

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

December 16, 2025

Town Events and Town Hall News

TA Coffee Hour

This month's coffee hour brought residents together in the Parlin Room—escaping the cold while diving into several important Town issues. The discussion included thoughtful questions about tax relief, upcoming infrastructure projects such as sidewalks, potential grant opportunities, and general budget topics. While I'll miss holding these gatherings outdoors, I look forward to continuing my monthly coffee hours as we head deeper into budget season. My next coffee hour will be at Town Hall in the Parlin Room on January 13th at 10am.

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

Town Hall continues to collaborate closely with Carlisle Public Schools to enhance and streamline Human Resources processes. In this partnership, Town Hall oversees payroll administration and benefits management, ensuring that employee compensation and benefits are handled accurately and

efficiently. Additionally, Town Hall works in coordination with the school to facilitate comprehensive onboarding and training for new staff, ensuring that all employees have the necessary resources and support to succeed in their roles.

To further streamline communication and support, we have formalized points of contact for different HR-related questions. The attached HR Support Guide provides school staff with clear guidance on whom to contact regarding various topics, including payroll, benefits, retirement, leave of absence, contract interpretation, and workplace concerns. By directing staff to the appropriate personnel, this approach ensures timely and accurate responses while promoting a more organized and efficient HR process. This ongoing collaboration and structured communication aim to create a seamless HR experience for all Carlisle Public School employees, supporting both their professional development and day-to-day needs.

Department Updates and Information

Disclosure by special municipal employee of financial interest in a municipal contract as required by G. L. c. 268A, § 20(d)

Gretchen is currently volunteering as a tap dance instructor for the COAHS, but the department has requested authorization to compensate her for this service. We have reviewed the matter with Town Counsel, who confirmed there is no conflict with Gretchen serving as an instructor. However, it is best practice for her to disclose that she holds two paid positions with the Town. If the Select Board is comfortable with this arrangement, the Board should vote to acknowledge and accept the disclosure.

Natural Gas Contract Update

Natural gas prices continue to rise as the temperature gets colder. Our consultant monitors market conditions weekly and keeps us informed, and for now we are continuing to float the rate in hopes of securing a favorable one-year contract. If winter pricing remains too high, we will revisit the strategy and work with our consultant over the summer to lock in a more competitive rate.

Budget Updates

The first draft of the FY27 budget is complete and will be presented to the Board on Tuesday. As expected, the initial numbers reflect the significant challenges identified during the financial forecasting process. While the expense assumptions are conservative, Town officials will need to work hard—and think creatively—to bring the projected tax impact closer to the desired targets.

The Finance Committee will join Tuesday's meeting to receive the draft budget and share their initial recommendations on the FY27 capital plan. The capital budget also faces significant challenges as Town Officials look to solve generational issues.

Health Insurance Discussion Background

Aubrey will present information about this year's health insurance renewals. This information is an important first step in the budget process, allowing us to understand how your decisions will impact costs in FY27. A few items for you to consider include:

- Our budget projections assume the Board is still committed to increasing the Town's health insurance contribution by one percent annually until the contribution level equals 60 percent.
- We continue to look at ways to reduce the cost of our health insurance plans and premiums as these are a burden for the Town and our great employees. This year we would like to introduce a high-deductible option. While this will not be a good fit for all employees, adding this option allows choice. There are two decision points for the Board – first, whether you support allowing the option at all, and then, how to incentivize employees to choose this option. We would like the Board to consider funding Health Savings Accounts (HSAs) for employees that move to the high-deductible plan. While funding them would lessen the Town's savings, these HSA contributions can protect the employee in case the high deductibles are ever needed. Unlike flexible savings accounts, they roll over year-to-year.
- Aubrey is putting together a proposal for an Insurance Advisory Committee (IAC) in FY27 (summer) that will consider a long-term health insurance approach. Options include plan structures, varying contribution levels, etc. The goal will be to create an inclusive Committee that can help Carlisle plan for the challenges that rising health insurance costs are creating.

Capital Project Updates

Capital Project Summary

Attached is a capital project timeline I created to help visualize the major initiatives currently underway in Carlisle. I will continue to update and refine this timeline as project details evolve.

Elevator Modernization Project

We have finalized a contract with New England Builders & Contractors, Inc. and are ready to begin construction. While supply backlogs may delay the initial start of work, we still expect the project to be completed within the established one-year timeframe. The FY27 budget includes the initial costs of this borrow (interest). The FY28 budget should see the permanent borrowing figures.

Town Hall Bathroom Renovation and Mechanical Room Expansion

The restroom project was awarded to Fort Meadow Builders for a total cost of \$51,828, covering all four bathrooms and including necessary plumbing upgrades. We have finalized the contract and received all required documentation. The contractor is now working through the permitting process and will publish a project timeline next week.

Although the MFC agreed that the selected contractor for the Town Hall mechanical room expansion is highly qualified, they ultimately chose not to proceed with awarding the contract due to costs. Instead, our Facilities Team will complete most of the work in-house, with the plumbing portion outsourced once the carpentry is finished.

Cemetery Mapping and Software Implementation

No new information.

Community Preservation Act (CPA) Projects

Diment Park Study

No new information for the Board.

Cranberry Bog Dam #1 Repair

The ground-penetrating radar work is now complete and will guide the required emergency repairs. Those repairs are scheduled to begin next week, assuming ground conditions have not fully frozen.

Hydrology Studies – Greenough and Cranberry Bog

No new information.

Bog House Affordable Housing Feasibility Study

The CAHT is meeting with you jointly on Tuesday to outline the next phases of this project.

Benfield Keyless Entry System

Our Facilities Department worked with the project vendor to install a new main building entry system along with updated individual apartment entry systems. The project is now complete, providing residents with fully accessible access to the building and their units.

Building Construction Projects

Library Renovation

No new information.

Police Station Renovation

Although this project continues to progress, there are no substantive updates to report.

Fire Station Renovation

CMS and Tecton continue to work through the design process and are ready to receive the newly appointed Fire Station Renovation Building Committee. The first order of business for the FSRBC will be to finalize the conceptual design and to start socializing the permitting process.

DPW Building

No new information.

Upcoming Discussion Topics

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.

CPA Discussion: Your Community Preservation Committee is scheduled to meet with you in January to discuss long-term planning for CPA expenditures.

Legislative Delegation: I am working with your legislative delegations to schedule a meeting in January to discuss the coming year's priorities and challenges.

Approval Notifications

- We approved a sign on the Town Common advertising the Carlisle Firefighter Relief Association's (CFRA) Holiday Fire Engine Parade. The sign will be on the Town Common (FRS approved) from December 2 to December 13.
- We approved the use of the Town Common for the William's Be Yourself Challenge (WBYC) Brighten the Night Vigil on December 16th. FRS approved the use of the Town Common.
- We approved a sign on the rotary and the transfer station advertising the Concord Museum's Holiday House Tour. The sign was on the Town Common (FRS approved) from December 1 to December 6.
- We approved a sign on the rotary advertising the Carlisle Community Chorus Concert. The sign was displayed at the Transfer Station on December 3.

Staff Recognition

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

Sandy Nason

Our Treasurer/Collector, Sandra Nason, has had her designations as a Certified Massachusetts Municipal Treasurer and Certified Massachusetts Municipal Collector.

This renewal, granted by the Board of Certification of the Massachusetts Collectors and Treasurers Association, is awarded every five years to certified professionals who continue to advance their training. Eligibility requires annual attendance at the Association's Annual School at the University of Massachusetts Amherst, along with successful completion of coursework in municipal law, finance, and administration.

Sandy is one of the Town's financial foundations. Over the past year, she has worked diligently

not only to fund and support all Town operations, but also to analyze borrowing strategies and provide the transparent financial information needed to advance the Town's proposed major capital projects. Having Sandy in this role is a tremendous asset—her expertise strengthens our day-to-day operations, and her professionalism ensures Carlisle's finances remain in capable hands.

James Hall

Our DPW Director James Hall recently completed a seven-module Massachusetts Qualified Tree Warden (MQTW) training course. It is designed to educate tree wardens about what they need to know to fulfill their duties. Those who successfully complete the course receive the *Massachusetts Qualified Tree Warden (MQTW)* designation and certificate of achievement. Jim sought this course out on his own to increase his knowledge and the Town in its entirety will benefit from this certification.

Upcoming Select Board Dates of Interest

- **December 18:** Town Hall early closure (1pm)
- **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

TBD

CARLISLE PUBLIC SCHOOL

HUMAN RESOURCE SUPPORT GUIDE

IF YOU HAVE QUESTIONS ABOUT THE FOLLOWING TOPICS, PLEASE SPEAK TO THE APPROPRIATE PERSON

TOPIC

- Interpretation of the Teachers Contract
- MTRS
- School Employee salary, hours, rates, etc.
- Leave of absence with or without pay
- Work Related Issue, either collegial or supervisory, that you feel comfortable bring to the principal or superintendent



CONTACT

Jim O'Shea
Superintendent
joshea@carlisle.k12.ma.us

- Benefits (Health Insurance, Dental Insurance, etc.)
- Payroll (Direct Deposit, Deductions, taxes, etc.)
- Retirement (MCRS, OBRA)
- Work Related Issue that you do not feel comfortable bringing to a supervisor or superintendent *



Jessica Ritenhouse
Finance/Human Resources
Assistant
jritenhouse@carlislema.gov

Aubrey Thomas *
Assistant Town
Administrator/HR Director
athomas@carlislema.gov

- Title IX issues, questions or concerns

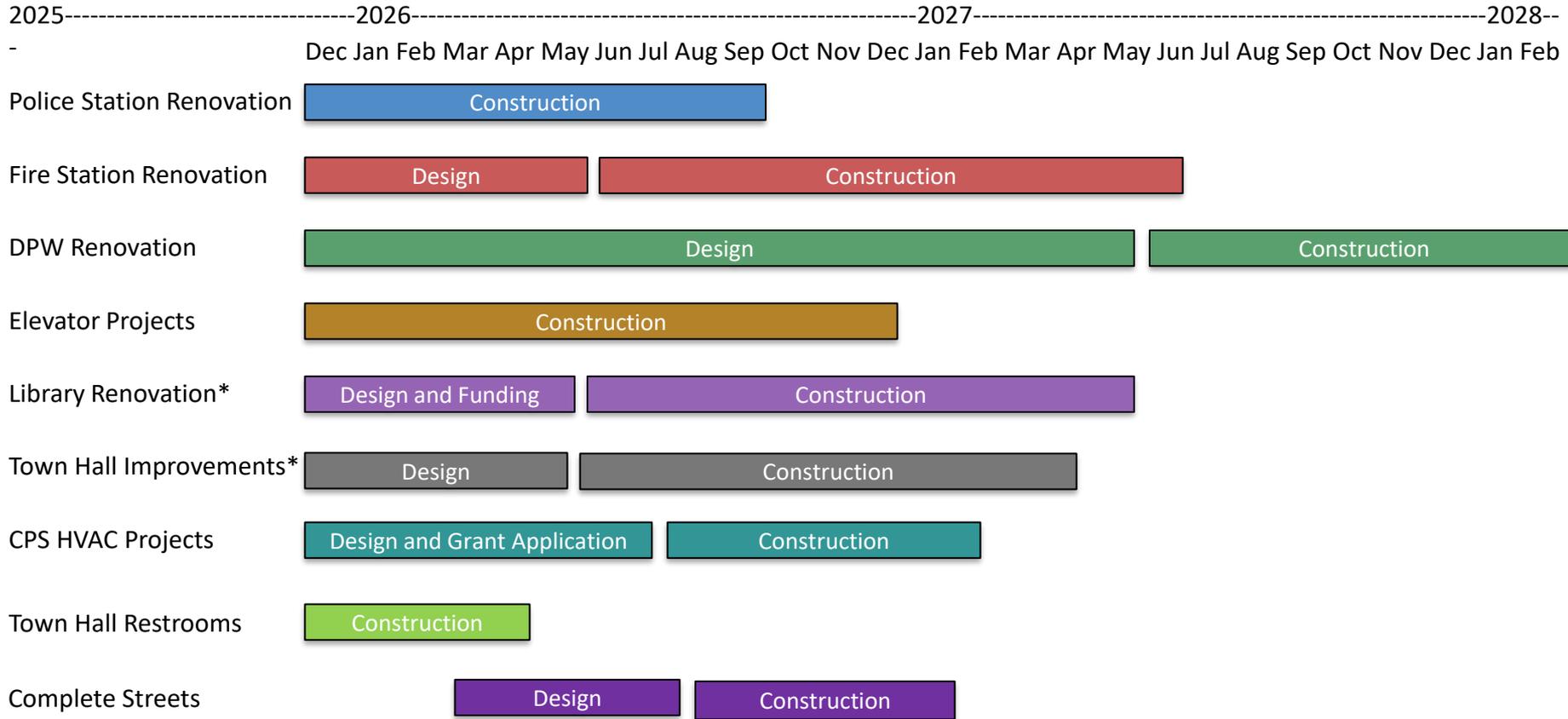


Valery Gransewicz
Director of Student Support
Services
vgransewicz@carlisle.k12.ma.us

PLEASE FEEL FREE TO REACH OUT TO ANY OF THESE INDIVIDUALS WITH YOUR INITIAL QUESTIONS, IF YOU ARE COMFORTABLE DOING SO.



Carlisle Capital Projects Timeline



* Includes library coils project and mechanical room expansion

* Improvements include the roof, RTU, envelope

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

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	Gretchen Gallimore
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input checked="" type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input checked="" type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which 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 municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Executive Assistant
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	This is "my Municipal Agency." Town of Carlisle
Agency Address:	66 Westford St. Carlisle, MA 01741
Office phone:	978-369-6136
Office e-mail:	ggallimore@carlislema.gov
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a special municipal employee.	Jan 6, 2026
BOX # 1	ELECTED SPECIAL MUNICIPAL EMPLOYEE

<p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</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 contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>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 contract made by a municipal agency is:</p> <p><input checked="" type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting 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>This is the "contracting agency."</p> <p>Town of Carlisle, Council on Aging and Human Services 66 Westford St Carlisle, MA 01741</p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>
<p>FILL IN</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</p>

THIS BOX OR THE NEXT BOX	<ul style="list-style-type: none"> - Please explain what the contract is for. <p>To instruct a dance class for the Council on Aging and Human Services department. The class will generally take place once a week for an hour, and classes have been scheduled (subject to change) from January 6, 2026 through the end of July 2026.</p>
	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</p> <ul style="list-style-type: none"> - 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?
What is your financial interest in the municipal contract?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p>Compensation at the regular rate of exercise teachers for the Council on Aging and Human Services. \$45/hour</p>
Date when you acquired the financial interest	January 6, 2026
What is the financial interest of your immediate family?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p>None</p>
Date when your immediate family acquired the financial interest	None
Employee signature:	
Date:	

**SEE NEXT PAGE FOR APPROVAL
BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN. TOWN COUNCIL,
OR DISTRICT PRUDENTIAL COMMITTEE**

**APPROVAL OF EXEMPTION
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	Gretchen Gallimore
Name of approving body: Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input checked="" type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	Executive Assistant
Agency Address:	66 Westford St. Carlisle, MA 01741
Office phone:	978-369-6136
APPROVAL OF § 20(d) EXEMPTION	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

Attach additional pages if necessary.

File your completed, signed, approved Disclosure with the city or town clerk.

Gretchen Gallimore

From: Eric Darling <edarling@carlisle-taxcredits.com>
Sent: Thursday, December 4, 2025 2:53 PM
To: Gretchen Gallimore
Cc: frs@uucarlisle.org; Eric Darling
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi Gretchen. - Yes, we approve the sign for CFRA.

Eric Darling
Carlisle Tax Credits LLC
edarling@carlisle-taxcredits.com
(978) 697-5369

You should be aware that any tax advice contained in this correspondence is not intended to be used for the purpose of avoiding penalties imposed by the Internal Revenue Code and that neither you nor any other person can use this correspondence for that purpose.

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From: Gretchen Gallimore <GGallimore@carlislema.gov>
Date: Thursday, December 4, 2025 at 11:03 AM
To: Eric Darling <edarling@carlisle-taxcredits.com>
Cc: frs@uucarlisle.org <frs@uucarlisle.org>
Subject: FW: Online Form Submittal: Reserve Town Property for Private Signs

Hi Eric –

Can FRS approve the below sign request on the Town Common?

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: Deb Kablotsky <debkablotsky@gmail.com>
Sent: Thursday, December 4, 2025 10:25 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi Gretchen - I don't think I got back to you: Yes to posting our sandwich board on Town Common. Thank you!

Deb

On Mon, Dec 1, 2025 at 3:05 PM Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

Hi Deb –

That would also be up to FRS. I would determine where you would like to place it on the Town Common, and then I can forward the request for permission from FRS

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: Deb Kablotsky <debkablotsky@gmail.com>

Sent: Monday, December 1, 2025 2:53 PM

To: Gretchen Gallimore <GGallimore@carlislema.gov>

Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Thanks for getting back to me, Gretchen. Can you let me know where on the Town Common we can place the sandwich board? I'm wondering if parents dropping off their kids at school would see it.

Deb

On Mon, Dec 1, 2025 at 10:39 AM Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

Hi Deborah –

I received the below request.

Unfortunately, the Rotary is already reserved for your requested time period.

You could request to place the sign on other Town land. The Common and the Transfer Station are popular and available.

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: Sunday, November 30, 2025 8:48 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	Deborah M Kablotsky
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Email Address	debkablotsky@gmail.com
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Address	55 LOWELL ST
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City	CARLISLE
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State	MA
-------	----

Zip Code	01741
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Phone Number	5083690681
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I'd like to place a sign on the...	Rotary
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If "other", on what Town land would you like to place your sign?	CARLISLE
Date(s) of Reservation	12/2/2025 4:30 PM - 12/13/2025 8:00 PM
All Day	Yes
Size and Type of Sign	Sandwich board
Organization and Purpose	Carlisle Firefighter Relief Association (CFRA)
Text of Sign	HOLIDAY FIRE ENGINE PARADE Saturday, December 14 11:15 AM
Attach File	CFD Parade Flyer 2025.pdf
Terms of Use	Yes

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



Gretchen Gallimore

From: Carrie Patel <cpatel@carlisle.k12.ma.us>
Sent: Thursday, December 4, 2025 10:44 AM
To: Gretchen Gallimore
Subject: Re: FW: Online Form Submittal: Reserve Town Land for Community Events

Hello Gretchen,

Thank you so much for your help with this. We reached out again to FRS and got the go ahead to use the Common on the evening of December 16, 2025.

Hope you have a great week and Happy Holidays!

Carrie Patel (she/her)

School Nurse
Carlisle Public School
Phone # 978-369-6550 Ext 1113
Fax # 978-371-7075

If you need this information translated, please copy and paste it into [Google Translate](#).

إذا كنت بحاجة إلى ترجمة هذه المعلومات ، يرجى نسخها ولصقها في ترجمة Google.

Se você precisar dessas informações traduzidas, copie e cole no Google Translate.

如果您需要翻譯此信息，請複製並將其粘貼到Google翻譯中。

Si ou bezwen tradwi enfòmasyon sa a, tanpri kopye li epi kole li nan Google Translate.

On Thu, Nov 20, 2025 at 10:50 AM Gretchen Gallimore <GGallimore@carlislema.gov> wrote:

Hi Eric –

Please see the below request for use of the Town Common for the WBYC Brighten the Night Vigil. Could you coordinate FRS permission?

Thanks,

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: Thursday, November 20, 2025 10:42 AM

To: Gretchen Gallimore <GGallimore@carlislema.gov>

Subject: Online Form Submittal: Reserve Town Land for Community Events

Reserve Town Land for Community Events

Use of Town Land

Town Land may be reserved for community and non-profit events that comply with Town policies.

Use of the Town Common for community events requires permission of the Select Board and the leadership of the First Religious Society.

Use of the Transfer Station for community events requires permission of the DPW Director and the Select Board.

Name	Carrie Patel
Email Address	cpatel@carlisle.k12.ma.us
Address	105 Captain Wilson Lane
City	Carlisle

State	MA
Zip Code	01741
Phone Number	603-465-1063
Date(s) and Time of Event	12/16/2025 6:30 PM - 12/16/2025 8:30 PM
I need more than one day/time	<i>Field not completed.</i>
Where would you like the event?	Town Common
Organization and Purpose	WBYC - supporting families through grief
Event Description	Brighten the Night is a evening vigil where we get together and read off the names of our loves ones who have passed in remembrance of their lives.
Permission from the First Religious Society (for use of the Town Common)	<i>Field not completed.</i>

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

Gretchen Gallimore

From: Carrie Patel <cpatel@carlisle.k12.ma.us>
Sent: Thursday, December 4, 2025 10:54 AM
To: Gretchen Gallimore
Subject: Fwd: Reserving Town Common for community event, 12/16

Here's the confirmation from Eric.

Thanks again!

Begin forwarded message:

From: Amy Smack <amypagesmack@yahoo.com>
Date: December 4, 2025 at 08:48:03 EST
To: Eric Darling <edarling@carlisletaxcredits.com>
Cc: uucarlisle@gmail.com
Subject: Re: Reserving Town Common for community event, 12/16

Hi Eric,

The request was made through Gretchen Gallimore, but she had not heard back from you so I offered to send a follow-up email. Thank you for approving the event! This will be our 4th annual Brighten the Night and it's always a meaningful event.

Best regards,
Amy

On Thursday, December 4, 2025 at 01:47:23 AM EST, Eric Darling <edarling@carlisletaxcredits.com> wrote:

Hi Amy - Of course the answer from FRS will be yes.

Normally, the procedure is to request permission from Gretchen Gallimore (*Gretchen Gallimore* <GGallimore@carlislema.gov>) at the town offices, and she forwards the request to me. Both the town and FRS need to approve. The town has a form application to be filled out. This mostly avoids conflicting scheduling.

Eric Darling
Carlisle Tax Credits LLC
edarling@carlisletaxcredits.com
(978) 697-5369

From: Amy Smack <amypagesmack@yahoo.com>
Date: Wednesday, December 3, 2025 at 9:33 AM

To: Eric Darling <edarling@carlisle-taxcredits.com>

Cc: uucarlisle@gmail.com <uucarlisle@gmail.com>

Subject: Reserving Town Common for community event, 12/16

Hi Eric and Michelle,

I'm following up on a request for use of the Town Common on December 16th at 7pm for "Brighten the Night" in honor of William Shaw. Would our non-profit, William's Be Yourself Challenge (WBYC) be able to reserve the Town Common for this event?

Many thanks,

Amy Smack

Gretchen Gallimore

From: James Hall
Sent: Monday, December 1, 2025 10:53 AM
To: Gretchen Gallimore
Cc: Vera Tice
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi Gretchen,
Sure, that's fine with me 😊
Thank you,
Jim

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From: Gretchen Gallimore <GGallimore@carlislema.gov>
Sent: Monday, December 1, 2025 10:42:11 AM
To: James Hall <jhall@carlislema.gov>
Cc: Vera Tice <vttice@comcast.net>
Subject: RE: Online Form Submittal: Reserve Town Property for Private Signs

Hi Jim –

Do you give permission for a sign at the TS to advertise the Concord Museum's Holiday House Tour this week? (The request complies with policy)

Thanks,
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, December 1, 2025 8:59 AM
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	Vera Tice
Email Address	vttice@comcast.net
Address	38 Audubon Lane
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	978-505-7142
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	12/1/2025 12:00 PM - 12/6/2025 5:00 PM
All Day	Yes
Size and Type of Sign	1.5 ft by 2 ft
Organization and Purpose	Concord Museum - advertise Holiday House Tour
Text of Sign	Holiday House Tour 2026 Get tickets at concordmuseum.org
Attach File	CM Holiday House Tour Sign 2026.jpg

Terms of Use

Yes

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

Form Center

My Forms

Disclaimer: Information submitted on this form will be sent via email. To protect sensitive information, do not request the following information on this form: Social Security numbers, driver's license numbers, bank account information, routing numbers, medical information, passport numbers, and passwords.

Reserve Town Property for Private Signs

Save Progress

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Name*

WALTERS, JON

Email Address*

grace@firstreligion.com

Address*

400 Concord St

City

Concord

State

MA

Zip Code

01741

Phone Number*

978 505 8053

I'd like to place a sign on the...*

- Rotary
- Town Common
- Other

If "other", on what Town land would you like to place your sign?

Town Dump

Date(s) of Reservation*

mm/dd/yyyy

hh:mm am/pm

mm/dd/yyyy

hh:mm am/pm

All Day

Yes 12/03/2025

Display period not longer than one week, with a possible renewal for a second week.

Size and Type of Sign*

ex: Sandwich board; 1.5 ft x 2.5 f

Signs must be no larger than 2x3ft and must be free-standing.

lawn sign

Organization and Purpose*

ex: Carlisle Community Chorus concert advertisement

What is the organization associated (if any) and the purpose of the sign?

Text of Sign*

see sign

Exact language, as it will appear on the sign.

Attach File

No file chosen
Attach a mock-up of the sign or language and/or images that will appear on the sign, if available.

Terms of Use*

Yes

I have read the Placement of Private Signs on Public Property Policy and my submission adheres to the Policy.

Receive an email copy of this form.

Email address

graves@haverhill.comcast.net

This field is not part of the form submission.

* indicates a required field