

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

January 13, 2025

Town Events and Town Hall News

TA Coffee Hour

January's Coffee Hour will be hosted in the Parlin Room of Town Hall. Residents are encouraged to bring questions about the upcoming budget cycle or any matter of interest. I plan to hold coffee hours through Town Meeting and will likely cycle through public buildings like the library, Town Hall, and the DPW. We will announce all upcoming coffee hours on the Town website and through social media.

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

- Richard Annese - Interim Building Commissioner

Fire Chief Appointments

- Bonnie Greco – Firefighter (reappointment)
- Greg Ascrizzi - Firefighter

HR Report from Assistant Town Administrator and HR Director Aubrey Thomas

I wanted to share some exciting updates from the Fire Department. The message below is from Fire Chief Bryan Sorrows and will also appear in the January Municipal Newsletter.

- We want to thank Captain Robert Koning for his many years of service to the department. Our records show that he officially started with the department in March of 1982, although he was volunteering before that. For many years he has done an incredible job making sure our aging fleet is always ready for a call. Captain Koning has retired as a structural firefighter but will continue to assist with fleet maintenance.
- David Newman has been promoted to Captain/EMS Coordinator.
- Lloyd Burke has been promoted to 1st Lieutenant.
- We are pleased to welcome Greg Ascrizzi as a new firefighter. We are also pleased to welcome Bonnie Greco back to the department.
- In addition, David Newman, Tom Bishop and Catherine Stevenson recently completed their course and clinical work to be certified as an Advanced EMT. Bjorn Hanson has also completed his coursework to be certified as an EMT.

We are also pleased to announce that Richard Annese has joined us as our Interim Building Commissioner. He has many years of experience in building and development, along with extensive expertise in local building inspections. Mr. Annese has previously served as an interim building commissioner for other communities when needed. He will serve in this interim role for an estimated one to six months, while we work to fill the permanent Building Commissioner position.

The Council on Aging and Human Services is always recruiting for a part-time van driver. This position offers a competitive hourly rate and provides a meaningful opportunity to support our community by delivering essential transportation services to older adults and individuals with disabilities.

Finally, we have begun the employee review process for the 2025 calendar year. This annual process includes an employee self-assessment, followed by a formal evaluation completed by the employee's supervisor and a one-on-one meeting to discuss performance and goals. Once complete, the evaluation is finalized and placed in the employee's personnel file.

Department Updates and Information

2025 Annual Report Has Begun

Relevant departments and boards received guidance to help improve and standardize the Annual Town Report. This Massachusetts requirement summarizes the Town's activities over the past year. Gretchen is leading an effort to enhance the final product by ensuring consistency across sections and improving the report's overall visual quality. This month-long effort relies on the dedicated work of Gretchen, along with Town staff and volunteers who collectively produce the report.

To see the Town's most recent annual reports, visit:
<https://www.carlislema.gov/Archive.aspx?AMID=36>

Route to Sustainability Day

Your Environmental Sustainability Committee has set the date for its annual environmental festival. This year's event will take place on Sunday, May 3, at 1pm. The Select Board has been formally invited

to attend the event.

COAHS Grant

I am pleased to share news from our COAHS Director Geoff that thanks to the hard work of our department heads, the Town has been awarded a grant through the Mass Broadband Institute's Connected & Online Program, providing 30 internet-enabled devices—along with assistive technology and remote health monitoring equipment—at no cost to the Town. The Connected Carlisle initiative is a collaborative effort between COAHS, the Gleason Public Library, and the Recreation Department, designed to expand equitable access to education, workforce development, and telehealth through a mix of on-site public access and lending programs.

Budget Updates

The Finance Committee will begin its marathon meetings with Town departments next week. Over two days, each department will present its operating and capital budget requests to the Town's financial advisory board. These discussions are designed to help officials understand the service impacts of each request and will inform the Committee's recommendations during the budget deliberations in February, March, and April.

For up to date information on the budget, visit:

<https://www.carlislema.gov/1083/Budget-Information>

We are also working with Chief Amendola and Chief Sorrows to finalize new employment contracts. Both contracts expire this year and will require renewal to retain their services. We expect to have the new agreements in place by the end of January.

Capital Project Updates

Elevator Modernization Project

We held a preconstruction meeting this week with representatives from our design firm, the Facilities Department, and New England Builders & Contractors, Inc. The project will begin this spring with submittals and advance planning. Barring any schedule changes, the first elevator to be modernized will be at CPS (Grant Building), followed by Town Hall and the Library. Construction is planned to begin immediately after the school year ends, with the goal of completing all work before school resumes in the fall. All three elevators are expected to be completed by that time.

Town Hall Bathroom Renovation and Mechanical Room Expansion

The restroom project will begin this winter and is expected to be completed prior to the Annual Town Meeting. In addition, the Facilities Director is planning the department's work related to the Town Hall mechanical room expansion. I will update the Board once that project is fully planned.

Cemetery Mapping and Software Implementation

Gretchen and Jim continue to staff the Cemetery Committee's efforts to map Green Cemetery.

Currently, most of the cemetery is mapped, but the effort has slowed with the recent weather.

Community Preservation Act (CPA) Projects

Diment Park Study

The Diment Park Subcommittee finalized their contract with designer Ludic Studios (Lu-La) to assist the Committee with the redesign of Diment. The goal of this work is to provide a final design and cost estimate for the construction work.

Cranberry Bog Dam #1 Repair

The ground-penetrating radar work is now complete, and our vendor plans to present their findings to the Conservation Department this week. Construction will begin as soon weather allows. While this emergency repair is ongoing, Meghan and I are working on procuring the first phase of the dam repair for work to begin in the spring.

Hydrology Studies – Greenough and Cranberry Bog

No new information.

Bog House Affordable Housing Feasibility Study

We have completed a contract with housing consultant Elizabeth Rust to assist with the CAHT's continued investigation into constructing affordable housing at the Town's Bog House.

Benfield Keyless Entry System

No new information.

Building Construction Projects

Library Renovation

The project's designer, Schwartz/Silver, has largely finalized the construction documents. Design work is currently on hold while the Building Committee awaits a decision from the Massachusetts Architectural Access Board on a requested variance related to the historic emergency exit staircase. Approval of this variance would both expedite the project and reduce costs. The request is supported by the Carlisle Historical Commission and the Concord Commission on Disability, and the Committee is hopeful of receiving a decision from the MAAB on Monday, January 12.

Police Station Renovation

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

Fire Station Renovation

The newly appointed Fire Station Renovation Building Committee (FSRBC) met for the first time last week. The Committee named Eric Balles and Gregory Zurlo Committee Co-Chairs. The goals of this committee include guiding the design process to maintain the Select Board's project goals (listed below) and staying under the Board's financial targets.

- Meet current and anticipated safety standards for Carlisle Firefighters and EMTs.
- Provide living/working space necessary to attract and retain on-call firefighters.
- Accommodate gender equity within the facility.
- Maximize existing space and only add cost effective space based on needs assessment.
- Maintain a high level of sustainability in the completion of the project

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.

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

Budget and Town Meeting: The budget and warrant articles under consideration at the Annual Town Meeting will become a primary talking point for your next few meetings.

Cell Tower RFP: I am working with Town Counsel to finalize a RFP for your consideration. The final decision on adding cell service to our Proctor Road Tower will be made at Annual Town Meeting.

Approval Notifications

- We approved a sign on the rotary advertising the Carlisle Community Chorus's event. The sign will be in the rotary from January 7 to January 13.
- We approved a sign on the rotary advertising the Gleason Public Library's Book Swap. The sign will be in the rotary from January 28 to February 7.
- We approved a sign on the rotary advertising the ESC's Route to Sustainability Day. The sign will be in the rotary from April 20 to May 4.
- We approved a sign on the rotary, the Town Common, and at the Transfer Station advertising the Carlisle Garden Club's Spring on the Wing event. The signs will be displayed from March 15 to March 28.

Staff Recognition

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

Gretchen Gallimore

In addition to her regular duties, Gretchen has continued to expand her professional portfolio and skill set by independently managing procurements and pursuing grant opportunities. Most recently, her efforts resulted in Carlisle being awarded an Accessibility Improvement Grant—a competitive program administered by the Massachusetts Office on Disability. The grant supports projects that improve access to public programs, services, and spaces for residents with disabilities, including ADA self-evaluations and transition plans, accessible playground equipment, emergency preparedness enhancements, assistive technology, and architectural improvements to municipal facilities. Gretchen is now leading the procurement of a consultant to develop a comprehensive accessibility transition plan that will guide the Town’s efforts to improve accessibility across municipal facilities and services.

Captain Robert Koning

As reported by Aubrey and the Fire Department, Captain Robert Koning served the Town of Carlisle for more than 40 years as a call firefighter. Four decades of service is an extraordinary commitment in any field, but it is especially meaningful in a profession that routinely places individuals in harm’s way for the safety of others. Captain Koning’s dedication represents the very best of public service — consistent and community-focused. It is this type of long-term commitment that has kept countless residents safe and allowed Carlisle to maintain a strong, professional call fire department for generations. The Town is deeply grateful for Captain Koning’s service and the legacy he leaves behind.

CPT David Newman

And congratulations to the newly promoted CPT Newman, a Fire Department member with many talents including his work as the EMS Coordinator. CPT Newman has invested hundreds of hours of his personal time looking to improve the Department and is a great example of how Towns like Carlisle continue to field members in an on-call department. CPT Newman also works closely with several municipal departments, not only offering training to staff, but insight into how we can better serve the Town’s vulnerable populations during emergencies.

Upcoming Select Board Dates of Interest

- **January 13:** Regular Select Board Meeting
- **January 19:** Town Hall Closed for the Martin Luther King Day Holiday
- **January 22 to 24:** Annual MMA Conference (Boston)
- **February 10:** Regular Select Board Meeting
- **February 24:** Regular Select Board Meeting

Upcoming Select Board Meeting Draft Agenda

TBD



Annual Town Report Workshop

December 16, 2025



Important Dates

- Reports are due Friday, January 30th
 - Email to gallimore@carlislema.gov
- Calendar Year 2025
 - No activity after Dec 31, 2025



General Guidelines

- Use the template and Styles Menu
- Aptos, 12pt font
- Do not indent paragraphs
- Do not adjust add/remove space between paragraphs
- Names of members



Accessibility – Styles Menu

- Heading 1 is already used to indicate section titles
- You'll be using the following Headings:
 - 2 for your Dept/Board/Committee title
 - 3 for internal section headings (optional)
 - 4 for any subheadings (optional)



Accessibility - Color

- Contrast
 - 4.5:1 ratio
- Do not use color alone to convey meaning
 - Symbols may be used if they have alt text
- Visit the mass.gov guide for more information : [Digital Accessibility Fundamentals: Color | Mass.gov](#)



Accessibility – Pictures and Alt Text

- How:
 - Right click on the image and select “View Alt Text...” or in the ribbon, go to “Picture Format” then select “Alt Text”
- Does the image:
 - Tell a story?
 - Literal or necessary to understand the content?
 - Functional?
 - Have meaning?
- 1-2 sentences at most
- Set to “In Line with Text”



Accessibility – Tables

- Only use Tables if absolutely needed
 - Data comparison or numerical data that shows mathematical relationships
 - Not for a list of information or to layout text
- Include using the “Insert” menu
- Include headers
- Visit the mass.gov guide for more information: [Making Accessible Word Documents for PDF Export | Mass.gov](#)



Accessibility – Graphs and Charts

- Do not use color alone to convey meaning
- Each chart should have a heading title
- Ensure items in chart are labeled visibly
- Provide a table alternative for the chart
 - Table alternatives should have proper structure and heading titles
- Provide summaries
- Visit the mass.gov guide for more information: [Data Visualization Accessibility | Mass.gov](#)



Resources

- [Accessibility training resource center | Mass.gov](#)
- ggallimore@carlislema.gov
- 978-369-6136



Questions

- Time for questions and demonstrations

Ryan McLane

From: Geoffrey Kotowski
Sent: Monday, December 22, 2025 3:35 PM
To: Ryan McLane
Cc: Aubrey Thomas
Subject: Mass Broadband Connected & Online Grant Award

Good afternoon Ryan,

I am pleased to share that the Town has been awarded a grant through the Mass Broadband Institute's Connected & Online Program. The grant will provide 30 internet-enabled devices (15 Chromebooks, 10 tablets, and 5 desktops), along with assistive technology and remote health monitoring equipment, at no cost to the Town.

This project—Connected Carlisle—is a collaborative initiative between COAHS, the Gleason Public Library, and the Recreation Department. The devices will support a combination of public on-site access and lending programs, with a focus on expanding access to education, workforce development, and telehealth, particularly for residents who lack reliable devices at home. While we do not anticipate that the Recreation Department will fully utilize its allocated equipment on a day-to-day basis, the partnership allows flexibility for COAHS and the Library to step in, provide support, and ensure that all devices remain actively deployed for public benefit.

In addition to the core devices, the award includes accessibility equipment (large-print and Braille keyboards, ergonomic and alternative input devices) and health monitoring tools that will be used for digital health literacy and telehealth education. This award reflects strong cross-department coordination and positions Carlisle to significantly expand equitable digital access without a local financial match. We will move forward with deployment planning and will keep you updated as the program is launched and equipment is delivered.

Best,
Geoff

From: [Chris C](#)
To: [Ryan McLane](#); [Scott Triola](#)
Subject: Route to Sustainability Day 2026
Date: Monday, January 5, 2026 11:35:43 AM

Greetings,

The cold days of January signal the start of Route to Sustainability Day preparation. The ESC would like to invite the Select Board and you to participate in 2026! This time around, the event will be held on Sunday, May 3, 1:00pm-4:00pm. We kindly request that you confirm whether you would like a table at RTSD by March 6, 2026.

More details regarding RTSD26 will be shared in the future. In the meantime, please do not hesitate to reach out with any questions or comments.

Thank you and we look forward to having you be part of the 2026 event!

Christina Christodoulopoulos
Co-Chair Carlisle Environmental Sustainability Committee

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Tuesday, January 6, 2026 1:09 AM
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	Barney Arnold
Email Address	Barney.arnold@comcast.net
Address	225 Lowell Street
City	Carlisle
State	Ma
Zip Code	01741
Phone Number	9789851228
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	1/7/2026 2:00 PM - 1/13/2026 9:45 PM

All Day	<i>Field not completed.</i>
Size and Type of Sign	Sandwich board
Organization and Purpose	Carlisle Community Chorus; multi age choral group
Text of Sign	Same as before to promote free concert on Tuesday, January 13, 7pm
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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



Gretchen Gallimore

From: noreply@civicplus.com
Sent: Sunday, December 28, 2025 9:25 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

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Name	Bill Cooney
Email Address	williamcooney@comcast.net
Address	959 concord street
City	carlisle
State	ma
Zip Code	01741
Phone Number	9785023903
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	1/28/2026 8:00 AM - 2/7/2026 2:00 PM

All Day	Yes
Size and Type of Sign	Sandwich Board 2x3 feet
Organization and Purpose	The Friends of the Gleason Public Library is hosting a book swap at the Library on February 7, 2026. The purpose of the sign is to promote the event and to encourage the drop-off at books at the Library for the event.
Text of Sign	See attached file for exact language
Attach File	IMG_9170.jpeg
Terms of Use	Yes

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



Gretchen Gallimore

From: noreply@civicplus.com
Sent: Tuesday, January 6, 2026 7:30 AM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Town Property for Private Signs

Reserve Town Property for Private Signs

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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	Christina Christodouloupoulos
Email Address	Cccarlisle21@gmail.com
Address	46 Hemlock Hill
City	Carlisle
State	MA
Zip Code	01741
Phone Number	781-608-7388
I'd like to place a sign on the...	Rotary
If "other", on what Town land would you like to place your sign?	<i>Field not completed.</i>
Date(s) of Reservation	4/20/2026 8:00 AM - 5/4/2026 3:00 PM

All Day	Yes
Size and Type of Sign	Sandwich Board 2x3
Organization and Purpose	Route to Sustainability Day, Environmental Sustainability Committee
Text of Sign	Please see image; dates will be updated
Attach File	IMG_1475.jpeg
Terms of Use	Yes

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Gretchen Gallimore

From: Gretchen Gallimore
Sent: Tuesday, January 6, 2026 9:03 AM
To: Diane Geggis
Cc: 'Eric Darling'; James Hall
Subject: RE: Online Form Submittal: Reserve Town Property for Private Signs

Hi Diane –

With the permission from Eric (FRS) and Jim (DPW), I've made the reservation as requested. As your reservation is lengthy, you may be asked to shorten the duration in the first week if conflicts arise.

In the Rotary: Signs are not to be placed on the Rotary itself as it is a war memorial and safety hazard to cross traffic. You may place the sign in one of the “triangles” between pedestrian crossings.

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: Eric Darling <edarling@carlissetaxcredits.com>
Sent: Tuesday, January 6, 2026 7:24 AM
To: Gretchen Gallimore <GGallimore@carlislema.gov>; James Hall <jhall@carlislema.gov>
Cc: Diane Geggis <dianegeggis@gmail.com>; Eric Darling <edarling@carlissetaxcredits.com>
Subject: Re: Online Form Submittal: Reserve Town Property for Private Signs

Hi Gretchen - Yes, FRS approves the Garden Club sign. (After all, the event is in the church!)

Many thanks,

Eric

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

From: Gretchen Gallimore <GGallimore@carlislema.gov>
Date: Monday, January 5, 2026 at 3:28 PM

To: Eric Darling <edarling@carlislecredits.com>, James Hall <jhall@carlislema.gov>

Cc: Diane Geggis <dianegeggis@gmail.com>

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

Hi Eric and Jim –

Is this use of the Town Common and Transfer Station permissible to FRS and the DPW? There are no other reservations currently on the calendar.

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, January 5, 2026 3:24 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

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Name	Diane Geggis/Carlisle Garden Club
Email Address	dianegeggis@gmail.com
Address	296 Brook St

City	Carlisle
State	MA
Zip Code	01741
Phone Number	9788358108
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?	Transfer Station
Date(s) of Reservation	3/15/2026 8:00 AM - 3/28/2026 5:00 PM
All Day	Yes
Size and Type of Sign	Sandwich board
Organization and Purpose	Carlisle Garden club Spring on the wing event
Text of Sign	<p>Please join us for Spring on the Wing</p> <p>FREE seeds, plants and expert advice.</p> <p>Saturday, March 28. 3:00 to 5:00 PM Union Hall</p>
Attach File	<i>Field not completed.</i>
Terms of Use	Yes

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