

# TOWN ADMINISTRATOR REPORT



**Ryan M. McLane**

February 10, 2026

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

### **TA Coffee Hour**

February's Coffee Hour will be hosted at the Gleason Public Library on February 17 at 10 a.m. 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 the Town's public buildings. 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***

- None

## **Department Updates and Information**

### **Fall Town Meeting**

With several Boards and Committees considering bylaw changes this fall, we recommend that the Board establish a tentative meeting date as soon as possible. Identifying a date will allow petitioners to plan their timelines and meet all required deadlines.

## **Americans with Disabilities (ADA) Act Grant Awardee**

As previously reported, the Town received an ADA Improvement Grant thanks to Gretchen's efforts. This week, she completed the procurement process and awarded a contract to the Institute for Human Centered Design. The firm will evaluate Town facilities, our website, and other public-facing resources, and will develop recommendations to enhance overall accessibility. We anticipate this work beginning in the spring, with a full presentation to the Select Board following Annual Town Meeting.

## **National Brain Tumor Society Ride**

The organizers of the National Brain Tumor Society Ride are once again requesting permission to use Carlisle roads for their annual event. They have coordinated all necessary arrangements with the Police Department, and Chief Amendola recommends approval. The non-profit charity ride is scheduled for Sunday, May 17, 2026, and would travel along a portion of Town streets. The formal request letter is attached to this report.

## **Paul Revere's Bike Ride**

The Concord Museum will be holding its Second Annual Paul Revere's Bike Ride, a recreational bike ride, on Saturday, May 16, 2026. Organizers expect up to 600 cyclists who will ride through Carlisle, and they are seeking your approval. The event is a fundraiser for the Museum's educational programs. Chief Amendola is recommending approval.

## **Volunteer Training Plan**

As part of our ongoing effort to support our volunteers — and in alignment with the Select Board's goals — Gretchen has developed a comprehensive training plan, with the intent to further enhance it in 2026. We plan to schedule consistent All-Board meetings that combine information sharing with targeted training. In addition, Gretchen will offer and schedule volunteer member training and chair-specific training both on demand and during the annual reappointment cycle.

The current framework includes:

- Quarterly training/check-in meetings
- Chair training sessions each July–September
- Updating volunteer resources to ensure they are clear and easy to use (in coordination with the Town Clerk)
- Developing AI-based templates to support volunteer work
- Creating shareable presentations
- A stretch goal of producing short, CGP Grey–style educational videos in partnership with MMN

The greatest challenge in implementing this program is balancing the time constraints faced by

volunteers. Requiring an initial foundational training — followed by more advanced training for those serving as committee chairs — would strengthen the Town’s volunteer program. At the same time, we are mindful of having too many requirements for time-strapped volunteers, so we do not want the training expectations to discourage participation. We will continue refining this balance and will provide regular updates on progress toward this goal.

## **Updated Organizational Chart**

Attached to this report is an updated organizational chart. We hope you have a chance to review this chart and offer recommendations on how we can make it more instructive and user friendly. The goal of the chart is to ensure continuity and offer a training tool for both volunteers and new employees.

## **Budget Updates**

The Finance Committee continues its review of the FY27 budget in preparation for a presentation to the Board on February 24. That presentation will include the Committee’s recommendations for the final budget to be brought forward to Town Meeting in May.

We have submitted applications for three significant grants over the past month and are awaiting results. The first would offset design costs for the Connected Carlisle Sidewalk Project. The second would support efforts to accelerate digitization within the land use departments. The third seeks design funding for the Town Hall RTU Replacement Project. We will provide regular updates on the status of these applications as information becomes available.

For up-to-date information on the budget, visit:  
<https://www.carlislema.gov/1083/Budget-Information>

## **Capital Project Updates**

### **Elevator Modernization Project**

No new information.

### **Town Hall Bathroom Renovation**

The restroom renovation project began last week and is progressing as planned. To keep Town Hall operational throughout construction, the work is being completed two bathrooms at a time. The project includes replacing all plumbing from each restroom to the mechanical room, helping prevent future leak issues.

### **Cemetery Mapping and Software Implementation**

No new information.

## **Community Preservation Act (CPA) Projects**

### **Diment Park Study**

No new information.

### **Cranberry Bog Dam #1 Repair**

SumCo presented the ground-penetrating radar (GPR) survey results to the Conservation Commission. Before approving any additional work, the Commission has requested that the findings be reviewed by an independent engineering firm. Following that analysis, ConsCom will determine whether to proceed with emergency repairs or incorporate the work into the larger Phase 1 repair effort.

Meghan and I recently finalized the RFP for the Phase 1 repairs, which has been approved by ConsCom. The RFP is expected to be issued next month, pending the Commission's decision regarding the emergency work. Preparations for Phase 2 will not begin until ConsCom has reviewed the hydrology study analysis.

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

No additional information.

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

I am working with Julie and the CAHT to finalize contracts with Gienapp and Nitsch to advance this project's schematic design phase. The CAHT has met with the CPC and plans to request CPA funds for the project at the upcoming Town Meeting.

### **Benfield Keyless Entry System**

No additional information.

## **Building Construction Projects**

### **Library Renovation**

No new information.

### **Police Station Renovation**

Construction is ongoing. Outdoor work has slowed due to snow conditions. The project continues to be closely monitored through weekly construction meetings attended by PSRBC members, along with monthly PSRBC meetings with the Owner's Project Manager and architectural team. Please see the attached budget report and note that the construction team is still reporting that we are on time and within budget.

## **Fire Station Renovation**

Attached to this report is the latest project timeline published by Tecton. The FSBRC continues to meet regularly, working with the Owner's Project Manager and architect to advance the project. As of today, the schedule remains on track for a spring bid and an Annual Town Meeting vote.

## **DPW Renovation**

The first meeting of the DPWRBC will be held next week. The first order of business for the Committee is to organize and approve a request for proposals that will solicit the project's designer.

## **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:** We have planned a meeting with Senator Barrett on March 24<sup>th</sup>.

**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.

**Police and Fire Chief Contracts:** We will have drafts of new contracts with Chief Amendola and Chief Sorrows for your consideration at an upcoming meeting.

## **Approval Notifications**

- We approved signs for the rotary, Town Common, and a transfer station for Carlisle's Race Amity Day. We also approved the organizer's request to use the Town Common. The signs will be displayed June 7<sup>th</sup> to June 14<sup>th</sup>, the day of the event.

## **Staff Recognition**

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

### **James Powderly**

Now that Jim Powderly has announced his well-earned retirement, Jon Metevier and I wanted to share some information about Jim in thanks for his service to Massachusetts communities and specifically Carlisle. Jim has been a Massachusetts-licensed Plumber and Gas Fitter for more than 50 years. Before becoming an inspector, Jim worked as a plumber alongside his brother and later went out on his own, operating Jim Powderly Plumbing and Heating.

After serving as the interim Plumbing and Gas Inspector in Billerica, Jim accepted a permanent position with the Town of Bedford in 2005. In 2008, he became the Plumbing and Gas Inspector for the Town of Carlisle. For the past 18 years, Jim has proudly served both communities, consistently looking out for the best interests of Carlisle residents and never hesitating to hold

plumbers to the highest professional standards.

Although he will be greatly missed in Carlisle, we wish Jim the very best in a well-deserved retirement. He plans to move closer to his daughters and looks forward to spending more time with his grandchildren.

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

- **February 16:** Presidents' Day Holiday
- **February 24:** Regular Select Board Meeting
- **February 25:** Select Board Meeting – Benfield Tour
- **March 10:** Regular Select Board Meeting
- **March 24:** Regular Select Board Meeting

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

TBD

January 23, 2026

Town of Carlisle  
c/o Ryan McLane  
66 Westford Street  
Carlisle, MA 01741

Dear Mr. McLane,

I am reaching out as event organizers for The National Brain Tumor Society Ride taking place on Sunday, May 17, 2026. The non-profit, charity ride requests permission to travel on a portion of the streets of the Town of Carlisle. The event starts at 200 West St in Waltham and consists of the following routes:

- 50- mile rolling start between 7:00 – 8:00am
- 25- mile begins at 8:45am
- 10- mile begins at 9:00am

For this event, all departing riders will exit from 200 West Street, turning right onto West Street and left on Winter Street. All riders returning to the finish at 200 West Street will travel from Rt. 117 onto Lexington Street to the finish at 200 West Street.

Directional signage will be installed Saturday morning and removed Sunday afternoon. This year roughly 500 riders are anticipated.

We will have full communication support from cellular radios in each SAG vehicle, as well as a Command Center located in Waltham at the event start/finish site. There will be staff and volunteers at all water/rest stops and Police Details stationed at intersections along the route to offer additional safety and support to participants.

Thank you very much for your consideration of this request. We look forward to working with you again this year. Should you need to contact me, I can be reached by email at [azampitella@conventures.com](mailto:azampitella@conventures.com) or phone at 617-204-4234.

Sincerely,  
Annie Zampitella  
Director of Sports Events  
Conventures, Inc.

# Paul Revere's Bike Ride

## Second Annual Paul Revere's Bike Ride for the Concord Museum

Saturday, May 16, 2026

53 Cambridge Turnpike, Concord MA 01742

### Overview

The Concord Museum will be holding its Second Annual Paul Revere's Bike Ride, a recreational bike ride, on Saturday, May 16, 2026. We expect up to 600 cyclists who will ride either a 20- or 30-mile loop through Concord, Bedford, Lexington, Lincoln, and Carlisle, beginning and ending at the Concord Museum. The event is a fundraiser for the Museum's educational programs through the Paul Revere's Ride Fund, which substantially subsidizes or fully covers costs for schools participating in field trips that bring hands-on history to over 14,000 students annually.

### Schedule

- Rider check-in opens at 8:30am at the Concord Museum. Early check-in will be offered during the week leading up to the ride.
- Ride begins at 10:00am in staggered waves to avoid congestion on the roads.
- Riders will have access to a rest and water stop at the Minute Man National Historical Park Visitor Center parking lot on North Great Road in Lincoln.
- Post-ride celebration begins at 11:30am at the Concord Museum.

### Route

- Only long loop riders will ride through Carlisle. We expect this will be about 400 cyclists over the course of 1-2 hours. The Carlisle section of the ride begins about 22 miles into the course, so riders will be widely distributed across the route depending on speed at that point. We expect that the first riders will reach Indian Hill Road around 11:30am.
- Route through Carlisle
  - Beginning northbound on Lowell Road/Concord Street
  - Turn right onto Indian Hill Road

- Turn left onto Indian Hill
- Turn left onto Robbins Drive
- Turn right onto Russell Street
- Turn right onto Baldwin Road
- Keep left onto Stearns Street
- Turn left onto Stearns Street
- Turn right onto Bedford Road
- Turn right onto River Road
- Ending after section on River Road, continuing southbound on Monument Street

## Safety and additional details

- Event website: <https://concordmuseum.org/event/second-annual-paul-reveres-bike-ride/>
- Full routes
  - Short loop: 21.3 miles. <https://ridewithgps.com/routes/49282143>
  - Long loop: 32.4 miles. <https://ridewithgps.com/routes/49282117>
  - Route maps available at <https://www.bikereg.com/second-annual-paul-reveres-bike-ride-for-the-concord-museum>.
  - Routes will be marked with arrows (lawn signage) and volunteers posted at busy intersections.
- Medical support for cyclists will be available.
- Volunteer cyclists will serve as sweeps along the route, after the last rider.
- A SAG (support and gear) vehicle will drive along the route, providing riders with assistance for mechanical problems, or transport back to the Museum for anyone who feels they are unable to complete the ride. Riders will be provided with a phone number. All riders and volunteers are instructed to call 911 in the event of any serious injuries or medical emergencies.
- All riders will receive instructions to obey traffic laws and bike single file.

Save Share Edit More

# Paul Revere Ride Long Loop

By Tim

32.4 mi + 1,260 ft 6.3 %  
00:00 - 1,261 ft -4.5 %

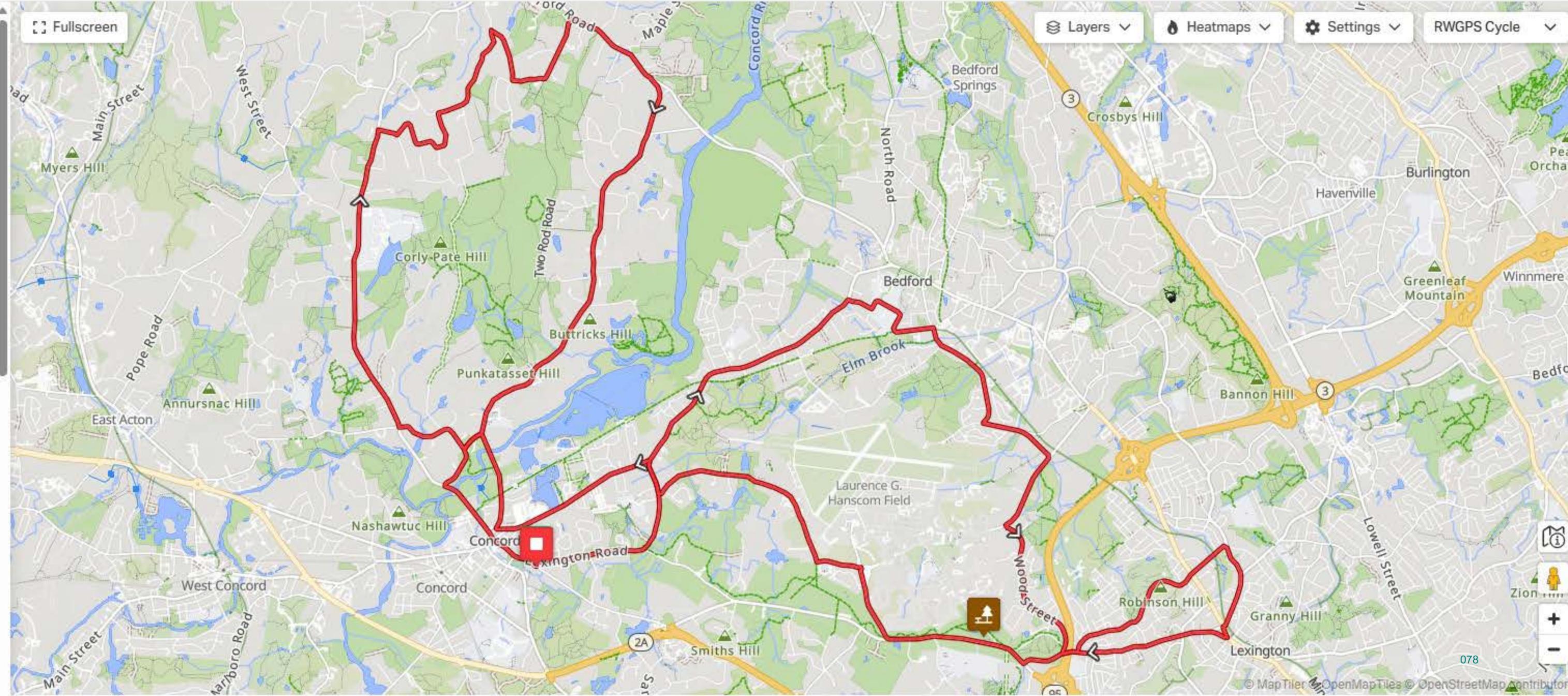
Send to Device

Concord, MA Public (2,496 views)  
Created Dec 18, 2024 Updated May 15, 2025  
Copy of Paul Revere Ride Long Loop-Revised-No Bikeway 3 reviews

## Explore More

Discover your next great ride, courtesy of the largest public bike route library on the internet.

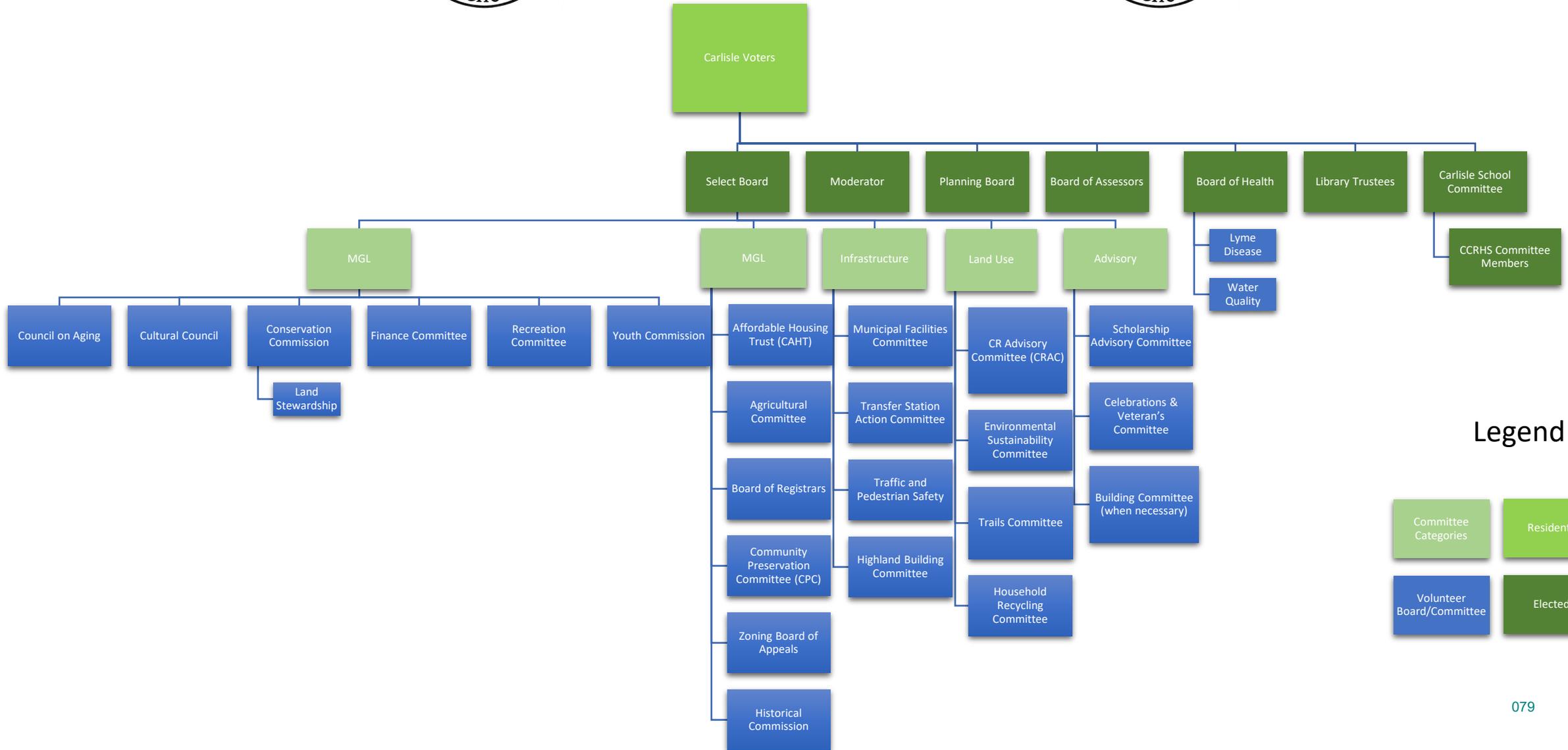
Explore More Routes Like This





# Town of Carlisle

## Town Structure



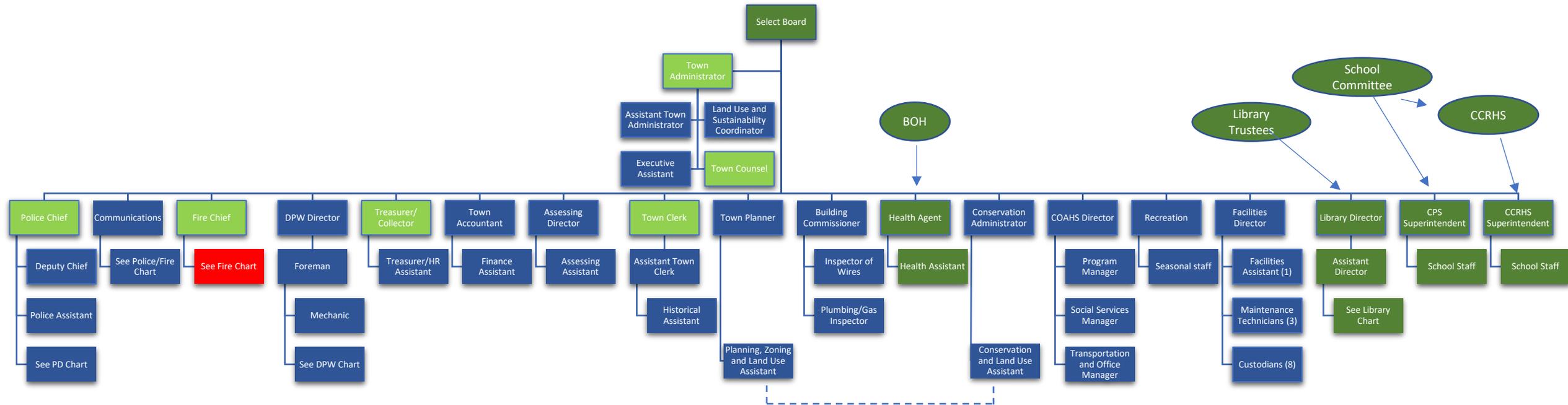
### Legend





# Town of Carlisle

## Departments



### Legend

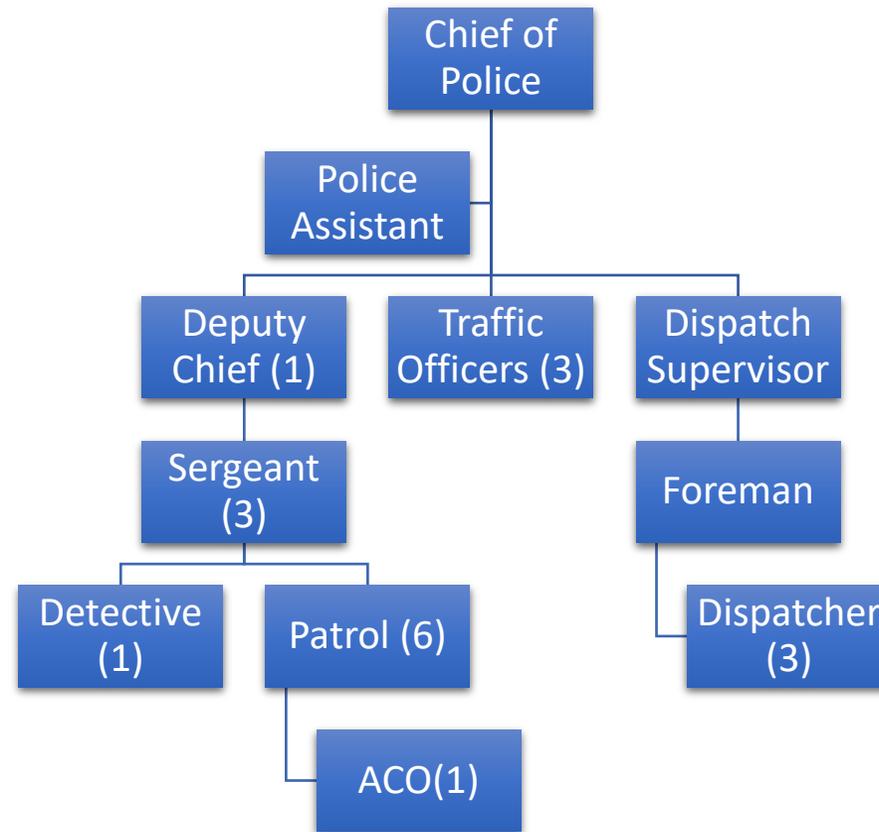


\*\* Effective 2/4/26 pending TA Bylaw acceptance



# Town of Carlisle

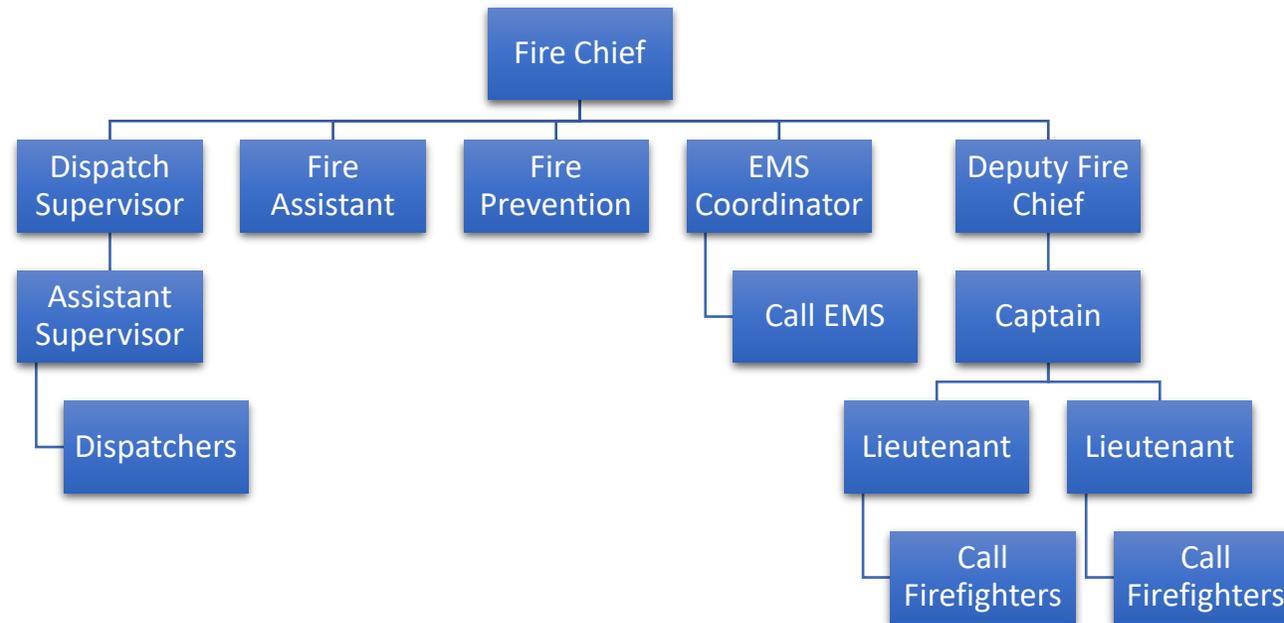
## Police Department





# Town of Carlisle

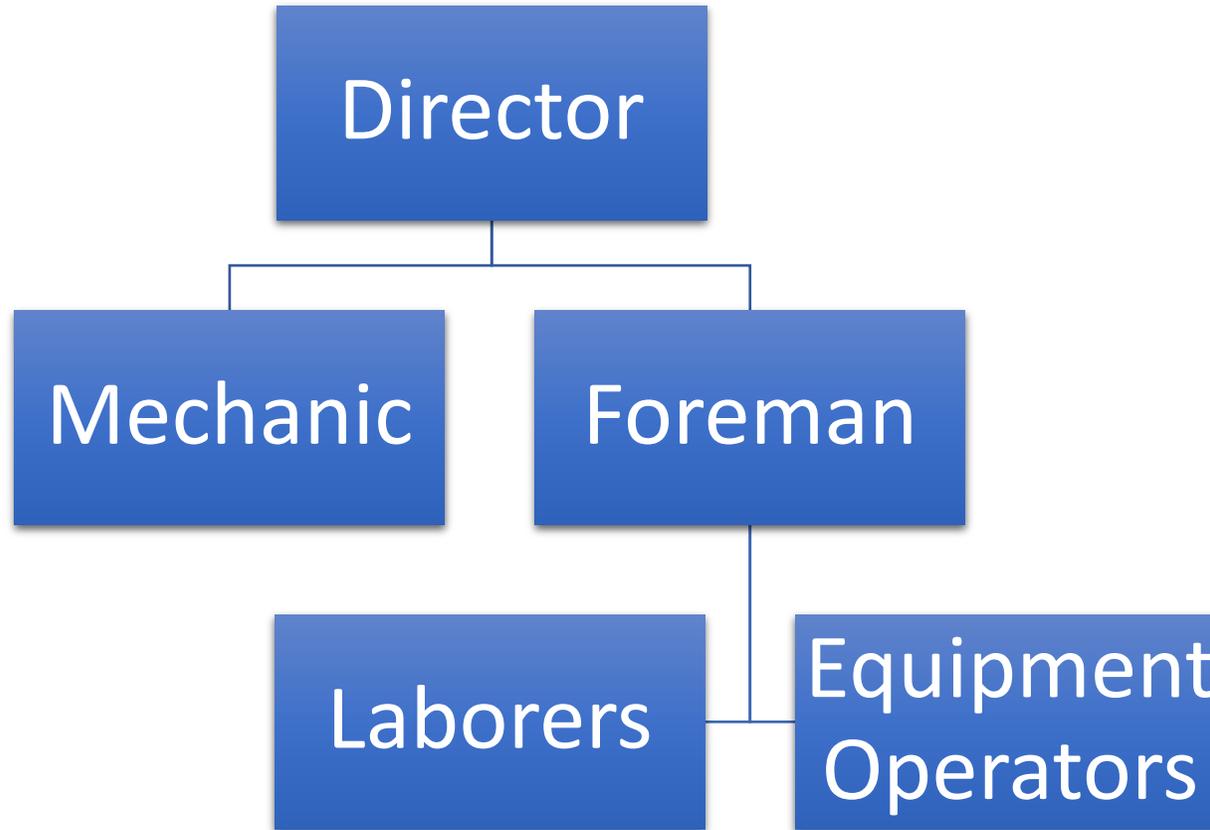
## Fire Department





# Town of Carlisle

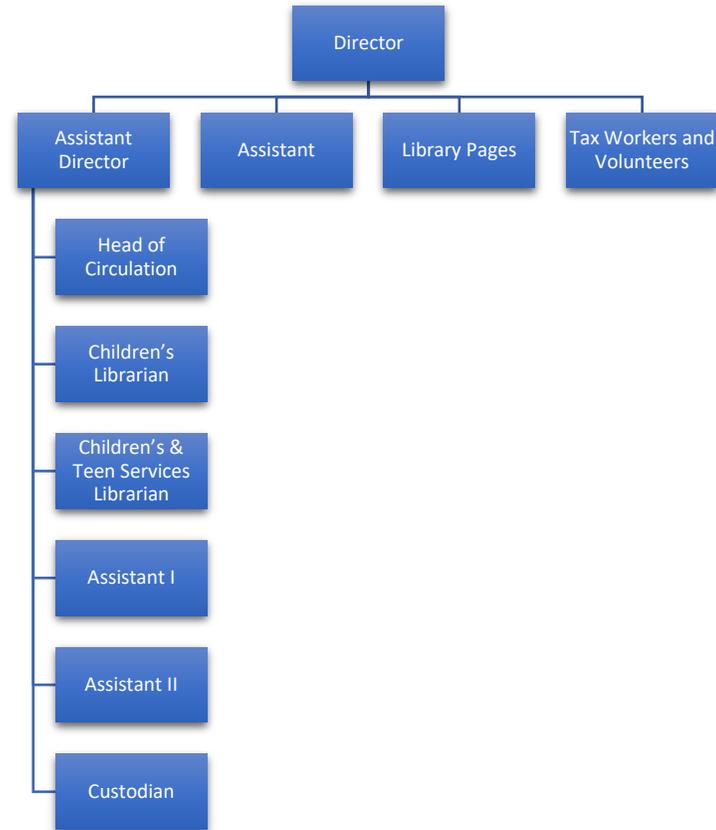
Public Works





# Town of Carlisle

## Library



Carlisle Fire Station  
Work Plan  
January 2026



January 5, 2026	Kickoff Meeting with Building Committee
January 13 2026	Building Committee – Contractor Prequal & SD Plan Review
January 14 2026	Invitation for Prequalification – GC & Subcontractor
January 14 2026	Permitting – Board of Health Meeting
January 16 2026	DD Estimate start
January 22 2026	Technology / Radio / IT / AV and Interior Design Overview
January 26 2026	Building Committee – Plan Review / Design Update
January 26 2026	Tutorial for Prequalification Software – Biddocs.com (FINAL DATE TBD)
January 30 2026	Prequalification Package Submittal DUE
February 5 2026	Firematic equipment / Plumbing / Exterior Design Overview
February 6 2026	<a href="#">Anticipated receipt of DD estimate</a>
February 9 2026	Building Committee – Plan Review / Design Update
February 16 2026	CD Estimate start
February 19 2026	Final Interior Design Overview / Casework / Equipment
February 21 2026	Prequalification Evaluations Due
February 23 2026	Building Committee – Plan Review / Design Update / Verification of Contractor Prequalification Results
February 26 2026	Permitting – Conservation Commission (Initial Meeting)
March 1 2026	Notification to Contractors of Prequalification Status
March 9 2026	<a href="#">Anticipated receipt of CD estimate</a>
March 9 2026	Building Committee - Final Design Review
March 9 2026	Permitting - Planning Board (Initial Meeting)

March 18 2026	Bid Documents Issued to Prequalified General Contractors and Subcontractors
April 9 2026	Filed Sub-bids Due
April 13 2026	Permitting – Planning Board (Secondary Meeting)
April 23 2026	General Bids Due
May 11 2026	<a href="#">Final Construction Cost Estimate Due – Update Town Warrant</a>
May 18 2026	STM – Town of Carlisle Spring Town Meeting

Selectboard – 2<sup>nd</sup> and 4th week of each month

Carlisle PD Budget Update - January 2026	Budget	Budget Revisions	Adjusted Budget	Anticipated	Cost to Date	Balance	% Expended
<b>Owner's Project Manager</b>							
<i>Design &amp; Bidding</i>	25,000		25,000	25,000	25,000	0	100.0%
<i>Construction Administration</i>	175,000		175,000	175,000	72,500	102,500	41.4%
<i>Closeout</i>	18,000		18,000	18,000	-	18,000	0.0%
<b>OPM - Subtotal</b>	<b>\$ 218,000</b>	<b>\$ -</b>	<b>\$ 218,000</b>	<b>\$ 218,000</b>	<b>\$ 97,500</b>	<b>\$ 120,500</b>	<b>44.7%</b>
<b>Architecture and Engineering</b>							
<i>Construction Administration</i>	100,800		100,800	100,800	64,512	36,288	64.0%
<i>Closeout</i>	1,200		1,200	1,200	-	1,200	0.0%
<i>Reimbursable Expenses</i>	10,250		10,250	10,250	2,642	7,608	25.8%
<b>Architectural/Engineering Subtotal</b>	<b>\$ 112,250</b>	<b>\$ -</b>	<b>\$ 112,250</b>	<b>\$ 112,250</b>	<b>\$ 67,154</b>	<b>\$ 45,096</b>	<b>59.8%</b>
<b>Construction</b>							
<i>Construction</i>	3,394,761		3,394,761	3,394,761	656,120	2,742,818	19.3%
<i>Change Orders</i>		4,177	4,177	4,177	-	0	0.0%
<b>Construction Total</b>	<b>\$ 3,394,761</b>	<b>\$ 4,177</b>	<b>\$ 3,398,938</b>	<b>\$ 3,398,938</b>	<b>\$ 656,120</b>	<b>\$ 2,742,818</b>	<b>19.3%</b>
<b>Project Expenses</b>							
<i>Construction Testing Services</i>	15,000		15,000	15,000	589	14,412	3.9%
<i>Utility Backcharges</i>	5,000		5,000	5,000	-	5,000	0.0%
<i>Misc. Project Expenses - AECOM</i>	20,000	\$ 65,000	85,000	85,000	51,518	33,482	60.6%
<i>Printing Expenses</i>	5,000		5,000	5,000	850	4,150	17.0%
<i>Legal Fees</i>	5,000		5,000	5,000	-	5,000	0.0%
<b>Project Expenses Subtotal</b>	<b>\$ 50,000</b>	<b>\$ 65,000</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>	<b>\$ 52,957</b>	<b>\$ 62,043</b>	<b>46.0%</b>
<b>Furnishings and Equipment</b>							
<i>FF&amp;E</i>	25,000		25,000	25,000	-	25,000	0.0%
<b>FF&amp;E Subtotal</b>	<b>25,000</b>	<b>\$ -</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>0.0%</b>
<i>Owner's Contingency</i>							
	444,521	\$ (69,177)	375,344	375,344		375,344	15.6%
<b>Total Budget</b>	<b>\$ 4,244,532</b>	<b>\$ 0</b>	<b>\$ 4,244,532</b>	<b>\$ 4,244,532</b>	<b>\$ 873,731</b>	<b>\$ 3,370,801</b>	<b>20.6%</b>

## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 27, 2026 3:11 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.

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Name	Gina Fox
Email Address	gsafire@comcast.net
Address	252 Westford Street
City	Carlisle
State	MA
Zip Code	01741
Phone Number	5515800930
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?	Police Dept, Fire Dept, Gleason Library
Date(s) of Reservation	6/7/2026 5:00 PM - 6/14/2026 5:00 PM

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All Day	<i>Field not completed.</i>
Size and Type of Sign	Sandwich Board 2'x3'
Organization and Purpose	Carlisle Race Amity Day celebration and potluck picnic
Text of Sign	8th Annual Carlisle Race Amity Day Potluck Picnic and Celebration. Flyer attached
Attach File	<a href="#">2026 RAD Flyer w logo.pdf</a>
Terms of Use	Yes

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



## Gretchen Gallimore

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 27, 2026 2:49 PM  
**To:** Gretchen Gallimore  
**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.

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Name	Gina Fox
Email Address	gsafire@comcast.net
Address	252 Westford Street
City	Carlisle
State	MA
Zip Code	01741
Phone Number	5515800930
Date(s) and Time of Event	6/14/2026 1:00 PM - 6/14/2026 5:00 PM
I need more than one day/time	<i>Field not completed.</i>
Where would you like the event?	Town Common
Organization and Purpose	Carlisle Race Amity Day Potluck Picnic

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Event Description

Potluck picnic w/music, poetry, education and games for children and adults

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Permission from the First Religious Society (for use of the Town Common)

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*Field not completed.*

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

