either of the parties hereto. Neither this Agreement nor any of the obligations hereunder may be assigned by either party without the written consent of the other.
12. **ENTIRE AGREEMENT.** This Agreement contains the sole and entire agreement between the parties with respect to the matters set forth herein.
13. **NON-ASSIGNABILITY.** The provisions of this Agreement are intended solely for the benefit of each party hereto and their respective successors or permitted assigns, and it is not the intention of the parties to confer third-party beneficiary rights upon any other person.
14. **COUNTERPARTS.** This Agreement may be signed in any number of counterparts (including by fax and PDF) with the same effect as if the signatures to each counterpart were upon a single instrument, and all such counterparts together shall be deemed an original of this Agreement. This Agreement shall become effective when, and only when, each party hereto shall have received a counterpart hereof signed by the other party hereto.
15. Comply with the responsibilities of the **HIPAA Business Associate Agreement** as detailed in the BAA document in conjunction with this agreement.

IN WITNESS WHEREOF, the parties hereto have hereinafter indicated their acceptance of this Agreement as an instrument under seal as of the day and year first above written.

Host Representative

Stephanie Bott, Healthy Living Prog Coordinator

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Saturday, November 15, 2025 2:58 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.

Name	Callie Burns
Email Address	cburns@carlisle.k12.ma.us
Address	██████████
City	██████████
State	MA
Zip Code	██████
Phone Number	██████████
I'd like to place a sign on the...	Rotary, Other
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	12/1/2025 3:00 PM - 12/15/2025 3:00 PM

All Day	<i>Field not completed.</i>
Size and Type of Sign	Sandwich board
Organization and Purpose	Carlisle Middle School Drama Club
Text of Sign	The Carlisle Public School Drama Club Presents ROALD DAHL® Matilda THE MUSICAL R. Friday, December 12 th at 7:00 P.M. Saturday, December 13 th at 2:00 P.M. Tickets \$10 at the door Director: Marcella Pixley Musical Director: Amanda Kern Assistant Directors: Maya Bery and Callie Burns
Attach File	The Carlisle Public School Drama Club Presents (1).jpg
Terms of Use	Yes

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



SELECT BOARD
TUESDAY, DECEMBER 16, 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">• Volunteer Appointments• Notification of Town Administrator Employee Appointments
7:15 p.m.	3. Draft One Budget Presentation
8:00 p.m.	4. Bog House Discussion
8:45 p.m.	5. DPW Building Discussion
8:45 p.m.	6. Residential Policy (Vote)
9:15 p.m.	7. Additional Health Insurance Decision (Vote)
9:15 p.m.	7. Personnel Policy Process Outline
9:40 p.m.	8. Town Administrator Report <ul style="list-style-type: none">• Gretchen Ethics Form
9:50 p.m.	9. Liaison Reports
9:55 p.m.	10. Review of Warrants and Minutes (VOTE)
10:00 p.m.	11. Community Input
	Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/82248984629?pwd=7MZtuNxxwJiuw8HVqAo6sZCWVjNKm8n.1>

Meeting ID: 822 4898 4629

Passcode: 134777

One tap mobile

+13052241968,,82248984629#,,,,*134777# US

+13092053325,,82248984629#,,,,*134777# US