

# TOWN OF CARLISLE

## Middlesex County

The Town of Carlisle was incorporated as a District on April 19, 1754 and as a Town on February 18, 1805.

**Miles of Road:** 55

**Area:** 15.4 square miles

### Population:

1950:	876	2005:	5,534
1960:	1,488	2010:	5,602
1970:	2,871	2011:	5,198
1980:	3,306	2012:	5,282
1990:	4,379	2013:	5,396
2000:	4,923	2014:	5,195

### Registered Voters - 2014

Democrats:	977
Republicans:	521
Unenrolled:	2,236
Libertarians:	7
Inter 3rd Party:	0
Green-Rainbow:	6

**Total** 3,773

### Senators in Congress:

Edward J. Markey (D)  
Elizabeth A. Warren (D)

### Representative in Congress: 5<sup>th</sup> Congressional District:

Niki Tsongas (D)

### State Senator: 5<sup>th</sup> Middlesex District

Michael Barrett (D)

### State Representative: 14<sup>th</sup> Middlesex District:

Cory Atkins (D)

### Governor:

Deval Patrick (D)

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**ADMINISTRATION  
&  
FINANCE**

## ELECTED TOWN OFFICIALS

### **Moderator**

Wayne Davis Term Expires 2015

### **Town Clerk**

Charlene M. Hinton Term Expires 2015

### **Board of Selectmen**

John Gorecki, Chairman Term Expires 2016

Nathan C. Brown Term Expires 2017

Vanessa Hunnibell Moroney Term Expires 2017

Peter Scavongelli Term Expires 2015

Douglas A. G. Stevenson Term Expires 2015

### **Board of Assessors**

Michael Coscia, Chairman Term Expires 2017

James C. Marchant Term Expires 2016

Kenneth Mostello Term Expires 2015

### **Board of Health**

William Risso, Chairman Term Expires 2016

Lee Storrs Term Expires 2017

Catherine Galligan Term Expires 2016

Donna Margolies Term Expires 2015

Todd Thorsen Term Expires 2015

### **Housing Authority**

Alan P. Lehotsky, Chairman Term Expires 2017

Mark H. Levitan Term Expires 2019

W. Randall Brown Term Expires 2016

Steven Pearlman Term Expires 2015

Carolyn K.H. Ing, Governors Appointment

### **Library Trustees**

Larissa Shyjan, Chair Term Expires 2015

Steven Golson Term Expires 2017

Thornton Ash Term Expires 2016

### **Planning Board**

David Freedman, Chairman Term Expires 2015

Jonathan Stevens Term Expires 2017

Peter Gambino Term Expires 2017

Marc Lamere Term Expires 2016

Karen Andon Danis Term Expires 2016

Edward Rolfe Term Expires 2016

Andrew McMorrow Term Expires 2015

Thomas Lane (assoc.)  
Brian Larson (assoc.)

Term Expires 2016  
Term Expires 2016

**School Committee**

Melissa McMorrow, Chair  
S. David Model  
William Fink  
Mary Storrs  
Joshua Kablotsky

Term Expires 2015  
Term Expires 2017  
Term Expires 2017  
Term Expires 2016  
Term Expires 2016

**APPOINTED TOWN OFFICIALS**

**Town Administrator**

Timothy D. Goddard

**Town Accountant**

Priscilla Dumka

**Finance Director**

**Town Treasurer**

**Tax Collector**

M. Lawrence Barton

**Town Counsel**

Miyares and Harrington LLP

**Superintendent of Public Works**

Gary R. Davis

**Building Commissioner**

John A. Luther

**Inspector of Plumbing,  
Gas Piping and Appliances**

James Powderly

**Wiring Inspector**

Vincent Chant

**Inspector of Animals**

Lawrence Sorli  
Deborah A. Toher

**Dog Officer**

Robert A. Dennison

**Field Driver**

Deborah A. Toher

**Keeper of Town Flags**

Thomas Ratcliffe

**Fence Viewer**

Lawrence O. Sorli

**Keeper of Town Clock**

Robert J. Koning, Jr.

**Board of Registrars**

Elizabeth Bishop

Term Expires 2017

Sally Zielinski

Term Expires 2016

Cynthia Schweppe

Term Expires 2015

**Celebrations Committee**

Scott Evans

Term Expires 2015

Douglas A. G. Stevenson

Term Expires 2015

Barbara Culkins

Term Expires 2015

Dale Ryder

Term Expires 2015

Alan Cameron

Term Expires 2015

Father Thomas P. Donohoe (Ex-Officio)

**Conservation Commission**

Luke Ascolillo, Chairman

Term Expires 2016

J. Thomas Brownrigg

Term Expires 2017

Thomas Brown

Term Expires 2017

Kenneth Belitz

Term Expires 2017

Peter Burn

Term Expires 2015

Lee Tatistcheff

Term Expires 2015

**Council On Aging**

Liz Thibeault, Chair

Term Expires 2015

Walter Hickman

Term Expires 2017

Donna MacMullan

Term Expires 2017

Lillian DeBenedictis

Term Expires 2016

Jean Sain

Term Expires 2016

Elizabeth Acquaviva

Term Expires 2016

Elizabeth Bishop

Term Expires 2015

Abha Singhal

Term Expires 2015

Peggy Hilton

Term Expires 2015

Gio DeNicola (associate)

Term Expires 2015

Reuben Klickstein (associate)

Term Expires 2015

Joan Rosazza (associate)

Term Expires 2015

Patti Russo (associate)	Term Expires 2015
Mary Daigle (associate)	Term Expires 2016
Stephanie Blunt (associate)	Term Expires 2016
Verna Gilbert (associate)	Term Expires 2015

**Finance Committee**

Michael Bishop, Chairman	Term Expires 2015
Kevin Perkins	Term Expires 2017
Scott Triola	Term Expires 2017
Jerome Lerman	Term Expires 2016
James Darr	Term Expires 2016
Peter Karle	Term Expires 2015
Karen Huntress	Term Expires 2015

**Historical Commission**

Neal Emmer, Chairman	Term Expires 2016
Annette Lee	Term Expires 2017
Ed Rolfe, Planning Board Rep.	Term Expires 2017
Geoffrey Freeman	Term Expires 2016
Jack O'Connor	Term Expires 2015
John Lyons (alternate)	Term Expires 2017

**Long-Term Capital Requirements Committee**

Vanessa H. Moroney	Term Expires 2017
David Guarino	Term Expires 2017
M. Lawrence Barton	Term Expires 2016
Jerome Lerman	Term Expires 2016
Karen Huntress	Term Expires 2015
Jack Kablotsky (School Committee Rep.)	Term Expires 2015

**Minuteman Regional Vocational High School Representative**

Judith Taylor

**Personnel Board**

Diane Makovsky, Chair	Term Expires 2016
JoAnn F. Driscoll	Term Expires 2016
Mark Hersey	Term Expires 2016

**Recreation Commission**

Rick Amodei, Chairman	Term Expires 2015
Kevin T. Smith	Term Expires 2017
Noreen Ma	Term Expires 2016
Mark F. Spears	Term Expires 2015
David Moreau	Term Expires 2015

**School Building Committee**

Edward (Lee) Storrs, Chairman	Term Expires 2014
Robert Pauplis	Term Expires 2014
Ingo Szegvari	Term Expires 2014
William Risso	Term Expires 2014
Douglas Stevenson	Term Expires 2014
Larry Barton	Term Expires 2014
Janne Corneil	Term Expires 2014
Joan Wickman	Term Expires 2014
Timothy Goddard	Term Expires 2014
William Fink	Term Expires 2014
Robert Wiggins	Term Expires 2014
Linda Vanaria	Term Expires 2014

**Trails Committee**

Stephen P. Tobin, Chairman	Term Expires 2016
Berton Willard	Term Expires 2017
Louise Hara	Term Expires 2016
Alan Ankers	Term Expires 2016
Henry Cox	Term Expires 2015
Warren Spence	Term Expires 2015
Marc Lamere	Term Expires 2015

**Veteran's Agent**

Kenneth L. Buffum	Term Expires 2015
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**Youth Commission**

Alexandra Walsh, Chair	Term Expires 2015
Dawn Hatch	Term Expires 2017
Maura Topol	Term Expires 2017
Matt Hamor	Term Expires 2016
Thomas Radcliffe	Term Expires 2016
Michelle Small	Term Expires 2015
Lauree Eckler	Term Expires 2017
Sara Cassidy Smith (associate)	Term Expires 2015

**Zoning Board of Appeals**

Lisa Davis Lewis, Chair	Term Expires 2015
Martin Galligan	Term Expires 2015
Steven Hinton (Assoc.)	Term Expires 2015
Travis Snell (Assoc.)	Term Expires 2017
Emmanuel Crespo	Term Expires 2017

**TOWN ADVISORY COMMITTEES**

**Agriculture Committee**

Peter Mastromarino, Chair	Term Expires 2017
Steven Huberman	Term Expires 2017
Andrew Rogers	Term Expires 2016

Leslie Thomas	Term Expires 2016
John Valentine	Term Expires 2015
Jonathan Storer	Term Expires 2015
Frank Proctor	Term Expires 2015
Steve Carlin	Term Expires 2015
Marlow Duffy	Term Expires 2015
John Lee	Term Expires 2015
Judy Asarkof	Term Expires 2015
Kay Fairweather	Term Expires 2015
Alex Rollins	Term Expires 2015

**Audit Committee**

Simon Platt	Term Expires 2015
Bonnie J. Brown ( <i>resigned 11/2014</i> )	Term Expires 2017
Debra Belanger	Term Expires 2016

**Carlisle Affordable Housing Trust**

Vanessa Hunnibell Moroney	Term Expires 2015
Peter Scavongelli	Term Expires 2015
Douglas A. G. Stevenson	Term Expires 2015
John Gorecki	Term Expires 2015
Nathan Brown	Term Expires 2015
Carolyn Ing	Term Expires 2015
Karina Coombs	Term Expires 2015

**Community Preservation Committee**

Luke Ascolillo ( <i>ConsCom</i> )	Term Expires 2016
Nathan Brown ( <i>BOS</i> )	Term Expires 2017
Samantha Rottenberg ( <i>Community member</i> )	Term Expires 2017
David Freedman ( <i>Pl. Board</i> )	Term Expires 2016
Annette Lee ( <i>Historical Com</i> )	Term Expires 2016
Steven Pearlman ( <i>Housing Auth.</i> )	Term Expires 2015
Mark Spears ( <i>RecCom</i> )	Term Expires 2015

**Conservation Restriction Advisory Committee**

John Keating, Chair	Term Expires 2014
Wayne Davis	Term Expires 2014
Ken Harte	Term Expires 2014
Marc Lamere	Term Expires 2014

**Cultural Council**

Karen Shaver, Chair	Term Expires 2017
Beth Galtson	Term Expires 2017
Cynthia Sorn	Term Expires 2017
Caren Ponty	Term Expires 2017
Carren Panico	Term Expires 2017
Mary-Lynn Bohn	Term Expires 2017
Nancy Kuziemski	Term Expires 2017

**Energy Task Force**

Dan Cook, Chair	Term Expires 2015
John Luther	Term Expires 2015
Steve Hinton	Term Expires 2015
Basu Sarkar	Term Expires 2015
Helen Young	Term Expires 2015
Andrew Barlow	Term Expires 2015
Robert Clarke	Term Expires 2015
William Risso	Term Expires 2015
Richard Kane	Term Expires 2015
Robert Zogg	Term Expires 2015

**Greenough Barn Committee**

Alan Ankers	Term Expires 2015
Thomas Casparis	Term Expires 2015
John Gorecki	Term Expires 2015
Steve Hinton	Term Expires 2015
Warren Lyman	Term Expires 2015
Robert Zogg	Term Expires 2015

**Household Recycling Committee**

Robert Peary, Chair	Term Expires 2015
Daniel Scholten	Term Expires 2015
Robert Wallhagen	Term Expires 2015
Launa Zimmaro	Term Expires 2015
Gary Davis	

**Land Stewardship Committee**

Debby Geltner, Chair	Term Expires 2017
Timothy Donohue, Co-Chair	Term Expires 2017
Elisabeth Carpenter	Term Expires 2017
Dwight DeMay	Term Expires 2017
Lynn Knight	Term Expires 2017
Elizabeth Loutrel	Term Expires 2017
Warren Lyman	Term Expires 2017

**Scholarship Advisory Committee**

Diane Powers, Chair	Term Expires 2015
Michael Fitzgerald	Term Expires 2015
Sally Coulter	Term Expires 2016

**Senior Tax Advisory Committee**

Larry Barton	Term Expires 2015
Melissa Stamp	Term Expires 2015
David Klein	Term Expires 2015
Angela Smith	Term Expires 2015
Santo Pullara	Term Expires 2015
Barbara Culkins	Term Expires 2015

# **POLICE DEPARTMENT**

**EMERGENCY TELEPHONE: 9-1-1**

**BUSINESS TELEPHONE: 369-1155**

## **FULL-TIME OFFICERS**

John C. Fisher	Chief of Police
Leo T. Crowe	Lieutenant
Scott Barnes	Sergeant
Stephen Mack	Sergeant
Andrew Booth	Sergeant
Richard C. Tornquist	Inspector
Paul Smith	Patrol Officer
Christopher Arguoyan	Patrol Officer
Andrew Corwin	Patrol Officer
Debra Saponaro	Patrol Officer

## **SPECIAL OFFICERS**

Steven F. Otto  
Mark A. Scholfield  
Royce Taylor IV  
Thomas Whelan  
William Burgess  
Christian Seminatore

## **CONSTABLES**

John C. Fisher  
Scott Barnes

# CARLISLE FIRE DEPARTMENT

EMERGENCY TELEPHONE: 911

Fire Department Dispatch: 978-369-1442 (non-emergency)  
Fire Station & Fire Prevention Office: 978-287-0072

## OFFICERS

Fire Chief - David R. Flannery, EMT  
Deputy Fire Chief - Jonathan C. White, EMT  
Captain - J.J. Supple, EMT  
Lieutenant - Robert J. Koning, Jr.  
Lieutenant Matthew Svatek, EMT-P

## REGULAR FIREFIGHTERS

John J. Bakewell, EMT  
Thomas J. Bishop, EMT  
Kevin T. Brown  
Lloyd A. Burke  
Robert E. Dennison, FPO (*Resigned 12/11/14*)  
George D.P. Middleton, EMT  
David P. Moseley  
Burt L. Rubenstein, EMT  
Frank W. Sargent, EMT (*Administrative Leave 07/30/14*)  
Bryan B. Sorrows, EMT  
Kevin D. Stacey (*Leave of Absence 10/01/14*)  
Douglas A.G. Stevenson

## AUXILIARY FIREFIGHTERS

John C. Bernardin  
David W. Canavan, EMT  
Matthew D. Cheever, EMT (*Leave of Absence 1/1/14, Return 12/10/14*)  
Charles W. Farrow  
Eric G. Hedblom, EMT  
William J. Ho, EMT  
Paul D. Martin, EMT  
Justin Mui, EMT (*Appointed 10/15/14*)  
Peter W. Nash, EMT  
David A. Newman, EMT  
John D. Richardson, EMT

## ADMINISTRATIVE ASSISTANT

Sandra B. Savage (*Resigned 11/30/14*)

# COMMUNICATIONS DEPARTMENT

Michael Taplin – Dispatch Manager

Dispatchers

Kirk Bishop  
Ashley Buckland  
Ronald Sawyer  
Mikayla Lynch

## TOWN CLERK

There are 73 chapters and 451 statutes of the Massachusetts General Laws that direct the Town Clerk's duties. The Town Clerk interacts with all of Carlisle's town boards, as well as, several state agencies on a regular basis. The Town Clerk is also the Chief Election Officer for the town of Carlisle and a member of the Board of Registrars of Voters.

In addition to elections activities (voter registrations, nomination papers, petitions and campaign finance reporting) the Town Clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, and death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials. Planning, and Zoning Board of Appeals Applications, annual town census, collection of fines (dog, and marijuana violations), preservation of town meeting setup, and scheduling the use of the meeting rooms in town hall.

Another responsibility includes the Open Meeting Law and the Ethics Law requirements. Every municipal employee, volunteer and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the Town Clerk

We have been fortunate to have many devoted, talented and absolutely tireless volunteers who readily step up and help out when needed for special projects and others who have assigned tasks that they help manage throughout the year. Some of these are part of the Senior Tax Worker Volunteer program and others just do so out of a strong sense of civic duty. We are always happy to have help from anyone who is interested and there are such a wide variety of tasks to be done that we can usually find something of mutual interest for anyone wanting to help.

While every single volunteer provides essential services to the department, there are occasions when someone goes well above the call of duty and provides support that is simply priceless. There is one "Unsung Hero" that I would like to mention who displays a level of community service and pride and who has NEVER turned down a request to help! Irene Blake was the Assistant to the late Town Clerk, Sarah Andreassen beginning in 1989 when Sarah was elected to be Town Clerk. Irene was so generous with her time when I was investigating the role of Town Clerk. She provided me with excellent training when I was appointed Town Clerk in 2003 and this continued on through my election in 2004 until she retired in 2008. Since her retirement she has been volunteering in the Clerk's Office on a regular basis. She is an avid fan of the Election process and can always be counted on to help train others and to answer the many "remember when?" types of questions. Her level of service and dedication is amazing and my gratitude is endless. Thanks Irene for all you do for our town!

## TOWN CLERK RECORDS

### MARRIAGES RECORDED IN 2014

<b>Date</b>	<b>Place of Marriage</b>	<b>Name</b>	<b>Place of Residence</b>
March 15, 2014	Groton	Shawn Stephen Ormiston Amanda Joyce Siedlar	Lowell, MA Carlisle, MA
April 17, 2014	Carlisle	Tanya Anderson Eric Halvorsen	Humble, TX Somerville, MA
June 6, 2014	Chatham	Gregory Madden Smith Audra Sophia Jones	Brooklyn, NY Brooklyn, NY
June 14, 2014	Carlisle	Jacquelyne L. Toher Cory R. Ferguson	Carlisle, MA Carlisle, MA
June 21, 2014	Carlisle	Laura Fell Scholten Donald Eugene Cox	Haverhill, MA Haverhill, MA
June 21, 2014	Carlisle	Eric Stollow Johnson Caitlin Laurel Collins	Carlisle, MA Carlisle, MA
June 29, 2014	Lincoln	Katherine Major-D'Amore Richardo Carrion	New York, NY New York, NY
July 12, 2014	Carlisle	David Lawrence Fouche Dana Lynne Newell	Carlisle, MA Carlisle, MA
August 1, 2014	Carlisle	Leigh Ford Davis David Elliot Phillips	Philadelphia, PA Philadelphia, PA
September 12, 2014	Ipswich	Shelby Mason Foster William James O'Neill	Washington, DC Washington, DC
September 12, 2014	Westford	Lynn Ashley Connor Joseph Michael Parise	New York, NY New York, NY
September 27, 2014	Newton	Spencer Khoshnaw Joyner Laura Kathryn Tierney	Arlington, VA Arlington, VA
October 18, 2014	Carlisle	Sydney Caroline Holleman Andrew Joseph Boncoddio	No. Reading, MA No. Reading, MA
November 1, 2014	Carlisle	Jeffrey Bauman Erin Christine Hurley	Carlisle, MA Carlisle, MA

### BIRTHS

There were 18 births recorded in 2014. In accordance with Chapter 431 of the Acts of 1991, the disclosure of names of children and their dates of birth is now prohibited.

### DEATHS RECORDED IN 2014

<b>Date of Death</b>	<b>Name</b>	<b>Age</b>
January 16, 2014	George Easton Senkler II	79
March 6, 2014	John B. Blinn	55
April 23, 2014	Jean Ann LaBroad	85

May 31, 2014	John Ping Jiang	52
June 23, 2014	Nancy E. Garden	76
July 6, 2014	Paul C. MacDonnell	68
July 10, 2014	Ethel Marie Smith	80
August 18, 2014	Norbert A. Balles	89
September 14, 2014	Marilyn F. Demott	85
September 27, 2014	George F. M. MacCormack	78
September 29, 2014	Richard M. Fereshetian	92
October 19, 2014	Clara Dinicola	97
October 24, 2014	George H. Fraser	79
December 11, 2014	Michael C. Toth	62

### INTERMENTS IN GREEN CEMETERY – 2014

Name	Age	Date of Death	Date of Interment
Mildred P. Loftus	89	January 7, 2014	January 24, 2014
Patricia A. Macqueen	86	January 19, 2014	January 25, 2014
George E. Senkler II	79	January 16, 2014	February 15, 2014
Cadance Lee Pharris	--	April 16, 2013	April 13, 2014
Hildreth Shaw Fordyce	75	August 12, 2014	August 16, 2014
Norbert A. Balles	89	August 18, 2014	August 20, 2014
Edwin Kenneth Jung	96	August 20, 2014	September 5, 2014
Carol M. Lunig	82	September 6, 2014	September 12, 2014
Richard M. Fereshetian	92	September 29, 2014	October 2, 2014
Jizhong Gao	74	November 12, 2012	October 18, 2014
Marian Figgins Pehl	96	November 3, 2006	November 5, 2014
Michael. C. Toth	62	December 11, 2014	December 20, 2014

### DOG LICENSES ISSUED IN 2014

Number	Type	Unit Cost	Total Cost
624	Neutered/Spayed	\$10.00	\$6,240.00
63	Male/Female	\$15.00	\$945.00
2	Kennels – 4 dogs or fewer	\$35.00	\$70.00
2	Kennels - 5 to 10 dogs	\$75.00	\$150.00
3	Kennels – over 10 dogs	\$100.00	\$300.00
9	Fines	\$20.00	<u>\$180.00</u>
			<b><u>\$7,885.00</u></b>

### FISH & GAME LICENSES

Due to changes at the State level, Carlisle no longer sells Fish and Game Licenses.

**WARRANT  
ANNUAL TOWN MEETING – APRIL 28, 2014  
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To either of the Constables of the Town of Carlisle in the County of Middlesex:

**GREETINGS**

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Corey Building at 150 Church Street in said Carlisle on Monday, the Twenty-eighth of April next, at seven o'clock in the evening, and thereafter continuing from day to day until completed, then and there to act on the following articles:

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**CONSENT AGENDA**

In an effort to streamline Town Meeting and therefore to make it more inviting to voters, the Board of Selectmen has decided to continue with the concept of the Consent Agenda. This agenda speeds the passage of Articles that the Selectmen anticipate, in consultation with the Moderator and Finance Committee, are likely to generate no controversy and can be properly voted on without debate. The purpose of the Consent Agenda is to allow these Articles to be acted upon pursuant to a single motion, and to be passed without debate.

**THE TOWN WILL BE ASKED TO APPROVE THE USE OF A CONSENT AGENDA UNDER ARTICLE 1.**

**Should the Town approve the use of a CONSENT AGENDA, the Selectmen have voted to recommend that the following Articles be acted upon under the Consent Agenda: Articles 2, 3, 4, 5, 6, and 7.** The Articles to be taken up under the Consent Agenda are indicated by a double asterisk (\*\*).

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, please say the word "Hold" in a loud voice when the number is called. The Article will then be automatically removed from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will entertain a SINGLE MOTION that all items remaining on the Consent Agenda be acted upon favorably by the voters.

Please carefully review the list of proposed Articles, which appears in the printed Warrant Book that is mailed to each home. If you have any questions about the consent articles or procedure, please contact the Town Administrator at 978-371-6688 before Town Meeting.

**ARTICLE 1 – Consent Agenda:** To see if the Town will vote to adopt certain procedures to govern the conduct of the 2014 Annual Town Meeting or to take any other action related thereto. (BOARD OF SELECTMEN))

**ARTICLE 2 - Town Reports\*\*:** To hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or to take any other action related thereto. (BOARD OF SELECTMEN)

**ARTICLE 3 - Salaries of Elected Officials \*\*:** To see if the Town will vote to fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the General Laws, as amended, for the Fiscal Year 2015, beginning July 1, 2014, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

	<u>Voted FY'13</u>	<u>Voted FY'14</u>	<u>Recommended FY'15</u>
Moderator	\$50	\$50	\$50
Town Clerk	\$55,807	\$57,063	\$58,204
Assessors - Chairman	\$100	\$100	\$100
Second Member	\$100	\$100	\$100
Third Member	\$100	\$100	\$100

***Finance Committee Recommendation:*** *The Finance Committee recommends approval of Article 3.*

**ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits\*\*:** At the call of the consent Agenda, it was voted by a declared majority vote that Four Thousand Dollars (\$4,000) be raised and appropriated from the FY 2015 tax levy and other general revenues of the Town to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post-employment benefits obligations for the Town. . (BOARD OF SELECTMEN/FINANCE COMMITTEE)

***Finance Committee Recommendation:*** *The Finance Committee recommends raising and appropriating \$4,000.00 to be spent by the Board of Selectmen for professional services connected with the Actuarial Valuation. The intent of this article is to plan for and budget a portion of the cost for the actuarial valuation that must be done every two years by the Treasurer.*

**ARTICLE 5 – Department Revolving Funds Authorization \*\*:** To see if the Town will vote to authorize or reauthorize certain revolving funds, as set forth below, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ for the Fiscal Year 2015, beginning July 1, 2014, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Revenue Funds	Revenue Source	Authority to Spend	Use of Fund	Spending Limit
School Buses	User Fees Collected by School	School Committee	To provide transportation for 7 <sup>th</sup> and 8 <sup>th</sup> grade students	\$60,000
Board of Health Inspections	Board of Health Fees	Board of Health	Specific expert engineering and consulting services to review septic and well installations and repairs, sanitary inspections and other appropriate reimbursable expenses.	\$50,000
Hazardous Wastes	Transfer Station User Fees & Grants Received	Board of Selectmen	Collection and disposal of household hazardous waste.	\$40,000
Trails Committee	Sale of Trails in Carlisle Book	Board of Selectmen	Building, maintaining and enhancing recreation trails.	\$10,000
Conservation Foss Farm	User Fees	Conservation Commission	Activities and maintenance associated with Foss Farm.	\$2,500
Conservation Building Maintenance	Fees and/or Rent	Conservation Commission	Maintenance and repairs associated with the Buildings located on Conservation Commission Lands	\$30,000
Historical Commission	Fees	Historical Commission	Reasonable expenses related to filings/applications.	\$3,000
Youth Commission	Event Admission Fees	Board of Selectmen	To provide for dances and other events sponsored by the Youth Commission.	\$10,000
Building Department	User Fees	Board of Selectmen	To cover inspectional services and administrative expenses.	\$100,000
Council on Aging	User Fees	Council on Aging	To provide for expenses for activities, programs and events sponsored by the Council on Aging.	\$25,000

***Finance Committee Regulations:*** *The Finance Committee recommends authorizing the following revolving special revenue funds, as specified in the Article: School buses, Board of Health, Hazardous Wastes, Trails Committee, Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Department, and Council on Aging. All of these Funds receive their revenues from user fees and grant awards, which are spent to provide services as determined in each of the fund's charter.*

**ARTICLE 6 – Real Estate Tax Exemption \*\*:** To see if the Town will vote to authorize the Board of Assessors, pursuant to *Massachusetts General Laws* Chapter 59, Section 5 (clause 41C), to grant an additional real estate tax exemption of up to one hundred percent (100 %)

of the amount permitted by this statute, or to take any other action related thereto.  
(BOARD OF SELECTMEN/BOARD OF ASSESSORS)

**Finance Committee Regulations:** *The Finance Committee recommends authorizing the Board of Assessors to grant this exception.*

**ARTICLE 7 - FY 2015 Chapter 90 Authorization \*\*:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money to be used for reconstruction and improvements of Public Ways, as provided for under the provisions of *Massachusetts General Laws Chapter 90*, or to take any other action related thereto. **(BOARD OF SELECTMEN/FINANCE COMMITTEE)**

**Finance Committee Regulations:** *The Finance Committee recommends appropriating Chapter 90 funds to fund road reconstruction and improvements of public ways. Under the General Laws, The Commonwealth of Massachusetts will reimburse the Town for these monies.*

**ARTICLE 8 – Fiscal Year 2014 Budget Transfers:**

To see if the Town will vote to transfer sums of money into various line items of the Fiscal Year 2014 operating budget from other line items of said budget, from unexpended funds in various accounts or from other available funds,

**Town of Carlisle  
Proposed FY'14 Appropriation Transfers**

From:	Group Insurance	(67,150.00)	
To:	Town Hall	30,000.00	For replacement of Boiler and Shed
	Recreation	14,500.00	For field Study
	Treasury	12,650.00	For costs associated with closure of 669 Bedford Rd
	Fire Department	10,000.00	For estimated cost of pipe replacement on fuel dispenser

or to take any other action related thereto. **(BOARD OF SELECTMEN)**

**Finance Committee Regulations:** *The Finance Committee recommends approval of Article 8.*

**ARTICLE 9 – Close out Unexpended Capital Articles:** To see if the Town will vote to close out the balance of the following unexpended capital accounts to the General Fund:

**Town of Carlisle  
Unexpended Continuing Appropriations (Warrant Articles) Proposed for Closure**

Town Meeting Date	Article	Description	Unexpended Appropriations to be Closed
5/4/1999	9	Housing on Conant	4,193.53
5/5/2008	10	School Roof	7,600.00
5/5/2008	10	Gym Bleachers Refurb.	235.00

5/5/2008	10	Corey Water Infiltration	3,980.00
5/5/2008	10	Holsters	16.95
5/9/2011	12	Police Cruiser	138.23
4/30/2012	14	Police Cruiser	1,564.87
5/10/2010	13	Cistern	165.85
5/10/2010	12	SCBA Air Bottles	29,415.00
4/30/2012	14	Repave Parking Lot	520.00
4/30/2012	16	Fire Dept. – Pickup Truck	906.29
5/10/2010	12	DPW – One Ton Truck	1,383.00
		<b>TOTAL</b>	<b>50,118.72</b>

or to take any other action related thereto. (BOARD OF SELECTMEN)

**Finance Committee Regulations:** *The Finance Committee recommends approval of Article 9.*

**ARTICLE 10 – Approve/Fund Collective Bargaining Agreements:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of funding a successor collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 201A, or to take any other action related thereto. (BOARD OF SELECTMEN)

**Finance Committee Regulations:** *The Finance Committee will make its recommendation at Town Meeting.*

**ARTICLE 11 – Establish/fund OPEB Trust:** To see if the Town will vote to accept the provisions of *Massachusetts General Laws* Chapter 32B, Section 20 to establish a separate fund, to be known as an Other Post-Employment Benefits Liability Trust Fund, to account for appropriations made to cover the unfunded actuarial liability related to retirees’ health care and other post-employment benefits, or to take any other action related thereto. (BOARD OF SELECTMEN)

**Finance Committee Regulations:** *The Finance Committee recommends approval of Article 11.*

**ARTICLE 12 – FY15 Operating Budget:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to fund the various departments, boards, commissions, and operating expenses of the Town for the Fiscal Year 2015, beginning July 1, 2014, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

**Finance Committee Regulations:** *The Finance Committee recommends approval of a total Operating Budget of \$26,302,185 as further detailed below:*

**Article 12**

	<b>ARTICLE 12</b>	<b>ARTICLE 13</b>
	<b>FY 2015</b>	<b>FY 2015</b>
<b>FY 2014</b>	<b>Levy Limit</b>	<b>Transfers</b>
<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
General Government	1,109,761	1,149,181
Protection of Persons & Property	2,176,040	2,283,187
Board of Health	86,620	88,822
Public Works	1,097,099	1,110,880
Public Assistance	192,994	204,026
Education	16,291,823	16,859,206
Library	560,005	574,053
Recreation	145,189	147,282
Insurance & Benefits	1,221,500	1,505,000
Unclassified	152,000	152,000
County Retirement	683,120	726,609
Long Term Debt	1,771,508	1,501,939
<b>Total</b>	<b>25,487,659</b>	<b>26,302,185</b>

**General Government**

	<b>ARTICLE 12</b>	<b>ARTICLE 13</b>
	<b>FY 2015</b>	<b>FY 2015</b>
<b>FY 2014</b>	<b>Levy Limit</b>	<b>Transfers</b>
<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>General Government</b>		
General Expense & Town Hall	698,617	726,246
Citizen Recognition	250	275
Treasurer/Collector	140,497	144,677
Town Clerk	69,062	70,469
Registrars & Elections	13,457	13,723
Assessors	103,564	107,405
Planning Board	84,314	86,386
<b>sub-total</b>	<b>1,109,761</b>	<b>1,149,181</b>

**General Expenses & Town Hall:** *The Finance Committee recommends a balanced budget appropriation- \$726,246 for this budget item.*

**Citizen Recognition:** *The Finance Committee recommends a balanced budget appropriation of \$275 for this budget item.*

**Treasurer/Tax Collector:** *The Finance Committee recommends a balanced budget appropriation of \$144,675 for this budget item.*

**Town Clerk:** *The Finance Committee recommends a balanced budget appropriation of \$70,469 for this budget item.*

**Registrars and Elections:** *The Finance Committee recommends a balanced budget appropriation of \$13,723 for this budget item.*

**Assessors:** *The Finance Committee recommends a balanced budget appropriation of \$107,405 for this budget item.*

**Planning Board:** *The Finance Committee recommends a balanced budget appropriation of \$86,386 for this budget item.*

**Protection of Persons and Property**

		<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
		<b>FY 2015</b>	<b>FY 2015</b>
		<b>Levy Limit</b>	<b>Transfers</b>
	<b>FY 2014</b>		
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Protection of Persons &amp; Property</b>			
Police	1,324,433	1,368,980	1,368,980
Fire	377,225	427,072	427,072
Communications	315,955	324,487	324,487
Conservation	91,145	94,215	94,215
Dog & Animal Control	10,099	10,325	10,325
Inspectional Services	33,621	34,108	34,108
Street-Lighting	23,562	24,000	24,000
<b>Sub-total</b>	<b>2,176,040</b>	<b>2,283,187</b>	<b>2,283,187</b>

**Police:** *The Finance Committee recommends a balanced budget appropriation of \$1,368,890 for this budget item.*

**Fire:** The Finance Committee recommends a balanced budget appropriation of \$427,072 for this budget item, with \$374,072 to be raised from taxation or other available funds of the town and \$33,000 to be transferred from the Ambulance Fund

**Communications:** The Finance Committee recommends a balanced budget appropriation of \$324,487 for this budget item.

**Conservation:** The Finance Committee recommends a balanced budget appropriation of \$94,215 for this budget item.

**Dog & Animal Control:** The Finance Committee recommends a balanced budget appropriation of \$10,325 for this budget item.

**Inspectional Services:** The Finance Committee recommends a balanced budget appropriation of \$34,108.00 for this budget item.

**Street Lighting:** The Finance Committee recommends a balanced budget appropriation of \$24,000 for this budget item.

**Board of Health**

	FY 2014 Budget	ARTICLE 12 FY 2015 Levy Limit Budget	ARTICLE 13 FY 2015 Transfers Budget
<b>Board of Health</b>	<b>86,620</b>	<b>88,822</b>	<b>88,822</b>

**Board of Health:** The Finance Committee recommends a balanced budget appropriation of \$88,822.00 for this budget item.

**Public Works**

	FY 2014 Budget	ARTICLE 12 FY 2015 Levy Limit Budget	ARTICLE 13 FY 2015 Transfers Budget
<b>Public Works</b>			
DPW (incl. trees)	683,919	696,413	696,413
Snow & Ice	65,340	65,440	65,440
Transfer Station	259,424	260,611	260,611
Road Maintenance	88,416	88,416	88,416
<b>sub-total</b>	<b>1,097,099</b>	<b>1,110,880</b>	<b>1,110,880</b>

**DPW** - The Finance Committee recommends a balanced budget appropriation of \$696,413 for this budget item.

**Snow & Ice:** The Finance Committee recommends a balanced budget appropriation of \$65,440 for this budget item.

**Transfer Station:** The Finance Committee recommends a balanced budget appropriation of \$260,611 for this budget item.

**Road Maintenance:** The Finance Committee recommends a balanced budget appropriation of \$88,416 for this budget item.

**Public Assistance**

	ARTICLE 12	ARTICLE 13
	FY 2015	FY 2015
FY 2014	Levy Limit	Transfers
Budget	Budget	Budget
<b>Public Assistance</b>		
Youth Commission	2,751	2,806
Council on Aging	171,168	174,620
Senior Tax Voucher Program	17,500	25,000
Veteran's Agent	1,575	1,600
<b>sub-total</b>	<b>192,994</b>	<b>204,026</b>

**Youth Commission:** The Finance Committee recommends a balanced budget appropriation of \$2,806 for this budget item.

**Council on Aging:** The Finance Committee recommends a balanced budget appropriation of \$174,620 for this budget item.

**Senior Tax Voucher Program:** The Finance Committee recommends a balanced budget appropriation of \$25,000 for this budget item.

**Veteran s Agent:** The Finance Committee recommends a balanced budget appropriation of \$1,600 for this budget item.

**Education**

	ARTICLE 12	ARTICLE 13
	FY 2015	FY 2015
FY 2014	Levy Limit	Transfers

	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>Education</b>			
Carlisle Public Schools	9,744,311	10,012,736	10,012,736
CCRS	5,723,013	5,834,916	5,834,916
CCRS debt service	578,346	684,033	684,033
MMRHS	<u>246,153</u>	<u>327,521</u>	<u>327,521</u>
<b>sub-total</b>	<b><u>16,291,823</u></b>	<b><u>16,859,206</u></b>	<b><u>16,859,206</u></b>

**Carlisle Public Schools:** The Finance Committee recommends a balanced budget appropriation of \$10,012,736 for this budget item.

**CCRS:** The Finance Committee recommends a balanced budget appropriation of \$5,834,916 for this budget item.

**CCRS Debt Service:** The Finance Committee recommends a balanced budget appropriation of \$684,033 for this budget item.

**MMRHS:** The Finance Committee recommends a balanced budget appropriation of \$327,521 for this budget item.

### Library

	<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
	<u>FY 2015</u>	<u>FY 2015</u>
	<u>Levy Limit</u>	<u>Transfers</u>
	<u>Budget</u>	<u>Budget</u>
<b>Library</b>	<b><u>560,005</u></b>	<b><u>574,053</u></b>

**Library:** The Finance Committee recommends a balanced budget appropriation of \$574,053 for this budget item.

### Recreation

	<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
	<u>FY 2015</u>	<u>FY 2015</u>
	<u>Levy Limit</u>	<u>Transfers</u>
	<u>Budget</u>	<u>Budget</u>
<b>Recreation</b>	<b><u>145,189</u></b>	<b><u>147,282</u></b>

**Recreation:** The Finance Committee recommends a balanced budget appropriation, of \$372,521 for this budget item.

**Insurance & Benefits**

	ARTICLE 12		ARTICLE 13
	FY 2014	FY 2015	FY 2015
		Levy Limit	Transfers
Budget	Budget	Budget	
<b>Insurance &amp; Benefits</b>			
Blanket Insurance	160,000	205,000	205,000
Group Insurance and Mitigation	1,011,500	1,000,000	1,000,000
Contribution to OPEB Trust	0	250,000	250,000
Unemployment Insurance	50,000	50,000	50,000
<b>sub-total</b>	<b>1,221,500</b>	<b>1,505,000</b>	<b>1,505,000</b>

***Blanket Insurance:** The Finance Committee recommends a balanced budget appropriation of \$205,000 for this budget item.*

***Group Insurance & Mitigation:** The Finance Committee recommends a balanced budget appropriation of \$1,000,000 for this budget item.*

***Contributions to OPEB Trust:** The Finance Committee recommends a balanced budget appropriation of \$250,000 for this budget item with \$100,000 to be raised from taxation or other available funds of the town and \$150,000 to be transferred from free cash.*

***Unemployment Insurance:** The Finance Committee recommends a balanced budget appropriation of \$50,000 for this budget item.*

**Unclassified**

	ARTICLE 12		ARTICLE 13
	FY 2014	FY 2015	FY 2015
		Levy Limit	Transfers
Budget	Budget	Budget	
<b>Unclassified</b>			
Interest, fees, & costs	1,000	1,000	1,000
Public Celebrations	1,000	1,000	1,000
Reserve Fund Balance	150,000	150,000	150,000
<b>sub-total</b>	<b>152,000</b>	<b>152,000</b>	<b>152,000</b>

***Interest Fees & Cost:** The Finance Committee recommends a balanced budget appropriation of \$1,000 for this budget item.*

**Public Celebrations:** *The Finance Committee recommends a balanced budget appropriation of \$1,000 for this budget item.*

**Reserve Fund Balance:** *The Finance Committee recommends a balanced budget appropriation of \$150,000 for this budget item.*

<b>County Retirement</b>		
	<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
	<b>FY 2015</b>	<b>FY 2015</b>
<b>FY 2014</b>	<b>Levy Limit</b>	<b>Transfers</b>
<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>County Retirement</b>	<b>683,120</b>	<b>726,609</b>

**County Retirement:** *The Finance Committee recommends a balanced budget appropriation of \$726,609 for this budget item.*

<b>Long Term Debt Service</b>		
	<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
	<b>FY 2015</b>	<b>FY 2015</b>
<b>FY 2014</b>	<b>Levy Limit</b>	<b>Transfers</b>
<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Long Term Debt</b>	<b>1,771,508</b>	<b>1,516,884</b>

**Long Term Debt:** *The Finance Committee recommends a balanced budget appropriation of \$1,501,939 for this budget item, with \$1,360,346 to be raised from taxation or other available funds of the town, \$100,000 to be transferred from Free Cash, and \$41,593 to be transferred from the Reserve for Bond Premiums account.*

**ARTICLE 13 - Fiscal Year 2015 Stabilization Fund Transfer:** To see if the Town will vote to transfer from the Stabilization Fund a sum of money to be applied to the payment of principal and interest on Long Term Debt service, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

**Finance Committee Recommendations:** *The Finance Committee recommends transferring from the Stabilization Fund a sum of \$14,945 to be used to repay the principal and interest on a portion of the long term debt service for the Wang Coombs land purchase, increasing the appropriation for Long Term Debt from \$1,501,939 voted in Article 12 to \$1,516,884.*

**ARTICLE 14 – Additional Appropriations for Professional Services:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money to be expended by the Board of Selectmen for the

purpose of retaining consultants to provide professional services to the following departments:

<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Council on Aging	\$6,500	Social Worker
Assessors	\$3,325	Updates to GIS Maps

or to take any other action related thereto. (BOARD OF SELECTMEN)

***Finance Committee Recommendation:*** *The Finance Committee recommends the appropriation of \$9,825 for professional services as described in Article 14.*

**ARTICLE 15 – Capital Equipment:** To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute for various capital purposes, or provide by any combination of these methods, or take any other action related thereto.

**Long Term Capital Requirements  
FY'15  
Article 15**

		Amount	Appropriation Expires
Carlisle Public School	Technology Replacement	80,000	June 30, 2017
Carlisle Public School	Annual Maintenance	25,000	June 30, 2017
Carlisle Public School	Grant Building Air Conditioning	88,000	June 30, 2017
Police	Cruiser Replacement	40,000	June 30, 2017
Police	Evidence & Records Secure Storage	26,355	June 30, 2017
Police	Computer & Technology Replacement	4,000	June 30, 2017
Fire	Thermal Imaging Camera	12,000	June 30, 2017
Fire	Chest Compression Device	15,000	June 30, 2017
Fire	Replacement Ambulance Cot	19,000	June 30, 2017
Library	Misc. Maintenance Projects	5,000	June 30, 2017
Library	Computer & Technology Replacement	4,000	June 30, 2017
Library	Roof Repair	25,000	June 30, 2017
Library	Septic System Replacement	28,000	June 30, 2017
Town Hall	Technology Upgrades	5,000	June 30, 2017
Town Hall	Major Repairs/Replacement	10,000	June 30, 2017
	<b>TOTAL</b>	<b>386,355</b>	

(BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS COMMITTEE)

**Combined Finance Committee and Long Term Capital Requirements Committee Recommendations:** *Both Committees recommend approval of the preceding amounts for the items described under Article 15 for \$386,355 with \$250,000 to be raised from taxation or other available funds of the town, \$102,355 to be transferred from Free Cash, and \$34,000 to be transferred from the Ambulance Fund, and further that after June 30, 2017, any residual unexpended portion of any list appropriation shall be returned to the General Fund.*

**ARTICLE 16 – Telecommunications Tower:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money to be expended by the Board of Selectmen for the erection of a telecommunications tower on the campus of the Carlisle Public School, and to authorize the Board of Selectmen to enter into a contract or contracts for said purpose, or to take any other action related thereto.

(BOARD OF SELECTMEN)

**Combined Finance Committee and Long Term Capital Requirements Committee Recommendations:** *Both Committees recommend approval of this article with \$150,000 to be transferred from Free Cash.*

**ARTICLE 17 – Amend FY'14 CPA Appropriation:** To see if the Town will vote to amend its vote taken on Article 22, Motion 7 of the 2013 Annual Town Meeting by rescinding Twenty Five Thousand Dollars (\$25,000) of the appropriation under said Motion 7 and returning the Twenty-Five Thousand Dollars (\$25,000) to the Community Preservation Community Housing Reserve Fund balance, provided, however, that this amendment shall be contingent upon a vote to approve the appropriation as proposed in Article 19, Motion 2 and to take any other action related thereto. (BOARD OF SELECTMEN/COMMUNITY PRESERVATION COMMITTEE)

**Finance Committee Recommendations:** *The Finance Committee recommends Article 17.*

**ARTICLE 18 – Amend General Bylaws Subsection 3.26.4 to reflect recent CPA amendments:** To see if the Town will vote to amend Subsection 3.26.4 of the General Bylaws of the Town of Carlisle by deleting said section in its entirety and inserting in its place the following:

3.26.4 The Community Preservation Committee shall make recommendations to the Town Meeting for acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created as provided in the Community Preservation Act, M.G.L. c.44B, as amended; provided, however, that funds

expended pursuant to the Community Preservation Act shall not be used for maintenance. With respect to community housing, the Community Preservation Committee shall recommend, whenever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited or to take any other action related thereto. (BOARD OF SELECTMEN)

**ARTICLE 19 – CPA Annual Recommendations:** To see if the town will vote to act on the report of the Community Preservation Committee and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds and to authorize the Board of Selectmen to convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources, open space restriction to be in compliance with the requirements of Chapter 44B, Section 12 of the General Laws of the Commonwealth, and to take any other action related thereto.

**Summary of Motion 1 - FY'15 CPA Appropriations:** That the following amounts be appropriated from the Fiscal Year 2015 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Fifty Six Thousand Nine Hundred Dollars (\$56,900) be appropriated to the Open Space Reserve Fund.
- b. Fifty Six Thousand Nine Hundred Dollars (\$56,900) be appropriated to the Community Housing Reserve Fund.
- c. Fifty Six Thousand Nine Hundred Dollars (\$56,900) be appropriated to the Historic Reserve Fund.
- d. Two Thousand Five Hundred Dollars (\$2,500) be appropriated for Administrative Expenses.
- e. Three Hundred Ninety Five Thousand Eight Hundred Dollars (\$395,800) be appropriated to the fiscal year 2015 Community Preservation Budget Reserve account.

**Summary of Motion 2:**

\$50,000 from the Community Housing Reserve Fund to the Carlisle Affordable Housing Trust (“CAHT”) to educate the public with regard to potential strategies to address Chapter 40B in Carlisle and to identify, investigate, analyze, and secure options to purchase property or properties for acquisition by the Town of Carlisle for Community Housing..

**Summary of Motion 3:**

\$125,000 from the Community Housing Reserve Fund to CAHT for the development of up to two group homes at 338 Bedford Road to support development activities and subsidies, of which not more than \$70,000.00 may be used for predevelopment activities.

(BOARD OF SELECTMEN/COMMUNITY PRESERVATION COMMITTEE)

***Finance Committee Recommendations:*** *The Finance Committee recommends Article 19, including the proposed FY15 CPA appropriations and both of the recommended Appropriations in Item #2 above.*

**ARTICLE 20 – Pilot Program for Transportation for Disabled Residents:** To see if the Town will vote to raise and appropriate the sum of \$10,000 to fund a pilot transportation program for disabled Carlisle residents to be managed under the direction of the Council on Aging or to take any other action related thereto. (BOARD OF SELECTMEN)

***Finance Committee Recommendations:*** *The Finance Committee recommends approval of \$10,000 for the item described under Article 20, to be raised from taxation or other funds of the town.*

**ARTICLE 21 – FY'15 Matching Funds for Grant-funded Energy Manager:** To see if the Town will vote to raise and appropriate the sum of \$14,750 to provide the Town's matching share of grant funds from the Commonwealth's Department of Energy Resources to employ an Energy Manager to be shared with the Town of Concord for a period of two fiscal years, beginning July 1, 2014, or to take any other action related thereto. (BOARD OF SELECTMEN)

***Finance Committee Recommendation:*** *The Finance Committee recommends approval of \$14,750 for the item described under Article 21, to be raised from taxation or other funds available from the town.*

**ARTICLE 22 – Banta-Davis Housing:** To see if the Town shall vote to instruct the Board of Selectmen to take the following actions with respect to meeting the statutory minima for low or moderate income housing set forth in Chapter 40B of the Massachusetts General Laws: (a) continue pursuing mixed income rental projects on Town owned or purchased land; and (b) continue to work to locate a mixed income rental project at the Banta-Davis property, or to take any other action related thereto. (BOARD OF SELECTMEN)

**ARTICLE 23 – Authorization for Cranberry Bog License Agreement:** To see if the Town will vote, pursuant to Section 12(b) of Chapter 30B of the Massachusetts General Laws, to authorize the Board of Selectmen to enter into an agreement with a qualified individual or entity to manage, maintain and harvest the agricultural area of the Town-owned Cranberry Bog Property located on Curve Street and Martin Street for a term of up to twenty years on such terms and conditions as the Board of Selectmen deem in the best interests of the Town, and to authorize the Board of Selectmen to take all actions necessary to implement and administer such agreement, or take any action in relation thereto. (BOARD OF SELECTMEN)

**ARTICLE 24 – FY'15 Design Funds for Renovation of Highland Building:** To see if the Town will vote to transfer from Free Cash the sum of \$85,000 to be expended for the purpose of design/engineering and expenses related to the development of a community/cultural center in the former Highland School building on School Street in

Carlisle, Mass., and further, to authorize the Board of Selectmen to enter into a contract or contracts for this purpose, or to take any other action related thereto. (BOARD OF SELECTMEN/HIGHLAND COMMITTEE)

**ARTICLE 25 – Acceptance of Cutter’s Ridge Road:** To see if the Town will take and accept as a Town way, the laying out by the Selectmen of the private way known as Cutter’s Ridge Road, also known as Cutters Ridge Road, formerly known as “Lanes End”, fifty (50) feet in width, from the Easterly side of East Street, a distance of 1200 feet, more or less, to and including the *cul de sac* at the terminus of the lane, all as shown on a “Subdivision Plan of Land in Carlisle, B.S.C. – Bedford, Surveyors, August 30, 1985”, filed as Plan No. 23415C, Document Number 27354, with the Land Registration Office for Middlesex County, July 25, 1986, and to authorize the Board of Selectmen to acquire by gift, grant or taking, the land, easements and rights therein, or to take any other action related thereto. (CITIZENS’ PETITION)

**ARTICLE 26 – Accept M.G.L. C. 39, §23D (Mullin Rule):** To see if the Town will accept, for all boards, committees or commissions holding adjudicatory hearings in the Town, the provisions of M.G.L. c. 39, § 23D, which provides that a member of a board, committee or commission holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to the member’s absence from one session of such hearing, provided that certain conditions as set forth in the statute are met, or to take any other action related thereto. (BOARD OF SELECTMEN)

**ARTICLE 27 – Zoning Bylaw Amendment – Medical Marijuana:** To see if the Town will vote to amend the Zoning Bylaws of the Town of Carlisle as follows:

1. Delete Section 3.5 (INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES) in its entirety.
2. Amend Section 3.3.2 (Uses Permissible on Special Permit in Business District other than Carlisle Center Business District) by inserting, after existing section 3.3.2.8.3, the following:

In a Business District other than the Carlisle Center Business District, the Planning Board may, subject to the provisions of Section #7.2 and Section #5.10, authorize by special permit the following additional use:

3.3.2.9 Medical Marijuana Treatment Center (RMD).

3. Amend Section 5 (SUPPLEMENTARY REGULATIONS) by inserting new Subsection 5.10 as follows:

5.10 Medical Marijuana Treatment Center (RMD)

**5.10.1 Definitions**

“Medical Marijuana Treatment Center” or “RMD”: A not-for-profit entity registered under Massachusetts 105 CMR 725.100, and licensed by the Department of Public Health, to be known as a registered marijuana dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers Marijuana, products containing Marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers as defined by 105 CMR. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of Marijuana.

“Marijuana for Medical Use”: Marijuana that is designated and restricted for use, by and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as defined by 105 CMR.

“Marijuana”: The same substance as defined as “marihuana” under Chapter 94C of the Massachusetts General Laws; and the substance as defined as “marijuana” by 105 CMR, “including marijuana infused products (MIPs)”, as defined by 105 CMR, except where context clearly indicates otherwise.

“Special Permit Granting Authority”: The Town board charged with the responsibility for granting special permits for RMDs shall be the Carlisle Planning Board (“Planning Board”). The Planning Board may convene an *ad hoc* committee to assist it in reviewing an application for an RMD.

### **5.10.2 Purpose**

The purposes of this Section are:

- 5.10.2.1 To provide for the establishment of RMDs in appropriate locations within the Town;
- 5.10.2.2 To minimize the adverse impacts associated with RMDs on adjacent properties, residential neighborhoods, schools and other places where children congregate, and other land uses potentially incompatible with RMDs; and
- 5.10.2.3 To regulate the siting, design, placement, security, safety, monitoring, and discontinuance of RMDs.

### **5.10.3 Applicability**

- 5.10.3.1 The commercial cultivation, production, processing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of Marijuana for Medical Use is prohibited unless permitted as a RMD under this Section 5.10.
- 5.10.3.2 No RMD shall be established except in compliance with the provisions of this Section 5.10.

- 5.10.3.3 Nothing in this Section 5.10 shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs.
- 5.10.3.4 If any provision of this Section or the application of such provisions to any person or circumstance shall be held invalid, the remainder of this Section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to thus the provisions of this Section 5.10 are severable.
- 5.10.3.5 RMDs are allowed only in a Business District other than the Carlisle Center Business District, by a special permit granted by the Planning Board, provided the RMD meets the requirements of this Section 5.10.
- 5.10.3.6 The granting of a special permit under this Section does not supersede federal, state or local laws or exempt an applicant from complying with all relevant federal, state and local requirements.

**5.10.4 General Requirements and Conditions for all RMDs**

- 5.10.4.4 A special permit for an RMD shall be limited to one or more of the following uses as prescribed by the Planning Board:
  - 5.10.4.1.1 cultivation of Marijuana for Medical Use;
  - 5.10.4.1.2 processing and packaging of Marijuana for Medical Use, including Marijuana that is in the form of smoking materials, food products, oils, aerosols, ointments, and other products; and
  - 5.10.4.1.3 retail sale or distribution of Marijuana for Medical Use to Qualifying Patients.
- 5.10.4.2 All RMDs shall be contained within a building or structure having a gross floor area of not more than 20,000 s.f.
- 5.10.4.3 An RMD shall not be located: (i) in a building that contains any medical doctors' offices or the offices of any other professional practitioner authorized to prescribe the use of medical Marijuana; (ii) in a building that contains residential units, including transient housing such as motels and dormitories; (iii) within a lot that contains a residential dwelling or (iv) inside a movable or mobile structure, such as a van or truck.
- 5.10.4.4 An RMD shall not be located within 1,000 feet of any: (i) school or licensed child care facility; (ii) drug or alcohol rehabilitation facility; (iii) correctional facility, half-way house, or similar facility; (iv) public playground, public athletic field or other public recreational land or facility; (v) religious facility;

or (vi) any other RMD. Distances shall be calculated by direct measurement from the nearest property line of the land used for school or child care establishment or places where minors frequent to the nearest point of the building in which the RMD is located.

- 5.10.4.5 Cultivation and storage of Marijuana for Medical Use shall be in a secure, enclosed, locked area. There shall be no visibility of activities, products or treatment occurring within or on the premises of a RMD from the exterior of such facility or premises. No outside storage of Marijuana or related supplies is permitted.
- 5.10.4.6 All sales and distribution of Marijuana for Medical Use by a licensed RMD shall occur only upon the permitted premises, except in the case of home delivery, in which an order may be delivered only to a registered qualifying patient or personal caregiver who possesses valid photo identification, consistent with 105 CMR.
- 5.10.4.7 The special permit shall require as a condition that a designated contact person for the RMD shall be required to respond by phone or email within twenty-four hours of the time of contact and inquiry by a town official regarding operation of the RMD.
- 5.10.4.8 The RMD shall annually file an affidavit with the Building Commissioner demonstrating that it is in good standing with respect to all applicable state licenses and all conditions contained in the special permit.
- 5.10.4.9 The applicant shall demonstrate proper licensure by the Massachusetts Department of Public Health as part of its application for a special permit. All special permits granted pursuant to this Section shall include a condition requiring the RMD to maintain its license or registration in good standing at all times, and establishes that any suspension or revocation of a license by the Massachusetts Department of Public Health shall constitute a violation of the special permit.
- 5.10.4.10 The term of the special permit shall be determined by the Planning Board but shall be limited to the duration of the applicant's ownership of, or tenancy at, the premises and shall not be transferable. The special permit shall lapse if not exercised within one year of issuance.
- 5.10.4.11 The hours of operation of RMDs shall be set by the Planning Board. In no event shall an RMD be open and/or operating between the hours of 8:00 p.m. and 8:00 a.m.

- 5.10.4.12 No smoking, burning or consumption of any product containing Marijuana or Marijuana-related products shall be permitted on the premises of an RMD.
- 5.10.4.13 In addition to signage required by law and/or as a condition of the special permit, a sign with the following language shall be posted at a conspicuous location at the public entrance to the RMD: “Registration card issued by the MA Department of Public Health required.” The required text shall be a minimum of two inches in height.
- 5.10.4.14 RMDs shall have a designated contact for purposes of communicating with the Town, and shall provide the Carlisle Police Department and the Building Commissioner with the name, phone numbers and email address of said contact, along with the names, phone numbers and email addresses of all management staff and key holders to whom one can provide notice if there are operating problems associated with the establishment.

## **5.10.5 Special Permit Procedures**

- 5.10.5.1 Pre-Application Conference. Applicants are strongly encouraged to meet with the Planning Board at a public meeting to discuss the proposed application for a new RMD and to discuss in general terms the proposed RMD prior to the formal submission of an application.
- 5.10.5.2 Application, Review and Recommendations. An Applicant seeking a special permit under this section shall file a written application and submit a site plan to the Planning Board, furnishing a copy to the Town Clerk. The Planning Board shall promulgate or amend Rules and Regulations Regarding Special Permits for Medical Marijuana Treatment Centers (“Rules and Regulations”), which shall be consistent with this Section 5.10 of the Zoning Bylaw. The Rules and Regulations shall further detail the required contents of the application and the process for review of the special permit application. The application shall be submitted in accordance with the requirements of said Rules and Regulations. The applicant shall be required to pay such fees, as determined by the Planning Board, as are necessary to cover any expenses connected with a public hearing and review of the application, including but not limited to the costs of all notices and the employment of outside consultants. Copies of the application shall also be submitted to the Board of Selectmen, the Board of Health, Police Department, and contingent upon their respective jurisdictions over the site, to the Conservation Commission and /or Historical Commission. The foregoing agencies may make recommendations as they deem appropriate and shall send copies thereof to the Planning Board and the applicant; provided that failure of any such agency to make recommendations within thirty five (35) days of receipt by said agency of the application shall be deemed lack of opposition thereto.

- 5.10.5.3 The application and each copy shall meet the application requirements for a special permit per Section 7.2 and as may be adopted by the Planning Board, and should include, at a minimum, the following information:
  - 5.10.5.3.1 The name and address of each owner of the RMD;
  - 5.10.5.3.2 Copies of all required licenses and permits for the RMD issued to the applicant by the Commonwealth of Massachusetts and any of its agencies;
  - 5.10.5.3.3 Evidence that the Applicant has site control and the right to use the site for a RMD in the form of a deed or valid purchase and sale agreement, or, in the case of a lease, a notarized statement from the property owner and a copy of the lease agreement;
  - 5.10.5.3.4 In addition to what is normally required in a site plan, details showing all exterior proposed security measures for the premises, including, but not limited to lighting, fencing, gates and alarms to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity; and
  - 5.10.5.3.5 A Management Plan including a description of all activities to occur on site, including all provisions for the delivery of Marijuana for Medical Use and related products.

**5.10.6 Notice and Hearing**

The Planning Board shall give notice, in a manner provided by Chapter 40A of the General Laws, as amended, of a public hearing to be held within sixty five (65) days after filing of the application and shall act within ninety (90) days following the public hearing. Failure of the Planning Board to take action within said 90 days shall be deemed to be a grant of the permit applied for.

**5.10.7 Approval and Findings**

A special permit shall be issued under this section only if the Planning Board shall find that the project is in harmony with the general purpose and intent of this Section. Prior to the issuance of a special permit, the Planning Board shall make the following findings:

- 5.10.7.1 The RMD meets a demonstrated need;
- 5.10.7.2 The RMD satisfies the requirements of the zoning bylaw;

- 5.10.7.3 The RMD meets all of the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will as proposed be in compliance with all applicable state laws and regulations;
- 5.10.7.4 The RMD is designed to minimize any adverse impacts on the residents of the Town with regard to the general safety, welfare, and quality of life in the community (such as, but not limited to, attractive nuisance and noise);
- 5.10.7.5 The RMD provides a secure indoor waiting area for qualifying patients;
- 5.10.7.6 The storage and/or location of cultivation of Marijuana is adequately secured in enclosed, locked facilities within the RMD; and
- 5.10.7.7 The RMD adequately addresses issues of vehicular and pedestrian traffic, circulation, parking and queuing, especially during peak periods at the facility, and adequately mitigates the impacts of vehicular and pedestrian traffic on neighboring uses.

**5.10.8 Abandonment or Discontinuance of Use**

An RMD shall be required to remove all material, plants equipment and other paraphernalia prior to surrendering its state issued licenses or permits or within six months of ceasing operations, whichever comes first.

4. Amend the second paragraph of Section 7.2 to read as follows: “The Board of Appeals shall be the special permit granting authority for all special permits except as provided in Section #5.1 (Residence District M), Section #5.2 (Wetland/Flood Hazard District), Section #5.4 (Private Driveways), Section #5.5 (Conservation Clusters), Section #5.6 (Accessory Apartments), Section #5.7 (Senior Residential Open Space Community), Section # 5.9 (Personal Wireless Service Facilities), and Section #5.10 (Medical Marijuana Treatment Centers).”

5. Amend Section 7.6.1 (**Site Plan Review**) to read as follows: “For the purpose of administering the provisions of the bylaw relating to non-residential uses in all districts, not including personal wireless communication facilities as allowed under Section 5.9 of these bylaws, accessory apartments as allowed under Section 5.6 of these bylaws, medical marijuana treatment centers under Section 5.10 of these bylaws, and accessory uses permitted in General Residence Districts under Section 3.2.1.11 of these bylaws, and to ensure the most advantageous use of all properties within the same district and for the reasonable protection of the legitimate interests of adjoining property owners, site plan approval shall be required prior to the:” or to take any other action related thereto.  
(BOARD OF SELECTMEN)

**ARTICLE 28 – Amendments to the District Agreement of the Minuteman Regional Vocational School District:** To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11-, 2014 and which have been submitted as a restated “Regional Agreement” bearing the date of March 11, 2014 to the Board of Selectmen of each member town. (BOARD OF SELECTMEN)

***Finance Committee Regulation: The Finance Committee recommends passage of Article 28.***

**ARTICLE 29 – Zoning Bylaw Amendment – FEMA/Wetlands Maps:** To see if the Town will vote to amend the Zoning Bylaws of the Town of Carlisle by deleting Subsection 2.2 in its entirety and inserting in its place the following:

2.2 Location of Districts

All districts except the Wetland/Flood Hazard District are located and bounded as shown on a map entitled “Zoning District Map of Carlisle, Mass.”, dated March 1962 (as revised to date), signed by the Planning Board, and filed with the Town Clerk, together with any and all amendments thereto subsequently adopted by the Town. This map, together with all explanatory material thereon, shall be deemed to accompany and be a part of this bylaw. The Wetland/Flood Hazard District is shown on a map entitled “Property Maps, Carlisle, Massachusetts,” consisting of an index map and 36 sheets together with all amendments thereto subsequently adopted by the Town on file with the Town Clerk, the District being depicted as “Wetland/Flood Hazard Zoning District, adopted March 31, 1980,” amended on May 3, 1988, and further amended as required to be consistent with the Middlesex County Flood Insurance Rate Map (FIRM) dated July 7, 2014 and issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that show flood zones located wholly or partially within the Town include map panel numbers 25017C0242F, 25017C0244F, 25017C0253F, 25017C0254F, 25017C0261F, 25017C0262F, 25017C0263F, 25017C0264F, 25017C0266F and 25017C0268F dated July 7, 2014. The exact boundaries of the flood hazard areas within the Wetland/Flood Hazard District are defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014. The FIRM and FIS report are incorporated herein by reference and are hereby made a part of the Zoning District Map of the Town of Carlisle,

or to take any other action related thereto. (BOARD OF SELECTMEN)

**ARTICLE 30 – Amend General Bylaws Section 3.23.2 to reduce Council on Aging from 11 to 9 members:** To see if the Town will vote to amend Subsection 3.23.2 of the General Bylaws of the Town of Carlisle by deleting said section in its entirety and inserting in its place the following:

3.23.2 The council shall consist of nine (9) members, appointed by the Board of Selectmen to serve staggered terms of three years each, and their successors shall be appointed by the Board of Selectmen to serve terms of three years each. At least five (5) of the persons serving as members shall have reached the age of sixty (60) years.

or to take any other action related thereto. (BOARD OF SELECTMEN)

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Carlisle, qualified as aforesaid, to go to the Town Hall Building at 66 Westford Street in said Carlisle on Tuesday, the 6<sup>th</sup> day of May, 2014 between the hours of seven o'clock forenoon and eight o'clock in the afternoon and there to vote on the following:

**TOWN ELECTION – MAY 6, 2014**

**7:00 A.M. TO 8:00 P.M.**

**ELECTION OF OFFICERS** – To see if the Town will vote on the election of the following Town Officers:

Moderator	one for a term of one year
Selectmen	two for a term of three years
Board of Assessors	one for a term of three years
Board of Health	one for a term of three years
Housing Authority	one for a term of five years
Library Trustees	one for a term of three years
Planning Board	two for a term of three years
School Committee	two for a term of three years

And you are directed to serve this warrant by posting a true and attested copy thereof at the Town Hall and at the Post Office in said Town of Carlisle at least seven days prior to the time of holding said meeting.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 25th day of March in the Year of Our Lord 2014.

BOARD OF SELECTMEN

Timothy F. Hult, Chairman  
John Gorecki, Vice Chairman  
Peter M. Scavongelli, Clerk  
Douglas A.G. Stevenson, Member  
John D. Williams, Member

A True Copy Attest:

Lt. Leo Crowe, Constable

Middlesex, ss.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of Carlisle by posting up attested copies of the same at the United States Post Office and on the Town Bulletin Board in said town at least seven (7) days before the date of the meeting, as within directed.

Constable of Carlisle

Date Posted: March 31, 2014

**MINUTES**  
**Annual Town Meeting – April 28 & 29, 2014**

The Annual Town meeting was convened April 28, 2014, at the Corey Building. A quorum of 150 voters was reached, and the meeting called to order by Moderator Wayne Davis at 7:06 PM. There were a total of 315 voters present. The meeting was adjourned at 11:30 PM, to be continued on April 29, 2014. The adjourned meeting was reconvened on April 29, 2014 at 7:15 PM and closed at 8:25 PM. There were 172 voters present.

Before the warrant was opened, the Moderator explained how the meeting would be conducted, noted the Fire Escapes, and announced that if needed, due to an emergency or time, the meeting would reconvene tomorrow, April 29, 2014. He also described the Consent Agenda.

Timothy F. Hult then thanked the many volunteers on Town Boards and Committees for their generous contributions of time and efforts in service to the town during the past year. He also thanked Town employees who have departed. Special recognition was given to John S. Williams, now retiring from the Board of Selectmen, for his years of service to the Town. Douglas A.G. Stevenson then acknowledged and thanked Timothy F. Hult for his many years of service to the Town as he retires from the Board of Selectmen. John Williams also thanked Greg Peterson for his service to the Town.

**ARTICLE 1 - Consent Agenda:** On motion of Timothy F. Hult, it was voted by a declared majority vote that Articles 2 through 7, be considered in one motion, and that the motions for Articles 2 through 7 be hereby adopted as printed in the Motions Handout at Town Meeting, as indicated by a double asterisk (\*\*) and recommend by the Finance Committee.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, please say the word “Hold” in a loud voice when the number is called. The Article will then be automatically removed from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will entertain a SINGLE MOTION that all items remaining on the Consent Agenda be acted upon favorably by the voters.

**ARTICLE 2 - Town Reports\*\*:** At the call of the Consent Agenda, it was voted by a declared majority vote to accept the reports of Town Officers, Boards, Committees, Commissioners, and Trustees as published in the Town Report for the Year 2013 be accepted and placed in the permanent records of the Town, it being understood that such acceptance does not constitute a ratification of the contents of those reports.

**ARTICLE 3 - Salaries of Elected Officials \*\*:** At the call of the Consent Agenda, it was voted by a declared majority vote to fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the General Laws, as amended, for the Fiscal Year 2015, beginning July 1, 2014, or to take any other action related thereto

	<u>Voted FY'13</u>	<u>Voted FY'14</u>	<u>Recommended FY'15</u>
Moderator	\$50	\$50	\$50
Town Clerk	\$55,807	\$57,063	\$58,204
Assessors - Chairman	\$100	\$100	\$100
Second Member	\$100	\$100	\$100
Third Member	\$100	\$100	\$100

**ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits\*\*:** At the call of the Consent Agenda, it was voted by a declared majority vote that Four Thousand Dollars (\$4,000) be raised and appropriated from the FY 2015 tax levy and other general revenues of the Town to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post-employment benefits obligations for the Town.

**ARTICLE 5 – Department Revolving Funds Authorization \*\*:** At the call of the Consent Agenda, it was voted by a declared majority vote that the revolving funds for School Buses, Board of Health Inspections, Hazardous Wastes, Trails Committee,

Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Department, and Council on +Aging be authorized or reauthorized, as the case may be, for FY 2015 pursuant to Chapter 44, Section 53 E1/2 with the revenue source, authority to spend, use of fund, and spending limit as designated below with the understanding that such Revolving Funds be credited with the balance remaining in such Revolving Fund at the end of FY 2014 as follows:

<b>Revenue Funds</b>	<b>Revenue Source</b>	<b>Authority to Spend</b>	<b>Use of Fund</b>	<b>Spending Limit</b>
School Bus	User fees Collected by School	School Committee	To provide transportation for 7 <sup>th</sup> and 8 <sup>th</sup> grade students	\$60,000
Board of Health Inspections	Board of Health Fees	Board of Health	Specific expert engineering and consulting services to review septic and well installations and repairs, sanitary inspections and other appropriate reimbursable expenses.	\$50,000
Hazardous Wastes	Transfer Station User Fees & Grants Received	Board of Selectmen	Collection and disposal of household hazardous waste.	\$40,000
Trails Committee	Sale of <i>Trails in Carlisle</i> Book	Board of Selectmen	Building, maintaining and enhancing recreation trails.	\$10,000
Conservation Foss Farm	User Fees	Conservation Commission	Activities and maintenance associated with Foss Farm.	\$2,500
Conservation Building Maintenance	Fees and/or Rent	Conservation Commission	Maintenance and repairs associated with the Buildings located on Conservation Commission Lands	\$30,000
Historical Commission	Fees	Historical Commission	Reasonable expenses related to filings/applications.	\$3,000
Youth Commission	Event Admission Fees	Board of Selectmen	To provide for dances and other events sponsored by the Youth Commission.	\$10,000
Building Department	User Fees	Board of Selectmen	To cover inspectional services and administrative expenses.	\$100,000
Council on Aging	User Fees	Council on Aging	To provide for expenses for activities, programs and events sponsored by the Council on Aging.	\$25,000

**ARTICLE 6 – Real Estate Tax Exemption\*\*:** At the call of the Consent Agenda, it was voted by a declared majority vote that the Town accept the provisions of M.G.L. Chapter 59, Section 5 (clause 41C) to provide an additional real estate tax exemption of up to one hundred (100%) percent..

**ARTICLE 7 - FY 2015 Chapter 90 Authorization \*\*:** At the call of the Consent Agenda, it was voted by a declared two thirds majority vote that the Treasurer of the Town, with the approval of the Selectmen, be authorized to borrow Two Hundred Fifty-Nine Thousand Five Hundred Fifty-Two Dollars (\$259,552) to be expended by the Board of Selectmen for the reconstruction and improvement of public ways in the town as provided for pursuant to the provisions of Section 34(2) (a) of Chapter 90 of the General Laws, such borrowing to be in anticipation of, and conditioned upon, reimbursement by the Commonwealth pursuant to said Chapter 90.

**ARTICLE 8 – Fiscal Year 2014 Budget Transfers:** On motion of Michael Bishop it was voted by a declared majority vote that the sum of \$67,150.00 be transferred from the FY 2014 appropriation for Group Insurance and reallocated as follows:

- \$30,000.00 to Town Hall for replacement of Boiler and Shed
- \$14,500.00 to Recreation for field Study
- \$12,650.00 to Treasury for costs associated with closure of 669 Bedford Rd
- \$10,000.00 to the Fire Department for estimated cost of pipe replacement on fuel dispenser

**ARTICLE 9 – Close Out Unexpended Capital Articles:** On motion of Michael Bishop it was voted by a declared majority vote that the Town close out the balance of the following unexpended capital accounts and to transfer said sums to the General Fund:

**Town of Carlisle  
Unexpended Continuing Appropriations (Warrant Articles) Proposed for Closure**

Town Meeting Date	Article	Description	Unexpended Appropriations to be Closed
5/4/1999	9	Housing on Conant	4,193.53
5/5/2008	10	School Roof	7,600.00
5/5/2008	10	Gym Bleachers Refurb.	235.00
5/5/2008	10	Corey Water Infiltration	3,980.00
5/5/2008	10	Holsters	16.95
5/9/2011	12	Police Cruiser	138.23

4/30/2012	14	Police Cruiser	1,564.87
5/10/2010	13	Cistern	165.85
5/10/2010	12	SCBA Air Bottles	29,415.00
4/30/2012	14	Repave Parking Lot	520.00
4/30/2012	16	Fire Dept. – Pickup Truck	906.29
5/10/2010	12	DPW – One Ton Truck	1,383.00
<b>TOTAL</b>			<b>50,118.72</b>

**ARTICLE 10 – Approve/Fund Collective Bargaining Agreements:** On motion of John Gorecki it was voted by a declared majority vote that the Town approve the sum of \$9,910.88 for the purpose of funding the incremental costs of a successor collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 201A, said sum having been included in the Police Department Line Item total of \$1,368,980.00 in the FY2015 Operating Budget (Article 12) as voted and recommended by the Finance Committee.

**ARTICLE 11 - Establish/fund OPEB Trust:** On motion of Timothy F. Hult it was voted by a declared two thirds vote that the Town vote accept the provisions of Chapter 32B, Section 20 of the *Massachusetts General Laws* to establish a separate fund, to be known as an Other Post-Employment Benefits Liability Trust Fund.

**ARTICLE 12 – FY15 Operating Budget:** On motion of Michael Bishop it was voted by a declared majority vote that a total of Twenty-Six Million Three Hundred Two Thousand One Hundred Eighty-Five Dollars (\$26,302,185) be raised and appropriated for FY 2015, and to meet this appropriation that Two Hundred and Fifty Thousand Dollars (\$250,000) be transferred from Free Cash, that Fifty-Three Thousand Dollars (\$53,000) be transferred from the Ambulance Fund, that Forty-One Thousand Five Hundred Ninety-Three Dollars (\$41,593) be transferred from the Reserve for Bond Premiums account, and that the balance be raised from the FY2015 tax levy and other general revenues of the Town, as set forth in column entitled “Article 12” of the chart accompanying this motion.

<b>Article 12</b>		
	<b>ARTICLE 12</b>	<b>ARTICLE 13</b>
<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2015</b>
<b>Budget</b>	<b>Levy Limit</b>	<b>Transfers</b>
<b>Budget</b>	<b>Budget</b>	<b>Budget</b>

General Government	1,109,761	1,149,181	1,149,181
Protection of Persons & Property	2,176,040	2,283,187	2,283,187
Board of Health	86,620	88,822	88,822
Public Works	1,097,099	1,110,880	1,110,880
Public Assistance	192,994	204,026	204,026
Education	16,291,823	16,859,206	16,859,206
Library	560,005	574,053	574,053
Recreation	145,189	147,282	147,282
Insurance & Benefits	1,221,500	1,505,000	1,505,000
Unclassified	152,000	152,000	152,000
County Retirement	683,120	726,609	726,609
Long Term Debt	1,771,508	1,501,939	1,516,884
<b>Total</b>	<b>25,487,659</b>	<b>26,302,185</b>	<b>26,317,130</b>

**General Government**

		<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
		<b>FY 2015</b>	<b>FY 2015</b>
	<b>FY 2014</b>	<b>Levy Limit</b>	<b>Transfers</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>General Government</b>			
General Expense & Town Hall	698,617	726,246	726,246
Citizen Recognition	250	275	275
Treasurer/Collector	140,497	144,677	144,677
Town Clerk	69,062	70,469	70,469
Registrars & Elections-	13,457	13,723	13,723
Assessors	103,564	107,405	107,405
Planning Board	84,314	86,386	86,386
<b>sub-total</b>	<b>1,109,761</b>	<b>1,149,181</b>	<b>1,149,181</b>

**Protection of Persons and Property**

	<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
	<b>FY 2015</b>	<b>FY 2015</b>

	FY 2014 Budget	Levy Limit Budget	Transfers Budget
<b>Protection of Persons &amp; Property</b>			
Police	1,324,433	1,368,980	1,368,980
Fire	377,225	427,072	427,072
Communications	315,955	324,487	324,487
Conservation	91,145	94,215	94,215
Dog & Animal Control	10,099	10,325	10,325
Inspectional Services	33,621	34,108	34,108
Street-Lighting	23,562	24,000	24,000
<b>Sub-total</b>	<b>2,176,040</b>	<b>2,283,187</b>	<b>2,283,187</b>

**Board of Health**

	ARTICLE 12 FY 2015 Levy Limit Budget	ARTICLE 13 FY 2015 Transfers Budget
<b>FY 2014 Budget</b>	<b>86,620</b>	<b>88,822</b>
<b>Board of Health</b>	<b>86,620</b>	<b>88,822</b>

**Public Works**

	ARTICLE 12 FY 2015 Levy Limit Budget	ARTICLE 13 FY 2015 Transfers Budget
<b>FY 2014 Budget</b>	<b>683,919</b>	<b>696,413</b>
<b>Public Works</b>	<b>683,919</b>	<b>696,413</b>
DPW (incl. trees)	683,919	696,413
Snow & Ice	65,340	65,440
Transfer Station	259,424	260,611
Road Maintenance	88,416	88,416
<b>sub-total</b>	<b>1,097,099</b>	<b>1,110,880</b>

**Public Assistance**

ARTICLE 12 FY 2015	ARTICLE 13 FY 2015
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	<u>FY 2014 Budget</u>	<u>Levy Limit Budget</u>	<u>Transfers Budget</u>
<b>Public Assistance</b>			
Youth Commission	2,751	2,806	2,806
Council on Aging	171,168	174,620	174,620
Senior Tax Voucher Program	17,500	25,000	25,000
Veteran's Agent	1,575	1,600	1,600
<b>sub-total</b>	<b>192,994</b>	<b>204,026</b>	<b>204,026</b>

#### Education

	<u>FY 2014 Budget</u>	<u>ARTICLE 12 FY 2015 Levy Limit Budget</u>	<u>ARTICLE 13 FY 2015 Transfers Budget</u>
<b>Education</b>			
Carlisle Public Schools	9,744,311	10,012,736	10,012,736
CCRSB	5,723,013	5,834,916	5,834,916
CCRSB debt service	578,346	684,033	684,033
MMRHS	246,153	327,521	327,521
<b>sub-total</b>	<b>16,291,823</b>	<b>16,859,206</b>	<b>16,859,206</b>

#### Library

	<u>FY 2014 Budget</u>	<u>ARTICLE 12 FY 2015 Levy Limit Budget</u>	<u>ARTICLE 13 FY 2015 Transfers Budget</u>
<b>Library</b>			
	560,005	574,053	574,053

#### Recreation

	<u>FY 2014 Budget</u>	<u>ARTICLE 12 FY 2015 Levy Limit Budget</u>	<u>ARTICLE 13 FY 2015 Transfers Budget</u>
<b>Recreation</b>			
	145,189	147,282	147,282

**Insurance & Benefits**

	ARTICLE 12		ARTICLE 13
	FY 2014	FY 2015	FY 2015
		Budget	Levy Limit Budget
<b>Insurance &amp; Benefits</b>			
Blanket Insurance	160,000	205,000	205,000
Group Insurance and Mitigation	1,011,500	1,000,000	1,000,000
Contribution to OPEB Trust	0	250,000	250,000
Unemployment Insurance	50,000	50,000	50,000
<b>sub-total</b>	<b>1,221,500</b>	<b>1,505,000</b>	<b>1,505,000</b>

**Unclassified**

	ARTICLE 12		ARTICLE 13
	FY 2014	FY 2015	FY 2015
		Budget	Levy Limit Budget
<b>Unclassified</b>			
Interest, fees, & costs	1,000	1,000	1,000
Public Celebrations	1,000	1,000	1,000
Reserve Fund Balance	150,000	150,000	150,000
<b>sub-total</b>	<b>152,000</b>	<b>152,000</b>	<b>152,000</b>

**County Retirement**

	ARTICLE 12		ARTICLE 13
	FY 2014	FY 2015	FY 2015
		Budget	Levy Limit Budget
<b>County Retirement</b>	<b>683,120</b>	<b>726,609</b>	<b>726,609</b>

**Long Term Debt Service**

	<u>ARTICLE 12</u>	<u>ARTICLE 13</u>
	<b>FY 2015</b>	<b>FY 2015</b>
<b>FY 2014</b>	<b>Levy Limit</b>	<b>Transfers</b>
<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Long Term Debt</b>	<b>1,771,508</b>	<b>1,501,939</b>
	<b>1,516,884</b>	

**ARTICLE 13 – Fiscal Year 2015 Stabilization Fund Transfer:** On motion of Douglas A. G. Stevenson it was voted by a declared Two Thirds majority vote that \$14,945 be transferred from the Stabilization Fund to be used to repay the principal and interest on a portion of the long-term debt service for the Wang Coombs land purchase, increasing the appropriation for Long Term Debt from \$1,501,939 voted in Article 12 to \$1,516,884.

**ARTICLE 14 – Additional Appropriations for Professional Services:** On motion of Peter Scavongelli it was voted by a declared majority vote that the Town raise and appropriate from the FY 2015 tax levy and other general revenues of the Town, the sum of \$9,825 to be expended by the Board of Selectmen for the purpose of retaining consultants to provide professional services to the following departments:

<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Council on Aging	\$6,500	Social Worker
Assessors	\$3,325	Updates to GIS Maps

**ARTICLE 15 – Capital Equipment:** On motion of David Guarino it was voted by a declared majority vote that a total of Three Hundred Eighty-Six Thousand Three Hundred Fifty-Five Dollars (\$386,355) be hereby appropriated for FY2015 and to meet this appropriation that Two Hundred Fifty Thousand Dollars (\$250,000) be raised and appropriated from the FY 2015 tax levy and other general revenues of the town and One Hundred Two Thousand Three Hundred Fifty-Five Dollars (\$102,355) be transferred from Free Cash and Thirty-Four Thousand Dollars (\$34,000) be transferred from the Ambulance Fund, , to be spent by the Board of Selectmen, except for the items for the Carlisle Public Schools which sums are to be spent by the Carlisle School Committee, for the following capital purposes, and further, that after June 30, 2017, any residual unexpended portion of any list appropriation shall be returned to the General Fund:

**Long Term Capital Requirements  
FY'15  
Article 15**

		Amount	Appropriation Expires
CPS	Technology Replacement	80,000	June 30, 2017
CPS	Annual Maintenance	25,000	June 30, 2017
CPS	Grant Building Air Conditioning	88,000	June 30, 2017
Police	Cruiser Replacement	40,000	June 30, 2017
Police	Evidence & Records Secure Storage	26,355	June 30, 2017
Police	Computer & Technology Replacement	4,000	June 30, 2017
Fire	Thermal Imaging Camera	12,000	June 30, 2017
Fire	Chest Compression Device	15,000	June 30, 2017
Fire	Replacement Ambulance Cot	19,000	June 30, 2017
Library	Misc. Maintenance Projects	5,000	June 30, 2017
Library	Computer & Technology Replacement	4,000	June 30, 2017
Library	Roof Repair	25,000	June 30, 2017
Library	Septic System Replacement	28,000	June 30, 2017
Town Hall	Technology Upgrades	5,000	June 30, 2017
Town Hall	Major Repairs/Replacement	10,000	June 30, 2017
	<b>TOTAL</b>	<b>386,355</b>	

**ARTICLE 16 – Telecommunications Tower:** On motion of Peter Scavongelli it was voted by a declared majority vote that the sum of \$150,000 be appropriated to be spent by the Board of Selectmen for the erection of a telecommunications tower on the campus of the Carlisle Public School, and to authorize the Board of Selectmen to enter into a contract or contracts for said purpose, and to meet this appropriation, that the sum of one Hundred Fifty Thousand Dollars (\$150,000) be transferred from Free Cash in the Treasury of the Town.

**ARTICLE 17 – Amend FY’13 CPA Appropriation:** On motion of Luke Ascolillo it was voted by a declared majority vote that the Town amend its vote taken on Article 22, Motion 7 of the 2013 Annual Town Meeting by rescinding Twenty Five Thousand Dollars (\$25,000) of the appropriation under said Motion 7 and returning the Twenty-Five Thousand Dollars (\$25,000) to the Community Preservation Housing Reserve Fund balance, provided, however, that this amendment shall be contingent upon a vote to approve the appropriation as proposed in Article 19, Motion 2.

**ARTICLE 18 – Amend General Bylaws Subsection 3.26.4 to reflect recent CPA amendments:** On motion of Luke Ascolillo it was voted by a declared majority vote that the Town amend Subsection 3.26.4 of the General Bylaws of the Town of Carlisle by deleting said section in its entirety and inserting in its place the following:

3.26.4 The Community Preservation Committee shall make recommendations to the Town Meeting for acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created as provided in the Community Preservation Act, M.G.L. c.44B, as amended; provided, however, that funds expended pursuant to the Community Preservation Act shall not be used for maintenance. With respect to community housing, the Community Preservation Committee shall recommend, whenever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited. or to take any other action related thereto.

**ARTICLE 19 – CPA Annual Recommendations:** On motion of Luke Ascolillo it was voted by a declared majority vote that the Community Preservation Committee recommendations for transfers and expenditures for Fiscal Years 2014 and 2015 be approved as follows:

**Motion 1:** That the following amounts be appropriated from the Fiscal Year 2014 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Fifty Six Thousand Nine Hundred Dollars (\$56,900) be appropriated to the Open Space Reserve Fund.
- b. Fifty Six Thousand Nine Hundred Dollars (\$56,900) be appropriated to the Community Housing Reserve Fund.
- c. Fifty Six Thousand Nine Hundred Dollars (\$56,900) be appropriated to the Historic Reserve Fund.
- d. Two Thousand Five Hundred Dollars (\$2,500) be appropriated for Administrative Expenses.
- e. Three Hundred Ninety Five Thousand Eight Hundred Dollars (\$395,800) be appropriated to the fiscal year 2015 Community Preservation Budget Reserve account.

**Motion 2:** That Fifty Thousand Dollars (\$50,000) be appropriated from the Community Housing Reserve Fund to the Carlisle Affordable Housing Trust to educate the public with regard to potential strategies to address Chapter 40B in Carlisle and to identify, investigate, analyze, and secure options to purchase property or properties for acquisition by the Town of Carlisle for Community Housing, pursuant to the terms of the Town of Carlisle Community Preservation Committee Grant Agreement #2014-2.

**Motion 3:** That One Hundred Twenty-Five Thousand Dollars (\$125,000) be appropriated from the Community Housing Reserve Fund to the Carlisle Affordable Housing Trust for the development of up to two group homes at 338 Bedford Road to support development activities and subsidies, of which not more than Seventy Thousand Dollars (\$70,000) may be used for predevelopment activities, and that such sums may be expended by the Carlisle Affordable Housing Trust in accordance with the terms of the Town of Carlisle Community Preservation Grant Agreement #2014-1.

**ARTICLE 20 - Pilot Program for Transportation for Disabled Residents:** On motion of John Williams it was voted that the Town raise and appropriate Ten Thousand Dollars (\$10,000) from the FY2015 tax levy and other general revenues of the Town to fund a pilot transportation program for disabled Carlisle residents to be managed under the direction of the Council on Aging.

**ARTICLE 21 – FY'15 Matching Funds for Grant-funded Energy Manager:** On motion of Timothy F. Hult it was voted by a declared majority vote that the Town raise and appropriate Fourteen Thousand Seven Hundred Fifty Dollars (\$14,750) from the FY2015 tax levy and other general revenues of the Town to provide the Town's matching share of grant funds from the Commonwealth's Department of Energy Resources to employ an Energy Manager to be shared with the Town of Concord for a period of two fiscal years, beginning on July 1, 2014.

**ARTICLE 22 – Banta-Davis Housing:** Douglas A.G, Stevenson moved that the Town instruct the Board of Selectmen to take the following actions with respect to meeting the statutory minima for low or moderate income housing set forth in Chapter 40B of the Massachusetts General Laws.

**Motion 1:** That the Town continues to pursue mixed income rental projects on Town owned or purchased land. This motion failed by a vote of  
YES 157, NO 173.

**Motion 2:** That the Town continues to work to locate a mixed income rental project at the Banta-Davis property.  
This motion was not moved.

**ARTICLE 23 – Authorization for Cranberry Bog License Agreement:** On motion of John Gorecki it was voted by a declared majority vote that the Town pursuant to Section 12(b) of Chapter 30B of the Massachusetts General Laws, to authorize the Board of Selectmen to enter into an agreement with a qualified individual or entity to manage, maintain and harvest the agricultural area of the Town-owned Cranberry Bog Property

located on Curve Street and Martin Street for a term of up to twenty years on such terms and conditions as the Board of Selectmen deem in the best interests of the Town, and to authorize the Board of Selectmen to take all actions necessary to implement and administer such agreement.

**ARTICLE 24 - Design Funds for Renovation of Highland Building:** Peter Scavongelli moved that the Town appropriate the sum of Eighty-Five Thousand Dollars (\$85,000) be expended for the purpose of design/engineering and expenses related to the development of a community/cultural center in the former Highland School Building on School Street in Carlisle, Massachusetts, and to meet this appropriation, that Eighty-Five Thousand Dollars (\$85,000) be transferred from Free Cash, and further, to authorize the Board of Selectmen to enter into a contract or contracts for this purpose.

This motion failed to pass by a declared majority vote.

**ARTICLE 25 – Acceptance of Cutter’s Ridge Road:**

**No motion was be made.**

**ARTICLE 26 – Accept M.G.L. C. 39, §23D (Mullin Rule):** On motion of John Gorecki it was voted by a declared majority vote that the Town accept, for all boards, committees or commissions holding adjudicatory hearings in the Town, the provisions of M.G.L. c. 39, § 23D, which provides that a member of a board, committee or commission holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to the member’s absence from one session of such hearing, provided that certain conditions as set forth in the statute are met, or to take any other action related thereto.

**ARTICLE 27 – Zoning Bylaw Amendment – Medical Marijuana:** On motion of Peter Scavongelli it was voted by a declared two majority vote that the Town:

1. Delete Section 3.5 (INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES) in its entirety.
2. Amend Section 3.3.2 (Uses Permissible on Special Permit in Business District other than Carlisle Center Business District) by inserting, after existing section 3.3.2.8.3, the following:

In a Business District other than the Carlisle Center Business District, the Planning Board may, subject to the provisions of Section #7.2 and Section #5.10, authorize by special permit the following additional use:

3.3.2.9 Medical Marijuana Treatment Center (RMD).

3. Amend Section 5 (SUPPLEMENTARY REGULATIONS) by inserting new Subsection 5.10 as follows:

## 5.10 Medical Marijuana Treatment Center (RMD)

### 5.10.1 Definitions

“Medical Marijuana Treatment Center” or “RMD”: A not-for-profit entity registered under Massachusetts 105 CMR 725.100, and licensed by the Department of Public Health, to be known as a registered marijuana dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers Marijuana, products containing Marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers as defined by 105 CMR. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of Marijuana.

“Marijuana for Medical Use”: Marijuana that is designated and restricted for use, by and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as defined by 105 CMR.

“Marijuana”: The same substance as defined as “marihuana” under Chapter 94C of the Massachusetts General Laws; and the substance as defined as “marijuana” by 105 CMR, “including marijuana infused products (MIPs)”, as defined by 105 CMR, except where context clearly indicates otherwise.

“Special Permit Granting Authority”: The Town board charged with the responsibility for granting special permits for RMDs shall be the Carlisle Planning Board (“Planning Board”). The Planning Board may convene an *ad hoc* committee to assist it in reviewing an application for an RMD.

### 5.10.2 Purpose

The purposes of this Section are:

- 5.10.2.1 To provide for the establishment of RMDs in appropriate locations within the Town;
- 5.10.2.2 To minimize the adverse impacts associated with RMDs on adjacent properties, residential neighborhoods, schools and other places where children congregate, and other land uses potentially incompatible with RMDs; and
- 5.10.2.3 To regulate the siting, design, placement, security, safety, monitoring, and discontinuance of RMDs.

### 5.10.3 Applicability

- 5.10.3.1 The commercial cultivation, production, processing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of Marijuana for

Medical Use is prohibited unless permitted as a RMD under this Section 5.10.

- 5.10.3.2 No RMD shall be established except in compliance with the provisions of this Section 5.10.
- 5.10.3.3 Nothing in this Section 5.10 shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs.
- 5.10.3.4 If any provision of this Section or the application of such provisions to any person or circumstance shall be held invalid, the remainder of this Section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to thus the provisions of this Section 5.10 are severable.
- 5.10.3.5 RMDs are allowed only in a Business District other than the Carlisle Center Business District, by a special permit granted by the Planning Board, provided the RMD meets the requirements of this Section 5.10.
- 5.10.3.6 The granting of a special permit under this Section does not supersede federal, state or local laws or exempt an applicant from complying with all relevant federal, state and local requirements.

**5.10.4 General Requirements and Conditions for all RMDs**

- 5.10.4.1 A special permit for an RMD shall be limited to one or more of the following uses as prescribed by the Planning Board:
  - 5.10.4.1.4 cultivation of Marijuana for Medical Use;
  - 5.10.4.1.5 processing and packaging of Marijuana for Medical Use, including Marijuana that is in the form of smoking materials, food products, oils, aerosols, ointments, and other products; and
  - 5.10.4.1.6 retail sale or distribution of Marijuana for Medical Use to Qualifying Patients.
- 5.10.4.2 All RMDs shall be contained within a building or structure having a gross floor area of not more than 20,000 s.f.
- 5.10.4.3 An RMD shall not be located: (i) in a building that contains any medical doctors' offices or the offices of any other professional practitioner authorized to prescribe the use of medical Marijuana; (ii) in a building that contains residential units, including transient housing such as motels and

dormitories; (iii) within a lot that contains a residential dwelling or (iv) inside a movable or mobile structure, such as a van or truck.

- 5.10.4.4 An RMD shall not be located within 1,000 feet of any: (i) school or licensed child care facility; (ii) drug or alcohol rehabilitation facility; (iii) correctional facility, half-way house, or similar facility; (iv) public playground, public athletic field or other public recreational land or facility; (v) religious facility; or (vi) any other RMD. Distances shall be calculated by direct measurement from the nearest property line of the land used for school or child care establishment or places where minors frequent to the nearest point of the building in which the RMD is located.
- 5.10.4.5 Cultivation and storage of Marijuana for Medical Use shall be in a secure, enclosed, locked area. There shall be no visibility of activities, products or treatment occurring within or on the premises of a RMD from the exterior of such facility or premises. No outside storage of Marijuana or related supplies is permitted.
- 5.10.4.6 All sales and distribution of Marijuana for Medical Use by a licensed RMD shall occur only upon the permitted premises, except in the case of home delivery, in which an order may be delivered only to a registered qualifying patient or personal caregiver who possesses valid photo identification, consistent with 105 CMR.
- 5.10.4.7 The special permit shall require as a condition that a designated contact person for the RMD shall be required to respond by phone or email within twenty-four hours of the time of contact and inquiry by a town official regarding operation of the RMD.
- 5.10.4.8 The RMD shall annually file an affidavit with the Building Commissioner demonstrating that it is in good standing with respect to all applicable state licenses and all conditions contained in the special permit.
- 5.10.4.9 The applicant shall demonstrate proper licensure by the Massachusetts Department of Public Health as part of its application for a special permit. All special permits granted pursuant to this Section shall include a condition requiring the RMD to maintain its license or registration in good standing at all times, and establish that any suspension or revocation of a license by the Massachusetts Department of Public Health shall constitute a violation of the special permit.
- 5.10.4.10 The term of the special permit shall be determined by the Planning Board but shall be limited to the duration of the applicant's ownership of, or tenancy at, the premises and shall not be transferable. The special permit shall lapse if not exercised within one year of issuance.

- 5.10.4.11 The hours of operation of RMDs shall be set by the Planning Board. In no event shall an RMD be open and/or operating between the hours of 8:00 p.m. and 8:00 a.m.
- 5.10.4.12 No smoking, burning or consumption of any product containing Marijuana or Marijuana-related products shall be permitted on the premises of an RMD.
- 5.10.4.13 In addition to signage required by law and/or as a condition of the special permit, a sign with the following language shall be posted at a conspicuous location at the public entrance to the RMD: “Registration card issued by the MA Department of Public Health required.” The required text shall be a minimum of two inches in height.
- 5.10.4.14 RMDs shall have a designated contact for purposes of communicating with the Town, and shall provide the Carlisle Police Department and the Building Commissioner with the name, phone numbers and email address of said contact, along with the names, phone numbers and email addresses of all management staff and key holders to whom one can provide notice if there are operating problems associated with the establishment.

#### **5.10.5 Special Permit Procedures**

- 5.10.5.1 Pre-Application Conference. Applicants are strongly encouraged to meet with the Planning Board at a public meeting to discuss the proposed application for a new RMD and to discuss in general terms the proposed RMD prior to the formal submission of an application.
- 5.10.5.2 Application, Review and Recommendations. An Applicant seeking a special permit under this section shall file a written application and submit a site plan to the Planning Board, furnishing a copy to the Town Clerk. The Planning Board shall promulgate or amend Rules and Regulations Regarding Special Permits for Medical Marijuana Treatment Centers (“Rules and Regulations”), which shall be consistent with this Section 5.10 of the Zoning Bylaw. The Rules and Regulations shall further detail the required contents of the application and the process for review of the special permit application. The application shall be submitted in accordance with the requirements of said Rules and Regulations. The applicant shall be required to pay such fees, as determined by the Planning Board, as are necessary to cover any expenses connected with a public hearing and review of the application, including but not limited to the costs of all notices and the employment of outside consultants. Copies of the application shall also be submitted to the Board of Selectmen, the Board of Health, Police Department, and contingent upon their respective jurisdictions over the site, to the Conservation Commission and /or Historical Commission. The foregoing agencies may make recommendations as they deem appropriate and shall send copies thereof to

the Planning Board and the applicant; provided that failure of any such agency to make recommendations within thirty five (35) days of receipt by said agency of the application shall be deemed lack of opposition thereto.

- 5.10.5.3 The application and each copy shall meet the application requirements for a special permit per Section 7.2 and as may be adopted by the Planning Board, and should include, at a minimum, the following information:
  - 5.10.5.3.6 The name and address of each owner of the RMD;
  - 5.10.5.3.7 Copies of all required licenses and permits for the RMD issued to the applicant by the Commonwealth of Massachusetts and any of its agencies;
  - 5.10.5.3.8 Evidence that the Applicant has site control and the right to use the site for a RMD in the form of a deed or valid purchase and sale agreement, or, in the case of a lease, a notarized statement from the property owner and a copy of the lease agreement;
  - 5.10.5.3.9 In addition to what is normally required in a site plan, details showing all exterior proposed security measures for the premises, including, but not limited to lighting, fencing, gates and alarms to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity; and
  - 5.10.5.3.10 A Management Plan including a description of all activities to occur on site, including all provisions for the delivery of Marijuana for Medical Use and related products.

**5.10.6 Notice and Hearing**

The Planning Board shall give notice, in a manner provided by Chapter 40A of the General Laws, as amended, of a public hearing to be held within sixty five (65) days after filing of the application and shall act within ninety (90) days following the public hearing. Failure of the Planning Board to take action within said 90 days shall be deemed to be a grant of the permit applied for.

**5.10.7 Approval and Findings**

A special permit shall be issued under this section only if the Planning Board shall find that the project is in harmony with the general purpose and intent of this Section. Prior to the issuance of a special permit, the Planning Board shall make the following findings:

- 5.10.7.1 The RMD meets a demonstrated need;
- 5.10.7.2 The RMD satisfies the requirements of the zoning bylaw;

- 5.10.7.3 The RMD meets all of the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will as proposed be in compliance with all applicable state laws and regulations;
- 5.10.7.4 The RMD is designed to minimize any adverse impacts on the residents of the Town with regard to the general safety, welfare, and quality of life in the community (such as, but not limited to, attractive nuisance and noise);
- 5.10.7.5 The RMD provides a secure indoor waiting area for qualifying patients;
- 5.10.7.6 The storage and/or location of cultivation of Marijuana is adequately secured in enclosed, locked facilities within the RMD; and
- 5.10.7.7 The RMD adequately addresses issues of vehicular and pedestrian traffic, circulation, parking and queuing, especially during peak periods at the facility, and adequately mitigates the impacts of vehicular and pedestrian traffic on neighboring uses.

**5.10.8 Abandonment or Discontinuance of Use**

An RMD shall be required to remove all material, plants equipment and other paraphernalia prior to surrendering its state issued licenses or permits or within six months of ceasing operations, whichever comes first.

4. Amend the second paragraph of Section 7.2 to read as follows: “The Board of Appeals shall be the special permit granting authority for all special permits except as provided in Section #5.1 (Residence District M), Section #5.2 (Wetland/Flood Hazard District), Section #5.4 (Private Driveways), Section #5.5 (Conservation Clusters), Section #5.6 (Accessory Apartments), Section #5.7 (Senior Residential Open Space Community), Section # 5.9 (Personal Wireless Service Facilities), and Section #5.10 (Medical Marijuana Treatment Centers).”

5. Amend Section 7.6.1 (**Site Plan Review**) to read as follows: “For the purpose of administering the provisions of the bylaw relating to non-residential uses in all districts, not including personal wireless communication facilities as allowed under Section 5.9 of these bylaws, accessory apartments as allowed under Section 5.6 of these bylaws, medical marijuana treatment centers under Section 5.10 of these bylaws, and accessory uses permitted in General Residence Districts under Section 3.2.1.11 of these bylaws, and to ensure the most advantageous use of all properties within the same district and for the reasonable protection of the legitimate interests of adjoining property owners, site plan approval shall be required prior to the:”

**ARTICLE 28 – Amendments to the District Agreement of the Minuteman Regional Vocational School District:** On motion of Judith Taylor – MMRSD Committee it was voted by a declared majority vote that the Town, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the

amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated “Regional Agreement” bearing the date of March 11, 2014 to the Board of Selectmen of each member town.

**ARTICLE 29 – Zoning Bylaw Amendment – FEMA/Wetlands Maps:** On motion of John Gorecki it was voted by a declared two thirds majority vote that the Town amend the Zoning Bylaws of the Town of Carlisle by deleting Subsection 2.2 in its entirety and inserting in its place the following:

2.2 Location of Districts

All districts except the Wetland/Flood Hazard District are located and bounded as shown on a map entitled “Zoning District Map of Carlisle, Mass.”, dated March 1962 (as revised to date), signed by the Planning Board, and filed with the Town Clerk, together with any and all amendments thereto subsequently adopted by the Town. This map, together with all explanatory material thereon, shall be deemed to accompany and be a part of this bylaw. The Wetland/Flood Hazard District is shown on a map entitled “Property Maps, Carlisle, Massachusetts,” consisting of an index map and 36 sheets together with all amendments thereto subsequently adopted by the Town on file with the Town Clerk, the District being depicted as “Wetland/Flood Hazard Zoning District, adopted March 31, 1980,” amended on May 3, 1988, and further amended as required to be consistent with the Middlesex County Flood Insurance Rate Map (FIRM) dated July 7, 2014 and issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that show flood zones located wholly or partially within the Town include map panel numbers 25017C0242F, 25017C0244F, 25017C0253F, 25017C0254F, 25017C0261F, 25017C0262F, 25017C0263F, 25017C0264F, 25017C0266F and 25017C0268F dated July 7, 2014. The exact boundaries of the flood hazard areas within the Wetland/Flood Hazard District are defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014. The FIRM and FIS report are incorporated herein by reference and are hereby made a part of the Zoning District Map of the Town of Carlisle,

**ARTICLE 30 – Amend General Bylaws Section 3.23.2 to reduce Council on Aging from 11 to 9 members:** On motion of Douglas A. G. Stevenson, it was voted by a declared majority vote that the Town amend Subsection 3.23.2 of the General Bylaws of the Town of Carlisle by deleting said section in its entirety and inserting in its place the following:

3.23.2 The council shall consist of nine (9) members, appointed by the Board of Selectmen to serve staggered terms of three years each, and their successors shall be appointed by the Board of Selectmen to serve terms of three years each. At least five (5) of the persons serving as members shall have reached the age of sixty (60) years.

**ANNUAL TOWN ELECTION**  
**May 6, 2014**

The Annual Town Election was held May 6, 2014, at the Town Hall. The ballot box was examined and locked and the keys delivered to the Police officer on duty.

The polls were opened at 7:00 AM by the Warden, Lee Means, and were closed at 8:00 PM. A total of 210 votes were cast. After the ballots were counted and the vote recorded, the following results were announced at 8:45 PM.

**Moderator – One for One year**

Wayne H. Davis	730 Concord St	203
Blank		7
<b>Total</b>		<b>210</b>

**Board of Selectmen – Two for Three Years**

Nathan C. Brown	36 Russell St	193
Vanessa Hunnibell Moroney	142 Bedford Rd	184
Blank		43
<b>Total</b>		<b>420</b>

**Board of Assessors – One for Three Years**

Michael Coscia	320 Russell St	192
Blank		18
<b>Total</b>		<b>210</b>

**Board of Health – One for Three Years**

Edward L. (Lee) Storrs, Jr.	94 Brook St	201
Blank		9
<b>Total</b>		<b>210</b>

**Housing Authority – One for Five Years**

Mark H. Levitan	105 Wolf Rock Rd	189
Peter Gambino	280 Stoney Gate	1
Blank		20
<b>Total</b>		<b>210</b>

**Planning Board – Two for Three Years**

Jonathan A. Stevens	871 Maple St	189
Peter Gambino	280 Stoney Gate	70
Michael Epstein	57 Spencer Brook Ln	1
Thomas Doucette	100 Ember Ln	1
Elizabeth Bishop	291 Kimball Rd	2
William Tice	38 Audubon Ln	1
Blank		156
<b>Total</b>		<b>420</b>

**Library Trustee – One for Three Years**

Steven E. Golson	388 Stearns St.	202
Blank		8
<b>Total</b>		<b>210</b>

**School Committee – Two for Three Years**

William F. Fink	80 Daniels Ln	178
Seth D. Model	140 Carroll Dr.	174
Blank		68
<b>Total</b>		<b>420</b>

**STATE PRIMARY****September 9, 2014**

The State Primary was held at the Town Hall on Tuesday, September 9, 2014. The ballot box was examined and locked and the keys delivered to the police officer on duty.

The polls were declared open at 7:00 a.m. by the Warden of Elections, Lee Means, and were closed at 8:00 p.m. by Warden Kerri Piette. There were 577 Democratic Ballots cast of which 22 were absentee ballots. There were 157 Republican Ballots cast of which 4 were absentee ballots. After the ballots were counted and the vote recorded, the following results were announced.

**DEMOCRATIC PARTY BALLOT****Senator in Congress**

Edward J. Markey, 7 Townsend St., Malden	423
Blank	154
<b>Total</b>	<b>577</b>

**Governor**

Donald M. Berwick, 131 Lake Ave., Newton	212
Martha Coakley, 45 Coolidge Rd., Medford	203
Steven Grossman, 30 Huntington Rd., Newton	159
Blank	3
<b>Total</b>	<b>577</b>

**Lieutenant Governor**

Leland Cheung, 157 Garden St., Cambridge	217
Stephen J. Kerrigan, 325 Neck Rd., Lancaster	122
Michael E. Lake, 103 Gainsborough St. Boston	112
Blank	126
<b>Total</b>	<b>577</b>

<b>Attorney General</b>	
Maura Healey, 40 Winthrop St. Boston	429
Warren Tolman, 30 Stoneleigh Cir., Watertown	122
Blank	26
<b>Total</b>	<b>577</b>
<b>Secretary of State</b>	
William Francis Galvin, 46 Lake St., Boston	444
Blank	133
<b>Total</b>	<b>577</b>
<b>Treasurer</b>	
Thomas P. Conroy, 265 Old Connecticut Path, Wayland	167
Barry R. Finegold, 42 Stirling St., Andover	121
Deborah B. Goldberg, 37 Hyslop Rd. Brookline	181
Blank	108
<b>Total</b>	<b>577</b>
<b>Auditor</b>	
Suzanne M. Bump, 409 North Plain Rd., Great Barrington	409
Blank	168
<b>Total</b>	<b>577</b>
<b>Representative in Congress</b>	
Nicola S. Tsongas, 240 Clark Rd., Lowell	475
Blank	102
<b>Total</b>	<b>577</b>
<b>Councilor</b>	
Marilyn M. Petitto Devaney, 98 Westminster Ave., Watertown	229
Charles N. Shapiro, 67 Walnut Hill Rd., Newton	177
Blank	171
<b>Total</b>	<b>577</b>
<b>Senator in General Court</b>	
Michael J. Barrett, 7 Augustus Rd., Lexington	427
Blank	150
<b>Total</b>	<b>577</b>
<b>Representative in General Court</b>	
Cory Atkins, 25 Lang St., Concord	462
Blank	115
<b>Total</b>	<b>577</b>
<b>District Attorney</b>	

Marian T. Ryan, 8 Bradford Rd., Belmont	391
Michael A. Sullivan, 42 Huron Ave., Cambridge	101
Blank	85
<b>Total</b>	<b>577</b>
<b>Register of Probate</b>	
Tara E. Decristofaro, 36 Terrace Rd. Medford	388
Blank	189
<b>Total</b>	<b>577</b>
<b>REPUBLICAN PARTY BALLOT</b>	
<b>Senator in Congress</b>	
Brian J. Herr, 31 Elizabeth Rd., Hopkinton	123
Blank	34
<b>Total</b>	<b>157</b>
<b>Governor</b>	
Charles D. Baker, 49 Monument Ave., Swampscott	120
Mark R. Fisher, 10 Stone Meadow Farm Dr., Shrewsbury	36
Blank	1
<b>Total</b>	<b>157</b>
<b>Lieutenant Governor</b>	
Karyn E. Polito, 11 Coachman Ridge Rd., Shrewsbury	135
Blank	22
<b>Total</b>	<b>157</b>
<b>Attorney General</b>	
John B. Miller, 40 Westland Ave., Winchester	133
Blank	24
<b>Total</b>	<b>157</b>
<b>Secretary of State</b>	
David D'Arcangelo, 183 Bainbridge St., Malden	128
Blank	29
<b>Total</b>	<b>157</b>
<b>Treasurer</b>	
Michael James Hefferenan, 244 Grove St. Wellesley	130
Blank	27
<b>Total</b>	<b>157</b>

<b>Auditor</b>		
	Patricia S. Saint Aubin, 6 Shady Way, Norfolk	129
	Blank	28
	<b>Total</b>	<b>157</b>
<b>Representative in Congress</b>		
	Roseann Ehrhard Wofford, 18 Lexington Ave., Haverhill	126
	Blank	31
	<b>Total</b>	<b>157</b>
<b>Councilor</b>		
	Blank	157
	<b>Total</b>	<b>157</b>
<b>Senator in General Court</b>		
	Sandi Martinez, 1 Carter Dr. Chelmsford	130
	Blank	27
	<b>Total</b>	<b>157</b>
<b>Representative in General Court</b>		
	Blank	157
	<b>Total</b>	<b>157</b>
<b>District Attorney</b>		
	Blank	157
	<b>Total</b>	<b>157</b>
<b>Register of Probate</b>		
	John W. Lambert, Sr., 5 Beverly Rd., Natick	119
	Blank	38
	<b>Total</b>	<b>157</b>

**STATE ELECTION**  
**November 4, 2014**

The State Election was held at the Town Hall on Tuesday, November 4, 2014. The ballot box was examined and locked and the keys delivered to the police officer on duty.

The polls were declared open at 7:-00M by Election Warden Kerri Piette, and were closed at 8:00 PM by Deputy Election Warden Lee Means. A total of 2541 ballots were cast of which 205 were absentee ballots. There were also a total of 37 Federal write in ballots. After the ballots were counted and the vote recorded, the following results were announced at 1:50 AM on November 5, 2014:

<b>Senator in Congress</b>	
Edward J. Markey	1493
Brian J. Herr	951
BLANK	97
<b>Total</b>	<b>2541</b>
<b>Governor &amp; Lieutenant Governor</b>	
Baker & Polito	1231
Coakley & Kerrigan	1194
Falchuk & Jennings	62
Lively & Saunders	12
McCormack & Post	12
BLANK	30
<b>Total</b>	<b>2541</b>
<b>Attorney General</b>	
Maura Healey	1468
John B. Miller	963
BLANK	110
<b>Total</b>	<b>2541</b>
<b>Secretary of State</b>	
William Francis Galvin	1593
David D'Archangelo	744
Daniel L. Factor	109
BLANK	95
<b>Total</b>	<b>2541</b>
<b>Treasurer</b>	
Deborah B. Goldberg	1259
Michael James Heffernan	1004
Ian T. Jackson	112
BLANK	166
<b>Total</b>	<b>2541</b>
<b>Auditor</b>	
Suzanne M. Bump	1302
Patricia S. Saint Aubin	920
M. K. Merelice	105
BLANK	214
<b>Total</b>	<b>2541</b>
<b>Representative in Congress</b>	
Nicola S. Tsongas	1579

Roseann L. Ehrhard Wofford	856
BLANK	106
<b>Total</b>	<b>2541</b>
<b>Councilor</b>	
Marilyn M. Petitto Devaney	1325
Thomas Sheff	852
BLANK	364
<b>Total</b>	<b>2541</b>
<b>Senator in General Court</b>	
Michael J. Barrett	1382
Sandi Martinez	1002
BLANK	157
<b>Total</b>	<b>2541</b>
<b>Representative in General Court</b>	
Cory Atkins	1656
Kenneth William Van Tassell	638
BLANK	247
<b>Total</b>	<b>2541</b>
<b>District Attorney</b>	
Marian T. Ryan	1711
BLANK	829
Martha Coakley	1
<b>Total</b>	<b>2541</b>
<b>Register of Probate</b>	
Tara E. DeCristofaro	1330
John W. Lambert, Sr.	910
BLANK	301
<b>Total</b>	<b>2541</b>

## QUESTION 1

### LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

#### SUMMARY

This proposed law would eliminate the requirement that the state's gasoline tax, which was 24 cents per gallon as of September 2013, (1) be adjusted every year by the percentage change in the Consumer Price Index over the preceding year, but (2) not be adjusted below 21.5 cents per gallon.

**A YES VOTE** would eliminate the requirement that the state's gas tax be adjusted annually based on the Consumer Price Index.

**A NO VOTE** would make no change in the laws regarding the gas tax.

**Yes 1139                      No 1340                      Blank 62                      Total 2541**

**QUESTION 2**  
**LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

**SUMMARY**

This proposed law would expand the state's beverage container deposit law, also known as the Bottle Bill, to require deposits on containers for all non-alcoholic non-carbonated drinks in liquid form intended for human consumption, except beverages primarily derived from dairy products, infant formula, and FDA approved medicines. The proposed law would not cover containers made of paper-based biodegradable material and aseptic multi-material packages such as juice boxes or pouches.

The proposed law would require the state Secretary of Energy and Environmental Affairs (EEA) to adjust the container deposit amount every five years to reflect (to the nearest whole cent) changes in the consumer price index, but the value could not be set below five cents.

The proposed law would increase the minimum handling fee that beverage distributors must pay dealers for each properly returned empty beverage container, which was 2¼ cents as of September 2013, to 3½ cents. It would also increase the minimum handling fee that bottlers must pay distributors and dealers for each properly returned empty reusable beverage container, which was 1 cent as of September 2013, to 3½ cents. The Secretary of EEA would review the fee amounts every five years and make appropriate adjustments to reflect changes in the consumer price index as well as changes in the costs incurred by redemption centers. The proposed law defines a redemption center as any business whose primary purpose is the redemption of beverage containers and that is not ancillary to any other business.

The proposed law would direct the Secretary of EEA to issue regulations allowing small dealers to seek exemptions from accepting empty deposit containers. The proposed law would define small dealer as any person or business, including the operator of a vending machine, who sells beverages in beverage containers to consumers, with a contiguous retail space of 3,000 square feet or less, excluding office and stock room space; and fewer than four locations under the same ownership in the Commonwealth. The proposed law would require that the regulations consider at least the health, safety, and convenience of the public,

including the distribution of dealers and redemption centers by population or by distance or both.

The proposed law would set up a state Clean Environment Fund to receive certain unclaimed container deposits. The Fund would be used, subject to appropriation by the state Legislature, to support programs such as the proper management of solid waste, water resource protection, parkland, urban forestry, air quality and climate protection.

The proposed law would allow a dealer, distributor, redemption center or bottler to refuse to accept any beverage container that is not marked as being refundable in Massachusetts.

The proposed law would take effect on April 22, 2015.

**A YES VOTE** would expand the state’s beverage container deposit law to require deposits on containers for all non-alcoholic, non-carbonated drinks with certain exceptions, increase the associated handling fees, and make other changes to the law.

**A NO VOTE** would make no change in the laws regarding beverage container deposits.

**Yes 1104                      No 1403                      Blank 34                      Total 2541**

### **QUESTION 3**

#### **LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

#### **SUMMARY**

This proposed law would (1) prohibit the Massachusetts Gaming Commission from issuing any license for a casino or other gaming establishment with table games and slot machines, or any license for a gaming establishment with slot machines; (2) prohibit any such casino or slots gaming under any such licenses that the Commission might have issued before the proposed law took effect; and (3) prohibit wagering on the simulcasting of live greyhound races.

The proposed law would change the definition of “illegal gaming” under Massachusetts law to include wagering on the simulcasting of live greyhound races, as well as table games and slot machines at Commission-licensed casinos, and slot machines at other Commission-licensed gaming establishments. This would make those types of gaming subject to existing state laws providing criminal penalties for, or otherwise regulating or prohibiting, activities involving illegal gaming.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

*A YES VOTE* would prohibit casinos, any gaming establishment with slot machines, and wagering on simulcast greyhound races.

*A NO VOTE* would make no change in the current laws regarding gaming.

**Yes 1520                  No 970                  Blank 51                  Total 2541**

#### **QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

##### **SUMMARY**

This proposed law would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

Employees who work for employers having eleven or more employees could earn and use up to 40 hours of paid sick time per calendar year, while employees working for smaller employers could earn and use up to 40 hours of unpaid sick time per calendar year.

An employee could use earned sick time if required to miss work in order (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse; (2) to attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse; or (3) to address the effects of domestic violence on the employee or the employee's dependent child. Employees would earn one hour of sick time for every 30 hours worked, and would begin accruing those hours on the date of hire or on July 1, 2015, whichever is later. Employees could begin to use earned sick time on the 90th day after hire.

The proposed law would cover both private and public employers, except that employees of a particular city or town would be covered only if, as required by the state constitution, the proposed law were made applicable by local or state legislative vote or by appropriation of sufficient funds to pay for the benefit. Earned paid sick time would be compensated at the same hourly rate paid to the employee when the sick time is used.

Employees could carry over up to 40 hours of unused sick time to the next calendar year, but could not use more than 40 hours in a calendar year. Employers would not have to pay employees for unused sick time at the end of their employment. If an employee missed work for a reason eligible for earned sick time, but agreed with the employer to work the same number of hours or shifts in the same or next pay period, the employee would not have to use earned sick time for the missed time, and the employer would not have to pay for that missed time. Employers would be prohibited from requiring such an employee to work additional hours to make up for missed time, or to find a replacement employee.

Employers could require certification of the need for sick time if an employee used sick time

for more than 24 consecutively scheduled work hours. Employers could not delay the taking of or payment for earned sick time because they have not received the certification. Employees would have to make a good faith effort to notify the employer in advance if the need for earned sick time is foreseeable.

Employers would be prohibited from interfering with or retaliating based on an employee's exercise of earned sick time rights, and from retaliating based on an employee's support of another employee's exercise of such rights.

The proposed law would not override employers' obligations under any contract or benefit plan with more generous provisions than those in the proposed law. Employers that have their own policies providing as much paid time off, usable for the same purposes and under the same conditions, as the proposed law would not be required to provide additional paid sick time.

The Attorney General would enforce the proposed law, using the same enforcement procedures applicable to other state wage laws, and employees could file suits in court to enforce their earned sick time rights. The Attorney General would have to prepare a multilingual notice regarding the right to earned sick time, and employers would be required to post the notice in a conspicuous location and to provide a copy to employees. The state Executive Office of Health and Human Services, in consultation with the Attorney General, would develop a multilingual outreach program to inform the public of the availability of earned sick time.

The proposed law would take effect on July 1, 2015, and states that if any of its parts were declared invalid the other parts would stay in effect.

*A YES VOTE* would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

*A NO VOTE* would make no change in the laws regarding earned sick time.

<b>Yes</b>	<b>1271</b>	<b>No</b>	<b>1049</b>	<b>Blank</b>	<b>221</b>	<b>Total</b>	<b>2541</b>
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**QUESTION 5**  
**THIS QUESTION IS NON BINDING**

Shall the state representative from this district be instructed to vote in favor of legislation that would allow the state to regulate and tax marijuana in the same manner as alcohol?

<b>Yes</b>	<b>1346</b>	<b>No</b>	<b>514</b>	<b>Blank</b>	<b>681</b>	<b>Total</b>	<b>2541</b>
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## BOARD OF SELECTMEN

The Carlisle Board of Selectmen is pleased to submit this summary of the status of the Town's affairs for the year ending December 31, 2014. Overall, we are pleased to report that the affairs of the Town are in good order and we find ourselves in a healthy and stable financial position. Carlisle continues to be a place of uncommon beauty and a wonderful place to live and raise a family. Our approach to the management of Carlisle's government affairs is guided by three core principles:

- 1.) The provision of excellent education for our citizens
- 2.) The protection of our unique physical environment
- 3.) The preservation of small town community values and fiscal responsibility

In today's world it is paramount to address the balance of our citizens desires to maintain and enhance the services they have come to expect with the reasonableness of what they are able to pay to fund these services. We see it as our responsibility to put before them budgets and proposals that reinforce the core values outlined above within a realistic financial framework. Ultimately, through the Town Meeting system, the citizens themselves make the decisions. Carlisle is fortunate to have an informed and involved citizenry who regularly make sound choices regarding town affairs.

### **Financial Status**

Financially the town is in solid shape. For the Fiscal year ending June 30, 2014, the town received a clean audit report and a management letter outlining a modest number of non-critical issues to be addressed. Revenues for the year were approximately \$27.4 million and expenses \$26.9 million. Certified free cash reserves were approximately \$3.0 million and the stabilization Fund was approximately \$1.2 million. Thus we have cash reserves of approximately 15.3% of expenditures which is quite healthy. Our bond rating is Aa1 which is effectively the highest possible given the size of the town. One item of note is that the bond obligations are rising significantly given expenditures on the new facility at the High School. As of June 30, 2014 the town had approximately \$16.6 million in long term debt obligations which will ultimately rise to over \$30 million when the High School debt is fully bonded.

For this current year (FY15) which will end on June 30, 2015, Town Meeting in April approved a budget of \$27.0 million in revenues and expenses. Within this budget \$500 thousand of free cash was used to mitigate what would have been a sharp rise in debt service expenses and to keep the tax increase reasonable. Actually, revenue projected to be generated from the property tax (including new growth) rose by 4.0%. We also currently have excess levy capacity of almost \$1.4 million which makes the prospect of any overrides in the next few years highly unlikely.

### **Highlights from 2014**

- The High School Building project is proceeding on schedule and on budget, with an expected move in date of April 17, 2015. The second phase of the project, removing the old school, should be completed by the end of December 2015.
  
- An RFP for a 9 bedroom DDS Housing project on the previously purchased Goff property was developed and issued. It is expected that the project will be able to be started during 2015 to provide an additional 9 units of affordable housing.
  
- The Benfield Farms Senior Affordable Housing project was completed and, as of the end of 2014, 24 of the 26 available units were occupied. This 26 unit complex represents the culmination of over a decade of hard work by many volunteers and professionals.
  
- Town Meeting in 2014 rejected a proposal to achieve 10% affordable housing through the development of mixed income rental apartment buildings. A related proposal to build one such development on the Banta Davis land was not moved at town meeting.
  
- Within the budget approved at Town Meeting we continued to implement a series of initiatives and personnel programs that will hopefully allow our on call Fire Department to continue to flourish. We are very fortunate to have this dedicated group that serves us so well in any emergency.

### **Current Selectmen Core Initiatives**

The Selectmen annually develop Goals and Objectives that guide our activities. While the full set of objectives is comprehensive and involves significant detail, the following core initiatives were developed for FY15

- Manage town's operational budget to a sustainable rate
- Develop long term debt policy and 5-10 year capital plan
- Carefully monitor CCHS Building project
- Carefully monitor Minuteman facilities project and district restructuring with regard to Carlisle's best interests
- Work with fire department to determine the adequacy of existing on-call department and necessary modifications, if any.
- Develop plan to ensure safe access to water supply for fire suppression throughout town
- Continue to support the Technology Committee and produce a long term technology plan for the town
- Initiate master planning process, including long term plan for development of 40B housing, a community center, recreational needs, and disposition of the Highland building.
- Reinvigorate pathways committee to develop small sections of paths using existing funding and develop plan for phase 2 of pathways project
- Develop land acquisition strategy / policy

- Work with the Conservation Committee and Land Stewardship Committee to develop a recommendation for the regular and ongoing funding process for the maintenance of conservation and town land

### **Significant Challenges**

While the town's affairs are generally in good shape, there are a number of significant challenges that we face.

- The 40B Affordable Housing law could generate development activity that could fundamentally change the character of the town. Because we do not have 10% affordable Housing, developers can initiate projects that circumvent the 2 acre zoning. This potentially could negatively affect the water resources. During 2014, one such 40B comprehensive application was submitted to the Zoning Board of Appeals for a proposed development on Long Ridge Road. A decision on that application is expected in 2015. Gaining approval for the siting and development of Town initiated projects to more efficiently move us toward the 10% goal has been extremely challenging, however is also viewed as essential to combat this threat.

- As do all towns and the state, Carlisle has substantial unfunded liabilities regarding benefits for retired employees, which currently is valued at approximately \$9 million. In 2014 we began the process of funding this liability by establishing a trust fund and depositing an initial \$250,000 into the trust fund. Maintaining the funding and staying within the plan to fund the trust fund to address this liability will take diligence.

- The Minuteman High School needs a new facility. During the course of planning to build a new facility, Minuteman has proposed a revision to the District Agreement which was approved at Town Meeting in 2014. Because the terms of the revised agreement are highly disadvantageous to Carlisle, if the remaining communities approve the revised agreement Carlisle may have to seriously consider leaving the District and provide an alternative mechanism to ensure that Carlisle students have access to high quality technical education.

- The Carlisle population is rapidly aging. As a result there will be considerably more elderly residents in the years to come. It is wonderful that so many people may desire to stay in town. Our COA does a fabulous job but we lack the space and physical resources for the services this population may require. Specifically, it is highly probable that we will need to seriously consider a Community/Senior Center in the near future.

### **Appreciation**

The Selectmen would like to express our deep appreciation to our dedicated and talented Professional staff, Town Administrator Tim Goddard and Executive Assistant Margaret Arena. Their support is invaluable.

We would also like to express our admiration and appreciation to all of our dedicated town employees who do such a wonderful job providing the services for all of us. We are fortunate to have such a wonderful group of employees.

Finally, our town would not function without the involvement and expertise of so many town volunteers. The number of people who volunteer their time and effort to the town is truly extraordinary. It is their enthusiasm, energy and talent that allow us to plan and manage the programs that make our town so special.

Respectfully submitted,

John Gorecki, Chairman  
Douglas A.G. Stevenson  
Peter Scavongelli  
Vanessa Hunnibell Moroney  
Nathan Brown

## TOWN COUNSEL

The role of Town Counsel is to provide information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the preparation of legal memoranda and the negotiation, drafting or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

The following is a list of 2014-2015 judicial and administrative appeals:

81 Russell Street Appeal: The Planning Board issued a special permit for a Senior Residential Open Space Community to be developed at 81 Russell Street. Abutters to the property have appealed to Land Court on the claim that the Planning Board acted outside of its authority in issuing the permit. The developer is a co-defendant.

A status conference was held in late February. In addition, the abutters request that the Department of Environmental Protection issue a Superseding Order of Conditions regarding the development. The Conservation Commission issued an Order of Conditions for the project. The matter remains pending with the DEP.

We obtained a judgment in the Town's favor in a summary process action against Marcus Siskind and Back Road Realty LLC, allowing the Town to reclaim its property at 669 Bedford Road. We are also pursuing an action on behalf of the Town against Marcus Siskind to recover both unpaid personal property taxes and the costs incurred by the Town in removing Mr. Siskind's property from 669 Bedford Road.

The Town has filed its complaint and a pre-trial conference is scheduled for late February.

We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with specific, direct and responsive representation. Our efforts on behalf of the Town have benefited from the participation of numerous Town officials and private citizens. We thank the Board of Selectmen, the Town Administrator, and all other Town officials and citizens for their cooperation and assistance.

Respectfully submitted,

Thomas J. Harrington  
Miyares and Harrington LLP  
Town Counsel

# TOWN ACCOUNTANT

FISCAL YEAR 2014

## GENERAL FUND TREASURER'S RECEIPTS

### Taxes (net of refunds)

Personal Property/Real Estate	23,018,977	
Tax Foreclosure	275,000	
Tax Title	10,282	
Motor Vehicle Excises	867,114	
Penalties & Interest - Property Tax	21,030	
Penalties & Interest - Excises	<u>8,398</u>	\$24,200,801

### Fees

Planning Board Fees	13,350	
Town Clerk Fees	2,581	
Dogs	7,885	
Conscom	24,594	
Board of Appeals	800	
Selectmen	1,818	
Board of Health	932	
Assessors	3,763	
Recreation	<u>26,039</u>	\$81,762

### Other Charges

Recycle	18,394	
Lien Certificates	3,575	
Field Driver	25	
Other	<u>          </u>	

	6,449	\$28,443
<b>Other Departments</b>		
Police Reports	170	
Police Special Detail	8,615	
Medicaid AAC	6,920	
	<u>6,920</u>	\$15,705
<b>Licenses &amp; Permits</b>		
Building Permits	113,217	
Wiring Permits	19,493	
Fire Alarm Permits	8,155	
Plumbing Permits	8,802	
Septic Licenses	5,625	
Gas Permits	5,153	
Gun Permits	2,062	
Marriage Licenses	400	
	<u>400</u>	\$162,907
<b>Revenues from the State</b>		
Additional Assistance	189,932	
State Owned Land	197,751	
Chapter 70	839,492	
Abatements to Elderly	3,012	
Abatements to Veterans	2,613	
Veterans Benefits Reimbursement	2,867	
Charter School Tuition Reimbursement	5,892	
	<u>5,892</u>	\$1,241,559

**Revenues from Other Governments**

Court Fines/Other Fines	10,050	
FEMA Reimbursement	21,138	
Payments in Lieu of Taxes	<u>6,323</u>	\$37,511

**Special Assessments**

Burials	<u>2,700</u>	\$2,700
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**Library**

Fines & Fees	<u>1,216</u>	\$1,216
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**Investments**

Treasurer's Interest	<u>13,739</u>	\$13,739
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**Other Miscellaneous Revenue**

Litigation	4,695	
Sale of Surplus Equipment	11,895	
National Grid Rebate	<u>900</u>	\$17,490
Subtotal		\$25,803,833

**Transfers (Net)** 99,484

**Cash Balance July 1, 2013** 5,810,334

**Warrants Payable FY 14** 1,114,000 \$7,023,818

Total Receipts \$32,827,651

**TREASURER'S EXPENDITURES**

**GENERAL GOVERNMENT**

**Town Counsel**

Legal	<u>95,225</u>	\$95,225
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**Historical Commission**

Wages, Part-Time	3,887	
Expenses	<u>1,305</u>	\$5,192

**Board of Appeals**

Wages, Part -Time	6,975	
Expenses	<u>1,524</u>	\$8,499

**Finance Committee**

Expenses	<u>176</u>	\$176
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**Moderator**

Salary	<u>50</u>	\$50
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**Selectmen**

Secretary	47,329	
Training & Meetings	103	
Office Supplies	1,115	
Other Supplies	300	
Dues & Subscriptions	<u>2,576</u>	\$51,423

**Copy Machine**

Agreements	5,039	
Supplies	<u>2,401</u>	\$7,440

**Town/FinCom Reports/Town Meeting**

Printing	2,620	
Expenses	<u>2,449</u>	\$5,069

**Flag & Clock Care**

Wages, Part-Time	<u>881</u>	\$881
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**Printing & Postage**

Postage	13,787	
Miscellaneous	2,903	
Printing	<u>1,816</u>	\$18,506

**Town Administrator**

Salary	114,863	
Housing Coordinator	52,405	
Training/Meetings	2,609	
Expenses	1,311	
Other Supplies	85	
Dues	375	
Insurance Premiums	<u>1,000</u>	\$172,648

**Small Capital**

Expenses	<u>11,671</u>	\$11,671
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**Housing Authority**

Expenses	<u>495</u>	\$495
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**Town Accountant**

Salary	69,488	
Wages, Part-Time	15,315	
Education	858	
Office Supplies	534	
Dues	<u>110</u>	\$86,305

**Professional Services**

Audit	30,000	
Actuarial	6,500	
Revaluation	1,500	
Prof Fees-GIS Maps Update	2,625	
Prof Fees-Financial Consulting	<u>165</u>	\$40,790

**Wage Study**

Wage Study Consultant	<u>9,167</u>	\$9,167
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**Assessors**

Appraiser/Administrator	59,910	
Elected Officials	300	
Wages, Full-Time	34,126	
Computer-License & Support	6,150	
Supplies	1,641	
Mileage	615	
Dues	<u>300</u>	\$103,042

**Town Treasurer/Tax Collector**

Salary	94,605	
Wages, Part-Time	23,594	
Equipment Service	1,717	
Payroll Expense	7,797	
Process Tax Bills	5,365	
Bond Expense	1,750	
Office Supplies	1,546	
Retention of Records	1,560	
Moving & Storage	13,103	
Dues	<u>135</u>	\$151,172

**Tax Title Foreclosures**

Tax Title Foreclosures	<u>150</u>	\$150
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**Town Clerk**

Elected Official	57,063	
Wages, Part-Time	8,986	
Assistant Town Clerk Stipend	1,200	
Training & Meetings	1,037	
Office Supplies	<u>476</u>	\$68,762

**Elections & Registration**

Clerk	100	
Election Wages	9,436	
Registrars	75	
Street Lists/Computer	1,758	

Election Worker Consideration	300	
Election Supplies	917	\$12,586

**Conservation Commission**

Wages, Part Time	22,625	
Conscom Officer	59,131	
Printing & Legal Notice	156	
Education & Training	474	
Dues	650	
Office Supplies	325	
Repair & Maintenance	2,258	
Mileage	903	\$86,522

**Planning Board**

Wages, Part-Time	22,475	
Planner	60,667	
Meeting & Site Visits	146	
Dues & Subscriptions	85	
Office Supplies	401	\$83,774

**Town Hall**

Custodian/Maintenance	37,731
Electricity	41,512
Heat	25,262
Contracts	43,242
Water Cooler	498
Computer Maintenance	

		23,080	
	Telephone	18,949	
	Building Maintenance	26,738	
	Grounds	2,665	
	Supplies	2,236	
	Mileage	294	
		<hr/>	\$222,207
<b>Town Hall-Articles</b>			
	Town Hall IT Upgrades	3,678	
		<hr/>	\$3,678
			<hr/>
<b>TOTAL GENERAL GOVERNMENT</b>			<b>\$1,245,430</b>
			<hr/> <hr/>
<b><u>EDUCATION</u></b>			
<b>District Administration</b>			
	Administrator	34,573	
		<hr/>	\$34,573
<b>School Committee</b>			
	Secretary	3,345	
	Contracted Services	4,665	
	Legal Expense	1,826	
	Memberships	14,815	
	Advertising	3,350	
		<hr/>	\$28,001
<b>School Administration</b>			
	Salaries	262,013	
	Superintendent Insurance	13,491	
	Postage	2,679	
	Professional Development	5,364	

Office Supplies	3,920	
Memberships	13,645	
Travel	<u>4,286</u>	\$305,398

**Business Office**

Administration	92,382	
Office Supplies	<u>935</u>	\$93,317

**Regular Education**

Salaries - Substitutes	84,307
Office Support	205,577
Classroom Aides	72,559
Technology Support	118,887
Salaries - K-4	1,458,585
Salaries - M.S. (5-8)	1,813,694
Salaries - Physical Education	293,579
Salaries - Art	178,489
Salaries - Music	210,817
Salaries - Media/Technology	127,331
Salaries - ELL	43,248
Postage	6,035
Summer Curriculum	69,987
Professional Improvement	5,567
Specialists	131,982
Early Retirement	41,958
Contracted Services-Home/Hospital	2,880
General Supplies	33,576

Physical Education Supplies	11,747	
Art Supplies	5,871	
Music Supplies	24,010	
ELL Supplies	1,395	
Professional Development	31,944	
Stipends	<u>66,960</u>	\$5,040,985

**Student Services/SPED**

Administration	118,500	
Special Education Salaries	1,315,346	
Clerical	51,302	
Aides	297,661	
Contracted Services	78,835	
Legal Expenses	345	
Supplies	24,466	
SPED Technology	<u>2,627</u>	\$1,889,082

**Texts, Regular Education**

Texts, Supplies, K-4	16,391	
Language Arts	33,943	
Math	47,822	
Social Studies	2,909	
Science	5,204	
Foreign Language	10,308	
Technology	<u>141,072</u>	\$257,649

**School Library**

Supplies	<u>13,169</u>	\$13,169
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**School Psychologist**

Salary	273,253	
Supplies	<u>4,377</u>	\$277,630

**Health Services**

Nurse Salary	154,127	
Doctor's Stipend	750	
Supplies	<u>3,262</u>	\$158,139

**Student Activities**

Transportation	<u>308,211</u>	\$308,211
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**SPED Transportation**

Contracted Services	<u>133,449</u>	\$133,449
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**Education Equipment**

Education Equipment	<u>16,462</u>	\$16,462
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**Student Activities**

Supplies	<u>2,140</u>	\$2,140
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**Custodial**

Custodians	422,373	
Office Supplies	24,562	
Wastewater Treatment Facility	81,141	
Waste Disposal	<u>7,712</u>	

\$535,788

**Heating of Buildings**

Gas Heat	<u>70,182</u>	\$70,182
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**Utility Services**

Electricity	150,260	
Telephone	27,103	
Water	<u>3,818</u>	\$181,181

**Maintenance of Grounds**

Grounds	<u>12,161</u>	\$12,161
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**Maintenance of Buildings**

Contracted Services	<u>78,698</u>	\$78,698
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**Maintenance of Equipment**

Contracted Services	<u>66,418</u>	\$66,418
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**Tuition to Mass. Schools**

Tuition	<u>241,291</u>	\$241,291
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**School Articles**

Classroom Locks TM0407	2,378	
CPS Telephone System TM0407	235	
Annual Maintenance TM0508	189	
Technology Replacement TM0412	13,999	
Annual Maintenance TM0412	16,500	
Annual Maintenance TM0413	25,000	

	Technology Replacement TM0413	<u>80,000</u>	\$138,301
<b>CCRHS</b>			
	Assessment	<u>6,301,358</u>	\$6,301,358
<b>Minuteman Regional</b>			
	Assessment	<u>246,153</u>	<u>\$246,153</u>
<b>TOTAL EDUCATION</b>			<u><u>\$16,429,736</u></u>

**PROTECTION OF PERSONS & PROPERTY**

**Police Department**

Salaries & Wages	1,102,299	
Radio Repair	1,665	
Education	16,438	
Printing	55	
Cruiser Repair	17,607	
Fuel/Mileage	33,446	
Uniforms	20,122	
Dues	8,215	
Administration Expense	6,660	
Equipment	<u>40,608</u>	\$1,247,115

**Police Articles**

Paint Police Station TM0407	648
Police-Computer Replacement TM0412	1,956

Records Management TM0413	28,525	
Cruiser Replacement TM0413	<u>33,204</u>	\$64,333

**Police Station**

Electricity	14,454	
Heat	5,411	
Repair & Maintenance	17,154	
Cleaning Supplies	<u>1,188</u>	\$38,207

**Fire Department**

Salaries	112,374
Secretarial Wages	8,720
Fire Wages	36,001
Fire Education & Training	24,680
Maintenance Wages	9,923
Inspections	9,859
Electricity-Station	5,659
Heat	7,174
Radio Repair	6,767
Telephone	4,537
Building Repair/Maintenance	4,987
Equipment Maintenance	1,263
Water Cisterns Repair	4,916
Fuel Dispenser Pipe Replacement	6,175
Water Cisterns Electricity	2,023
Vehicles Repairs	22,173
Gasoline	7,861

Protective Clothing/Uniforms	9,405	
Dues/Membership	1,979	
Miscellaneous	3,970	
Fire Chief Expenses	942	
Additional Equipment	7,901	
Hose	2,784	
Municipal Fire Alarm Maintenance	<u>2,009</u>	\$304,082

**Fire Department Articles**

Generator Replacement TM0413	35,000	
Miscellaneous Building Projects TM0413	2,871	
Municipal Fire Alarm Systems TM0413	<u>28,206</u>	\$66,077

**Immunization**

Medical Supplies	<u>48</u>	\$48
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**Ambulance**

Ambulance Wages	28,273	
EMT-Stipends	31,615	
EMT-Education & Training	8,341	
Gas & Oil	1,031	
Repair	732	
Medical Supplies	3,716	
Ambulance Billing Charge	<u>3,543</u>	\$77,251

**Building Inspector**

Secretary	19,227	
Education	2,443	

	Telephone	1,255	
	Office Supplies	2,969	
	Mileage	<u>5,183</u>	\$31,077
<b>Dog Officer</b>			
	Wages - Part Time	9,075	
	Expenses	<u>874</u>	\$9,949
<b>Animal Control Officer</b>			
	Field Driver, Wages - Part Time	<u>175</u>	\$175
<b>Communications System</b>			
	Comm-Tower Improvement TM0412	<u>9,378</u>	\$9,378
<b>Communication Department</b>			
	Wages	260,105	
	Service Contracts	3,186	
	Teletype Maintenance	1,218	
	Education	568	
	Telephone	6,618	
	Office Supplies	1,749	
	Clothing	654	
	Equipment/Maintenance/Repair	<u>34,459</u>	\$308,557

**TOTAL PROTECTON OF PERSONS & PROPERTY**

\$2,156,249

**DEPARTMENT OF PUBLIC WORKS**

**DPW Administration**

Salaries & Wages	<u>569,424</u>	\$569,424
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**Construction & Maintenance**

Lines	13,244	
Signs	2,287	
Road Maintenance	<u>42,605</u>	\$58,136

**Snow & Ice Removal**

Vehicular Supplies	23,118	
Salt	44,432	
CA & Deice	504	
Sand	35,715	
Miscellaneous	<u>18,480</u>	\$122,249

**Street Lighting**

Service Contract	<u>18,331</u>	\$18,331
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**Other Highway**

Electricity	5,914	
Heat	9,633	
Service Contracts-Trees	5,718	
Telephone	759	
Gasoline	26,600	
Maintenance/Supplies	52,002	

	Uniforms	4,790	\$105,416
		<hr/>	
<b>Transfer Station</b>			
	Wages, Part-Time	59,335	
	Electricity	1,311	
	Dumping	142,007	
	Gasoline	49,018	
	Maintenance/Supplies	21,249	
		<hr/>	\$272,920
<b>TOTAL DPW</b>			<hr/> <hr/> \$1,146,476
 <b><u>HEALTH &amp; SANITATION</u></b>			
<b>Board of Health</b>			
	Clerical	8,552	
	Agent	74,303	
	Animal Inspector	1,000	
	Inspections	383	
	Nursing Care	627	
	Flu Clinic	482	
	Training & Meetings	268	
	Office Supplies	474	
		<hr/>	\$86,089
<b>BOH Articles</b>			
	Water & Sewer Plans	1,875	
		<hr/>	<hr/> \$1,875
<b>TOTAL HEALTH &amp; SANITATION</b>			<hr/> <hr/> \$87,964

**PUBLIC ASSISTANCE**

<b>Senior Voucher Account</b>		17,500	
	Voucher System		
		<hr/>	\$17,500
<b>Council on Aging Articles</b>			
	Social Service Counsel	5,852	
		<hr/>	\$5,852
<b>Council on Aging</b>			
	Wages	120,893	
	COA Van Driver Wages	4,737	
	Office Operations	7,281	
	Program	5,294	
	Transportation	3,134	
	Newsletter	1,763	
		<hr/>	\$143,102
<b>Youth Commission</b>			
	Wages	1,728	
	Custodian	1,023	
		<hr/>	\$2,751
<b>Veteran's Agent</b>			
	Wages	1,500	
	Veteran's Benefits	1,126	
		<hr/>	\$2,626
<b>TOTAL PUBLIC ASSISTANCE</b>			<hr/> <hr/>
			\$171,831

**LIBRARY**

**Gleason Library**

Wages	379,559	
Automation	27,473	
Training & Meetings	1,766	
Office Supplies	3,458	
Books	29,359	
Teen Books	3,168	
Children's Books	15,865	
Digital	26,833	
Visual	8,312	
Audio	6,631	
Periodicals	3,161	
Additional Equipment	<u>299</u>	\$505,884

**Library Building**

Custodial	29,270	
Repair & Maintenance	21,887	
Supplies	<u>2,914</u>	\$54,071

**Library Articles**

Miscellaneous Maintenance Projects TM0412	3,536	
Library-Chairs TM0413	<u>2,400</u>	\$5,936

**TOTAL LIBRARY**

\$565,891

**RECREATION**

**Parks & Fields**

Wages	68,397	
Engineering	9,150	
Mowing	18,945	
Sprinkler Maintenance	5,113	
Electricity	2,379	
Scheduled Maintenance	21,825	
General Maintenance	11,600	
Sanitation	1,440	
Seeding	6,000	
Field Study	8,739	
		<u>\$153,588</u>

**TOTAL RECREATION**

\$153,588

**MISCELLANEOUS**

**Memorial Day**

Wages	172	
Miscellaneous	<u>702</u>	\$874

**State Assessments**

State & County Charges	<u>61,600</u>	\$61,600
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**Encumbrances**

Building Inspector	292
General Expenses	9,973
Small Capital Elections	8,000



		683,120	
		<u>683,120</u>	<u>\$683,120</u>
<b>TOTAL PENSIONS</b>			<u><u>\$683,120</u></u>
<b><u>DEBT &amp; INTEREST</u></b>			
	Retirement of Debt	1,009,000	
	Interest on Long Term Debt	762,505	
			<u>\$1,771,505</u>
<b>TOTAL DEBT &amp; INTEREST</b>			<u><u>\$1,771,505</u></u>
	Subtotal		\$25,531,830
<b>Cash Balance June 30, 2014</b>		6,398,831	
<b>Warrants Payable FY 2013</b>		<u>896,990</u>	<u>\$7,295,821</u>
	Total		<u><u>\$32,827,651</u></u>

**TAXES**

**TAX - 2004**

**Personal Property**

Outstanding July 1, 2013	<u>1,874</u>	\$1,874
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Outstanding June 30, 2014	<u>1,874</u>	\$1,874
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**Personal Property**

Outstanding July 1, 2013	<u>330</u>	\$330
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Outstanding June 30, 2014	<u>330</u>	\$330
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**TAX-2006**

**Personal Property**

Outstanding July 1, 2013 256 \$256

Outstanding June 30, 2014 256 \$256

**TAX-2007**

**Personal Property**

Outstanding July 1, 2013 326 \$326

Outstanding June 30, 2014 326 \$326

**TAX-2008**

**Personal Property**

Outstanding July 1, 2013 257 \$257

Outstanding June 30, 2014 257 \$257

**TAX-2009**

**Personal Property**

Outstanding July 1, 2013 244 \$244

Outstanding June 30, 2014 244 \$244

**TAX-2010**

**Personal Property**

Outstanding July 1, 2013 199 \$199

Outstanding June 30, 2014 199 \$199

	<b>TAX-2011</b>		
<b>Personal Property</b>			
	Outstanding July 1, 2013	<u>159</u>	\$159
	Outstanding June 30, 2014	<u>159</u>	\$159
	<b>TAX-2012</b>		
<b>Personal Property</b>			
	Outstanding July 1, 2013	<u>2,562</u>	\$2,562
	Outstanding June 30, 2014	<u>2,562</u>	\$2,562
	<b>TAX-2013</b>		
<b>Personal Property</b>			
	Outstanding June 30, 2013	<u>3,589</u>	\$3,589
	Outstanding June 30, 2014	<u>3,589</u>	\$3,589
<b>Real Estate</b>			
	Outstanding June 30, 2013	<u>72,211</u>	\$72,211
	Payments to Treasurer	66,713	
	Abatements/Exemptions/Deferrals	5,498	
	Outstanding June 30, 2014	<u>-</u>	\$72,211
	<b>TAX-2014</b>		
<b>Personal Property</b>			
	Commitments	<u>291,912</u>	\$291,912

Payments to Treasurer	287,952	
Written off by the Treasurer	3	
Outstanding June 30, 2014	<u>3,957</u>	\$291,912

**Real Estate**

Commitments	22,810,940	
Written off by the Treasurer	11	\$22,810,951

Payments to Treasurer	22,676,774	
Abatements/Exemptions/Deferrals	33,778	
Transferred to Tax Title	16,216	
Outstanding June 30, 2014	<u>84,183</u>	\$22,810,951

**MOTOR VEHICLE EXCISE**

**TAX - 2004**

Outstanding June 30, 2013	<u>7,963</u>	\$7,963
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Payments to Treasurer	70	
Outstanding June 30, 2014	<u>7,893</u>	\$7,963

**TAX - 2005**

Outstanding June 30, 2013	<u>2,220</u>	\$2,220
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Outstanding June 30, 2014	<u>2,220</u>	\$2,220
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**TAX - 2006**

Outstanding June 30, 2013	<u>                    </u>	
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		<u>4,723</u>	\$4,723
Payments to Treasurer		84	
Outstanding June 30, 2014		<u>4,639</u>	\$4,723
<b>TAX - 2007</b>			
Outstanding June 30, 2013		<u>3,775</u>	\$3,775
Outstanding June 30, 2014		<u>3,775</u>	\$3,775
<b>TAX - 2008</b>			
Outstanding June 30, 2013		<u>1,534</u>	\$1,534
Outstanding June 30, 2014		<u>1,534</u>	\$1,534
<b>TAX - 2009</b>			
Outstanding June 30, 2013		<u>647</u>	\$647
Payments to Treasurer		123	
Outstanding June 30, 2014		<u>524</u>	\$647
<b>TAX - 2010</b>			
Outstanding June 30, 2013		<u>2,207</u>	\$2,207
Payments to Treasurer		125	
Outstanding June 30, 2014		<u>2,082</u>	\$2,207
<b>TAX - 2011</b>			
Outstanding June 30, 2013		<u>          </u>	

	1,296	
		\$1,296
Payments to Treasurer	116	
Outstanding June 30, 2014	1,180	
		\$1,296
<b>TAX - 2012</b>		
Outstanding June 30, 2013	4,391	
		\$4,391
Payments to Treasurer	1,722	
Outstanding June 30, 2014	2,669	
		\$4,391
<b>TAX - 2013</b>		
Outstanding June 30, 2013	35,639	
Commitments	68,907	
Written off by Treasurer	9	
		\$104,555
Payments to Treasurer	100,314	
Abatements	9,994	
Refunds	(10,033)	
Outstanding June 30, 2014	4,280	
		\$104,555
<b>TAX - 2014</b>		
Commitments	808,815	
		\$808,815
Payments to the Treasurer	786,042	
Abatements	14,824	
Refunds	(10,503)	
Outstanding June 30, 2014	18,452	
		\$808,815

**SPECIAL REVENUE - SCHOOL LUNCH  
RECEIPTS**

Cash Balance July 1, 2013	58,501	
Lunch Receipts	117,337	
State Reimbursements	18,228	
Warrants Payable FY 14	<u>7,141</u>	\$201,207

**EXPENDITURES**

Salaries & Wages	109,525	
Food & Supplies	53,179	
Cash Balance June 30, 2014	32,497	
Warrants Payable FY 13	<u>6,006</u>	\$201,207

**COMMUNITY PRESERVATION ACT**

**CPA Surcharge - 2013**

Outstanding July 1, 2013	<u>1,136</u>	\$1,136
Payment to Treasurer	1,066	
Abatements	93	
Refunds	(23)	
Balance June 30, 2014	<u>-</u>	\$1,136

**CPA Surcharge - 2014**

Commitments	<u>387,457</u>	\$387,457
Payment to Treasurer	382,069	
Abatements/Exemptions	3,763	
Written off by the Treasurer	4	
Transferred to Tax Title	244	
Balance June 30, 2014	<u>1,377</u>	\$387,457

**CPA Surcharge**

Cash Balance July 1, 2013	538,535	
Receipts (Net of Refunds)	383,245	
State Receipt	187,425	
Interest	1,367	
FY14 Expenses	(1,750)	
Transferred to CPA Capital Fund	(185,000)	
Transferred from CPA Capital Fund	56,067	
Transferred from Affordable Housing Trust	25,000	
CPA Balance June 30, 2014	<u>1,004,889</u>	\$1,004,889
		\$1,004,889
Cash Balance June 30, 2014	<u>1,004,889</u>	\$1,004,889

**CPA Capital Fund**

FY06 Initiatives:

Benfield-Field Design:

Balance July 1, 2013	25,000	
FY14 Expenses for Benfield-Field Design	<u>-</u>	
Balance June 30, 2014		\$25,000

Benfield-Affordable Housing:

Balance July 1, 2013	10,484	
FY14 Expenses for Benfield-Affordable Housing	<u>(255)</u>	
Balance June 30, 2014		\$10,229

FY07 Initiatives:

Bruce Freeman Trail:

Balance July 1, 2013	5,888	
FY14 Expenses for Bruce Freeman Trail	<u>-</u>	
Balance June 30, 2014		\$5,888

FY10 Initiatives:

ConsCom Open Space & Recreation Plan:

Balance July 1, 2013	11,072	
FY14 Expenses for ConsCom Open Space & Recreation Plan	(2,658)	
Transfer to CPA Fund	<u>(8,414)</u>	
Balance June 30, 2014		\$0

Highland Building Preservation:

Balance July 1, 2013	47,653	
FY14 Expenses for Highland Building Preservation	0	
Transfer to CPA Fund	<u>(47,653)</u>	
Balance June 30, 2014		\$0

FY12 Initiatives:

Trails Improvements:

Balance July 1, 2013	13,286	
FY14 Expenses for Trails Improvements	<u></u>	

	-	
Balance June 30, 2014		\$13,286
FY12 Initiatives:		
Town Clerk-Preserve Historical Records:		
Balance June 30, 2013	2,500	
FY14 Expenses for Town Clerk-Preserve Historical Records	(223)	
Balance June 30, 2014		\$2,277
FY13 Initiatives:		
Boardwalk Connecting Spaulding Field to the Banta Trail		
Balance June 30, 2013	152,000	
FY14 for Boardwalk Connecting Spaulding Field to the Banta Trail	(800)	
Balance June 30, 2014		\$151,200
FY14 Initiatives:		
Center Park Capital Improvements		
Transferred to CPA Capital	10,000	
FY14 for Center Park Capital Improvements	(3,606)	
Balance June 30, 2014		\$6,394
Affordable Housing Trust-Grant #2014-1 (Group Homes for Developmentally Disabled at 338 Bedford Road)		
Transferred to CPA Capital (until Grant agreement is signed)	125,000	
Balance June 30, 2014		\$125,000
CPA Capital Balance June 30, 2014		\$339,274
Warrants Payable FY14		\$1,207
		\$340,481
Cash Balance June 30, 2014	340,481	\$340,481

**Affordable Housing Trust Fund**

FY07 Initiatives:

Affordable Accessory Apartment Program:

Balance July 1, 2013	90,000	
FY14 Expenses for Affordable Accessory Apartment Program	-	
Balance June 30, 2014	-	\$90,000

Affordable Housing Trust-Community Housing

Balance July 1, 2013	12,167	
FY14 Expenses for Affordable Housing Trust-Community Housing	(12,167)	
Balance June 30, 2014	-	\$0

FY13 Initiatives:

338 Bedford Road (formerly Goff-Moseley Property) Development

Balance July 1, 2014	67,500	
FY14 Expenses for 338 Bedford Road	(37,069)	
Transferred to CPA Fund	(25,000)	
Balance June 30, 2014	7,431	\$5,431

Banta Davis-Wastewater Treatment tie-in and Traffic Studies

Balance July 1, 2014	27,500	
FY14 Expenses for Banta Davis	(12,085)	
Balance June 30, 2014	15,415	\$15,415

FY14 Initiatives:

Grant #2014-1 re: Group Homes for Developmentally Disabled at 338 Bedford Road (\$125,000). Grant Agreement not Executed as of 6/30/14.

Grant #2014-2 Community Education on 40B & Investigation of Suitability of Properties for Acquisition

Transfer from CPA Fund	50,000	
FY14 Expenses for Banta Davis	-	
Balance June 30, 2014	50,000	\$50,000

Earnings on Investments (Inception to Date)	9,077	
FY14 Expenses using Earnings on Investments	<u>(5,333)</u>	
Balance June 30, 2014		\$3,744
Affordable Housing Trust Fund Balance June 30, 2014		<u>\$164,590</u>
Cash Balance June 30, 2014	<u>164,590</u>	\$164,590

**Septic Loan Program**

Cash Balance June 20, 2013	4,370	
Loans to Residents Repaid in Full	40,000	
Received from Residents-Betterment-Principal	717	
Received from Residents-Betterment-Interest	<u>1,714</u>	\$46,801
Cash Balance June 30, 2014	<u>46,801</u>	\$46,801
History of Septic Loans: Inception to June 30, 2013		
Loans Received from the State (1st Note \$130,000, 2nd Note \$40,000)	170,000	
Monies Loaned out to Residents	(152,447)	
Installments of Principal, Interest and Penalties Received to Date	31,142	
Lump Sum Loan Balances Repaid upon Sale of Property	128,106	
Paid to the State (1st loan)	<u>(130,000)</u>	
Cash Balance June 30, 2014		\$46,801
Cash Balance June 30, 2014	<u>46,801</u>	\$46,801

**OTHER SPECIAL REVENUE**

**RECEIPTS**

**School Grants**

Teacher Quality	7,745	
IDEA	136,944	
Title 1	33,795	
Sped Early Childhood	8,642	
Sped Professional Improvement	2,743	
Early Childhood Professional Improvement	<u>2,900</u>	\$192,769

**School Other**

CEF	9,668	
Educational Use of Bldgs	14,469	
Library/Lost Books	378	
Athletic Account	40,519	
School Gifts	83,653	
Music Account	20,040	
C. S. A.	17,084	
Preschool Gift	153,867	
Transportation Fee	47,892	
Circuit Breaker	<u>136,036</u>	\$523,606

**Miscellaneous**

COA State Grant	8,240
Library State Aid	4,528
Cultural Council	4,256
Health 53E1/2	53,665
Stickers 53E 1/2	48,405
Recreation "D"	116,689
Planning Bd "G"	20,061

ConsCom Intents	5,147
Cemetery Lots	1,900
Insurance Refunds	12,004
Library Gifts	200
Conservation Gifts	250
Fire Department Gifts	1,000
Recreation Gifts	4,000
Trail Maps	1,710
Roadway Reconstruction	202,382
Youth 53E 1/2	11,021
Ambulance Receipts	86,856
Pathways-Gifts	12
Town Gifts	100,963
Elderly/Disabled Aid	3,081
Historical 53E 1/2	240
Foss Farm/Garden Plots 53E 1/2	1,212
Library-Mini Grant	605
Building 53E 1/2	146,727
COA-Mini Grant	5,400
COA 53E 1/2	21,326
Center Park Gifts	5,665
ConsCom 53G	6,199
911 Grants	44,535
Honor Roll Gifts	100
Public Health Grants	5,929
LRTA (Lowell Regional Transit Authority) Carlisle Community Chorus Gifts	40,716

		4,982	
	Friends of COA Grant	16,536	
	Green Community Grant	<u>69,650</u>	\$1,056,192
Warrants Payable FY 2014			\$69,348
Cash Balance July 1, 2013			<u>\$1,062,503</u>
Total			<u><u>\$2,904,418</u></u>

**EXPENDITURES**

**School Grants**

Teacher Quality	7,745	
IDEA	136,944	
Title 1	29,923	
Sped Early Childhood	8,642	
Sped Professional Improvement	2,743	
Early Childhood Professional Improvement	<u>2,900</u>	\$188,897

**School Other**

CEF	45,275	
Educational Use of Bldg.	5,842	
Athletic Account	43,897	
School Gifts	55,321	
Music Acct	24,950	
CSA	20,934	
Preschool Gift	101,005	
Transportation	39,499	
Circuit Breaker	<u>142,155</u>	\$478,878

## Miscellaneous

COA State Grant	8,240
Library State Aid	2,607
Arts Council	4,895
Health 53E1/2	42,698
Stickers 53E 1/2	31,050
Recreation "D"	102,356
Planning Bd "G"	10,198
Conservation Intents	481
Cemetery Lots	760
Insurance Refunds	13,163
Community Policing	8,200
Police-New Vest Grant	700
Conservation Gifts	10
Police Department Gifts	199
Fire Department Gifts	1,313
Recreation Gifts	1,262
Trail Maps	94
Roadway Reconstruction	214,952
Youth Commission	7,996
Ambulance Receipts (Transfer to General Fund)	41,000
Town Gifts	144,698
Peer Assistance Grant	10
Historical 53E 1/2	240
Foss Farm/Garden Plots 53E 1/2	1,647
Library-Mini Grants	948
Building 53E 1/2	96,768

COA-Mini-Grant	5,000	
COA 53E 1/2	17,823	
Center Park Gifts	6,394	
Conservation 53 G	3,468	
911 Grants	24,374	
Public Heath Grants	5,664	
LRTA (Lowell Regional Transit Authority)	40,716	
Carlisle Community Chorus Gifts	5,480	
Friends of COA Grant	20,000	
Green Community Grant	1,576	
Solarize MA Grant	<u>2,471</u>	
		\$869,451
Warrants Payable FY 2013		\$121,198
Cash Balance June 30, 2014		<u>\$1,245,994</u>
Total		<u><u>\$2,904,418</u></u>

**AGENCY FUNDS**

**RECEIPTS**

Cash Balance July 1, 2013	50,780	
Police Special Detail	112,751	
Meals Tax	292	
Student Activity Account	3,670	
Firearm Licenses	6,188	
Warrants Payable FY 2014	<u>2,287</u>	
		\$175,968

**EXPENDITURES**

Police Special Detail

	102,659	
Meals Tax	286	
Student Activity Account	4,805	
Firearm Licenses	3,900	
Warrants Payable FY 2013	7,147	
Cash Balance June 30, 2014	<u>57,171</u>	\$175,968

**CAPITAL FUNDS**

**RECEIPTS**

Cash Balance July 1, 2013	1,259,771	
Warrants Payable FY 2014	<u>-</u>	\$1,259,771
Warrants Payable FY2013	406,950	
FY14 School Building-Construction	164,521	
Cash Balance June 30, 2014	<u>688,300</u>	\$1,259,771

**INVESTMENT FUNDS**

**STABILIZATION FUND**

Balance July 1, 2013	1,123,409	
Transferred to Stabilization Fund from General Fund	75,000	
Interest	<u>2,211</u>	\$1,200,620
Transferred to General Fund	14,945	
Balance June 30, 2014	<u>1,185,675</u>	\$1,200,620

**CONSERVATION FUND**

Balance July 1, 2013	65,736	
Interest	<u>125</u>	\$65,861
Balance June 30, 2014	<u>65,861</u>	\$65,861

**PERPETUAL CARE FUND**

Balance July 1, 2013	148,770	
Contributions Received	1,900	
Interest & Investment Income	<u>13,521</u>	\$164,191
Balance June 30, 2014	<u>164,191</u>	\$164,191

**TRUST FUNDS**

**GLEASON SILENT POOR FUND**

Balance July 1, 2013	9,961	
Interest & Investment Income	<u>897</u>	\$10,858
Balance June 30, 2014	<u>10,858</u>	\$10,858

**SIMON BLOOD SCHOOL FUND**

Balance July 1, 2013	3,634	
Interest & Investment Income	<u>328</u>	\$3,962
Balance June 30, 2014	<u>3,962</u>	

\$3,962

**GLEASON TOWN CLOCK FUND**

Balance July 1, 2013	1,493	
Interest & Investment Income	<u>135</u>	\$1,628
Balance June 30, 2014	<u>1,628</u>	\$1,628

**SELINA G. RICHARDSON LIBRARY FUND**

Balance July 1, 2013	1,070	
Interest & Investment Income	<u>96</u>	\$1,166
Balance June 30, 2014	<u>1,166</u>	\$1,166

**MARY A. HEALD WORTHY POOR FUND**

Balance July 1, 2013	428	
Interest & Investment Income	<u>39</u>	\$467
Balance June 30, 2014	<u>467</u>	\$467

**WILLIAM H. LITCHFIELD CEMETERY FUND**

Balance July 1, 2013	2,715	
Interest & Investment Income	<u>244</u>	\$2,959
Balance June 30, 2014	<u>2,959</u>	\$2,959

**THOMAS A. & MARY GREEN CEMETERY FUND**

Balance July 1, 2013	5,385	
Interest & Investment Income	<u>485</u>	\$5,870
Balance June 30, 2014	<u>5,870</u>	\$5,870

**THOMAS A. GREEN PUBLIC GROUNDS FUNDS**

Balance July 1, 2013	2,156	
Interest & Investment Income	<u>194</u>	\$2,350
Balance June 30, 2014	<u>2,350</u>	\$2,350

**THOMAS A. GREEN SIDEWALK & TREE FUND**

Balance July 1, 2013	6,714	
Interest & Investment Income	<u>604</u>	\$7,318
Balance June 30, 2014	<u>7,318</u>	\$7,318

**MARY A. GREEN LIBRARY FUND**

Balance July 1, 2013	1,070	
Interest & Investment Income	<u>96</u>	\$1,166
Balance June 30, 2014	<u>1,166</u>	\$1,166

**FRED E. & RUTH M. ROBBINS FUND**

Balance July 1, 2013	50,104	
Interest & Investment Income	<u>          </u>	

	<u>4,510</u>	\$54,614
Balance June 30, 2014	<u>54,614</u>	\$54,614

**CAROLINE E. HILL LEGACY**

Balance July 1, 2013	198,269	
Contributions Received	25	
Interest & Investment Income	<u>17,409</u>	\$215,703
Expended	10,550	
Balance June 30, 2014	<u>205,153</u>	\$215,703

**ALVIN R. TITUS SCHOLARSHIP FUND**

Balance July 1, 2013	13,282	
Interest & Investment Income	<u>1,195</u>	\$14,477
Balance June 30, 2014	<u>14,477</u>	\$14,477

**MELONE LIBRARY FUND**

Balance July 1, 2013	269,693	
Interest & Investment Income	<u>24,273</u>	\$293,966
Balance June 30, 2014	<u>293,966</u>	\$293,966

**DONALD A. LAPHAM SCHOLARSHIP FUND**

Balance July 1, 2013

	34,994	
Interest & Investment Income	<u>3,150</u>	
		\$38,144
Balance June 30, 2014	<u>38,144</u>	\$38,144

**HOLLIS TRUST FUND**

Balance July 1, 2013	151,302	
Interest & Investment Income	<u>13,618</u>	
		\$164,920
Balance June 30, 2014	<u>164,920</u>	\$164,920

**VIVIAN CHAPUT MEMORIAL FUND**

Balance July 1, 2013	2,619	
Interest & Investment Income	<u>236</u>	
		\$2,855
Balance June 30, 2014	<u>2,855</u>	\$2,855

**TOWN OF CARLISLE**  
**COMBINED BALANCE SHEET**

JUNE 30, 2014

	Governmental Fund Types			Fiduciary	Account	Total
	General	Special Revenue	Capital Projects	Trust and Agency	General Long-Term Obligations	
<b>ASSETS AND OTHER DEBITS</b>						
Cash and short-term investments.....	\$ 6,398,831.43	\$ 2,494,769.54	\$ 1,028,780.81	\$ 2,285,771.29	\$ -	\$ 12,208,153.07
Receivables, net of allowance for uncollectibles:						
Real estate and personal property taxes.....	97,935.45	-	-	-	-	97,935.45
Allowance for abatements.....	(195,865.03)	-	-	-	-	(195,865.03)
Tax title.....	67,375.45	856.84	-	-	-	68,232.29
Motor vehicle excise.....	49,246.72	-	-	-	-	49,246.72
Tax deferrals.....	58,501.96	-	-	-	-	58,501.96
Tax possessions.....	35,453.01	-	-	-	-	35,453.01
Betterments.....	-	4,987.44	-	-	-	4,987.44
Community preservation act.....	-	1,377.25	-	-	-	1,377.25
Notes Receivable.....	-	425,000.00	-	-	-	425,000.00
Police Special Duty Receivable.....	-	-	-	5,028.93	-	5,028.93
Amounts to be provided for retirement of long-term obligations.....	-	-	-	-	16,160,000.00	16,160,000.00
<b>TOTAL ASSETS AND OTHER DEBITS.....</b>	<b>\$ 6,511,478.99</b>	<b>\$ 2,926,991.07</b>	<b>\$ 1,028,780.81</b>	<b>\$ 2,290,800.22</b>	<b>\$ 16,160,000.00</b>	<b>\$ 28,918,051.09</b>

**LIABILITIES AND FUND EQUITY**

LIABILITIES:

Warrants payable.....	1,282,576.78	76,489.23	1,207.00	1,000.00	-	1,361,273.01
BAN Payable.....	-	-	1,200,000.00	-	-	1,200,000.00
Accrued School Payroll & Expenses.....	576,416.45	-	-	-	-	576,416.45
Abandoned property.....	51,541.64	-	-	-	-	51,541.64
Liabilities due depositors.....	-	-	-	62,200.26	-	62,200.26
Deferred revenue.....	112,647.56	432,221.53	-	-	-	544,869.09
Bonds and notes payable.....	-	-	-	-	16,160,000.00	16,160,000.00
	<u>2,023,182.43</u>	<u>508,710.76</u>	<u>1,201,207.00</u>	<u>63,200.26</u>	<u>16,160,000.00</u>	<u>19,956,300.45</u>
TOTAL LIABILITIES.....						

FUND EQUITY:

Fund balances:

Reserved for:

Encumbrances .....	63,503.82	-	-	-	-	63,503.82
Designated for continuing appropriations.....	378,290.61	-	-	-	-	378,290.61
Amortization of Bond Premium.....	486,631.97	-	-	-	-	486,631.97
CPA Open Space.....	-	46,909.00	-	-	-	46,909.00
CPA Historical .....	-	100,288.18	-	-	-	100,288.18
CPA Community Housing .....	-	93,974.31	-	-	-	93,974.31

Unreserved:

Designated for subsequent year's expenditures.....	352,355.00	-	-	-	-	352,355.00
Undesignated.....	<u>3,207,515.16</u>	<u>2,177,108.82</u>	<u>(172,426.19)</u>	<u>2,227,599.96</u>	<u>-</u>	<u>7,439,797.75</u>
TOTAL FUND EQUITY.....	<u>4,488,296.56</u>	<u>2,418,280.31</u>	<u>(172,426.19)</u>	<u>2,227,599.96</u>	<u>-</u>	<u>8,961,750.64</u>

TOTAL LIABILITIES AND FUND EQUITY.....	\$ <u>6,511,478.99</u>	\$ <u>2,926,991.07</u>	\$ <u>1,028,780.81</u>	\$ <u>2,290,800.22</u>	\$ <u>16,160,000.00</u>	\$ <u>28,918,051.09</u>
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## TOWN TREASURER

The following is a summary of the financial records and balances of the Town Treasurer for the Fiscal Year ending June 30, 2014:

### CASH BALANCE

Cash Balance, June 30, 2013	\$ 11,525,705.93
Receipts, July 1, 2013 - June 30, 2014	29,974,569.26
Disbursements, July 1, 2013 - June 30, 2014	<u>(29,292,122.12)</u>
<b>Cash Balance, June 30, 2014</b>	<b><u>\$ 12,208,153.07</u></b>

### ACCOUNT BALANCES

#### **Interest Bearing Accounts:**

Eastern Bank	\$ 1,742,529.59
Enterprise Bank and Trust Co.	5,362,994.45
UniBank for Savings	2,079,754.18
Mass. Municipal Depository Trust	<u>235,452.43</u>

**Total Interest Bearing Accounts** \$ 9,420,730.65

#### **Combined Investments Funds:**

Eastern Bank	<u>\$ 419,532.47</u>
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**Total Combined Investment Funds** \$ 419,532.47

#### **Trust Funds:**

Eastern Bank	\$ 1,116,353.56
Mass. Municipal Depository Trust	<u>1,251,536.39</u>

**Total Trust Funds** \$ 2,367,889.95

**TOTAL CASH AND INVESTMENTS** \$12,208,153.07

# TAX COLLECTOR

## Schedule of Outstanding Receivables As of June 30, 2014

### Real Estate & CPA Taxes

Levy of 2014, including Community Preservation Act	\$85,559.86
Levy of 2013, including Community Preservation Act	0.00
Levy of 2012, including Community Preservation Act	0.00
Levy of 2011, including Community Preservation Act	0.00
Prior Years	0.00
Total Real Estate & CPA Taxes	<u>\$ 85,559.86</u>

### Personal Property Taxes

Levy of 2014	\$ 3,956.96
Levy of 2013	3,589.04
Levy of 2012	2,561.52
Levy of 2011	158.77
Prior Years	3,486.55
Total Personal Property Taxes	<u>\$ 13,752.84</u>

### Deferred Property Taxes

\$ 58,501.96

### Taxes in Litigation

\$ 0.00

### Motor Vehicle Excise Taxes

Levy of 2014	\$ 18,451.61
Levy of 2013	4,280.34
Levy of 2012	2,668.66
Levy of 2011	1,179.66
Prior Years	22,666.45
Total Motor Vehicle Excise Taxes	<u>\$ 49,246.72</u>

### Tax Liens / Tax Title

Levy, including Community Preservation Act	<u>\$ 68,232.29</u>
Total Liens / Tax Title	\$ 68,232.29

### Tax Foreclosures / Tax Possessions

Total Foreclosures / Tax Possessions	<u>\$ 35,453.01</u>
	\$ 35,453.01

### Special Assessments Receivable

\$ 4,987.44

### Total Special Assessments Receivable

\$ 4,987.44

## BOARD OF ASSESSORS

The Board of Assessors operates under the authority of Massachusetts General Laws and the Department of Revenue. In Carlisle, the Board of Assessors consists of three members who are elected to three-year terms. The Assessors' primary duty is to value all real estate and personal property in the town that is subject to taxation. The Board is to assess all properties at their full and fair market value as of January 1<sup>st</sup> preceding each fiscal year.

Assessors are required to submit these values to the Commonwealth of Massachusetts Department of Revenue for certification every three years. In the years between certifications, assessors must also maintain values. The assessors review sales and the market activity every year and thereby monitor values each year. This is done so that the property taxpayer pays his or her fair share of the cost of local government.

Under Proposition 2 ½, Massachusetts' cities and towns are limited in the total property taxes that can be collected from one year to the next. Tax revenues cannot exceed 2 ½ percent of the prior year's allowable levy, with exceptions for revenue derived from new construction (New Growth), and citizen override elections.

The Board reported \$24,626,789 in new growth valuation to the Department of Revenue, which was certified during the fiscal year 2015 tax rate setting process. The tax rate in the Town increased from \$18.64 to \$19.00 for fiscal year 2015. The Town has a total assessed valuation of \$1,329,253,772 which includes exempt properties.

Below is a chart listing the Fiscal Year 2015 breakdown by Property Class:

<b>Property Class</b>	<b>Parcel Count by Class</b>	<b>Total Value by Class</b>	<b>Tax Rate per \$1,000</b>	<b>Total Tax by Class</b>	<b>% of Levy by Class</b>
Residential	1920	\$1,237,118,095	\$19.00	\$23,505,243.81	98.0798%
Open Space			0.00		0.00%
Commercial	82	7,389,704	19.00	140,404.38	0.5859%
Industrial	2	1,167,200	19.00	22,176.80	0.0925%
Personal Property	85	15,663,173	19.00	297,600.29	1.2418%
Exempt		67,915,600	0.00	0	0.00%
<b>Totals:</b>	<b>2089</b>	<b>\$1,261,338,172</b>		<b>\$23,965,425.28</b>	<b>100.00%</b>

The Board received 34 applications for abatement during the appeal period for FY 2014.

Assessors are elected (in Carlisle) or appointed locally in Massachusetts's cities and towns. Massachusetts State Law requires assessors to list and value all real and personal property. The valuations are subject to "ad valorem" basis for taxation, which means that all property

should be taxed “according to value”. Assessed values in Massachusetts are based on “full and fair cash value” or 100 percent of fair market value.

Assessors do not make the laws that affect property owners. Our Massachusetts Legislators enact tax laws. The Department of Revenue establishes various guidelines and regulations to implement the legislation. The assessors, in short, follow the procedures established by others to set the value of property. Market Value is actually set by buyers and sellers as they establish the worth of comparable properties through their transactions in the real estate marketplace. The Assessors also do not determine taxes. The Town itself determines the level of property taxation through its town meeting by voting on total spending for the Fiscal Year. Whether assessments increase or decrease, tax rates are adjusted annually to raise the revenue required to fund local government operations.

Members:

Michael Coscia, Chairman

James Marchant

Kenneth Mostello

**HEALTH  
and  
REGULATORY SERVICES**

## **BOARD OF HEALTH**

The Carlisle Board of Health is pleased to present this 2014 Annual Report. Our mission is to promote health and prevent disease by strengthening the interrelationships between the community and the environment in order to support healthy life styles.

Under Massachusetts General Laws Ch. 111 Sect. 31 the Board is responsible for monitoring disease in the community, informing and educating residents about health issues, and developing a public health infrastructure to support these activities.

### ***Highlights in 2014 included:***

- Offering a free tick testing program for residents.
- Permitting of two senior multi-unit housing developments.
- Evaluating septic and well issues for a 40B Comprehensive permit application
- Creating a Self-Certification guide for community food events.
- Promoting cancer awareness in young adults and developing local cancer incidence statistics from state data.

### ***Board of Health Members***

2014 Board of Health (BOH) members were William Risso, Catherine Galligan, Donna Margolies, Vallabh Sarma, and Lee Storrs. Sarma resigned in June when he moved away from Carlisle. The Board and Selectmen then appointed Todd Thorsen to fill the vacancy until the May 2015 election.

### ***Staffing***

The Health Department is staffed by Health Agent Linda Fantasia and Administrative Assistant Bobby Lyman. The Board is also well served by Animal Inspectors Larry Sorli and Deb Toher, Well Inspector Ralph Metivier, and volunteers Judy Hodges and Ed Fields. BOH consultants include Rob Frado (Technical Consulting Group), Randy Phelps (Phelps Food Service), Kevin Sweet (Public Protection Specialists) and Emerson Home Care. The Board also has a very active Lyme Disease Subcommittee whose members include Jean Barry, MD (chairman); Donna Margolies, RN; Lincoln Pinsky, MD; Natalia Evgenov MD; Peter Burn and Lee Tatistcheff, Conservation Commission; and a Water Quality Subcommittee (WQS) consisting of Steve Hinton, Tony Mariano, Sr. and Tony Mariano, Jr.

### ***Housing-related Support***

The Local Board of Health (LBOH) is responsible for ensuring safe and decent housing under the State Sanitary Code (105 CMR 410.00). The Board was successful in resolving a number of local complaints amicably between parties and without needing to go to court. One complaint required in a full inspection conducted by the Health Agent and Building Inspector. The landlord agreed to make the necessary repairs within the timeframe set by the Board. Another complaint involved a tenant smoking in a multi-unit housing complex with a no-smoking policy. The matter was referred to the management company. A third complaint involved a flooded basement and an out of state landlord. The landlord arranged

to have the basement drained and the furnace repaired. The Board ordered an abandoned house filled with mold secured by the lien holder to prevent access by local youth. From late summer through winter, the Board dealt with a number of odor and water quality complaints at the Benfield Farms development. These problems are still under review by the Board and management company.

The Board devoted much of its time working on three multi-unit housing developments: Benfield Farms, a town endorsed 26 rental unit senior housing facility on South Street, Garrison Place, a private 16-unit senior open space residential complex on Russell Street and "The Birches", a 20 unit residential proposed 40 B project on Long Ridge Road currently under review by the Zoning Board of Appeals.

The developers of Benfield Farms met with the Board throughout the year to finalize septic plans, escrow accounts, and operating and emergency response plans. The septic system combines two alternative technologies, a FAST pre-treatment system and a Perc-Rite leaching area. The drinking water which is classified as a Public Water Supply (PWS) was approved by the Dept. of Environmental Protection. Working with the developer, Neighborhood of Affordable Housing (NOAH) and design engineering company Meridian Associates, the Board established a number of operating, monitoring and financial conditions on the septic system in order to assure the long term functioning and eventual replacement of the 3900 GPD septic system. A Temporary Certificate of Compliance was issued in May as the units became occupied. Adjustments were made to the system as part of the startup process and the leaching field required additional ground cover. The Board expects to issue the final Certificate of Compliance once the leaching area is fully vegetated. The Board also dealt with water quality issues raised by the tenants. The PWS and filtration system continue to be monitored closely by NOAH, the Board and the state. Overall the Board was pleased with the construction process for the well and septic system. The town is fortunate to have this option for senior housing.

Following a number of pre-submission construction meetings, the Board issued a sewage disposal construction permit for Garrison Place which will have a PWS. The 16-unit senior housing is located on 40 acres of land off Russell Street. The privately owned development was permitted under the Senior Residential Open Space zoning bylaw and the Board's local regulations for condominiums. The septic capacity is 5280 GPD and the development is restricted to two bedrooms per unit. Work on the septic system is expected to begin in 2015. The septic system was permitted with the same operating, monitoring and financial conditions as the Benfield Development.

Lifetime Green Homes submitted a Comprehensive Permit Application to the Zoning Board of Appeals in July. Nineteen new and one existing single family home will be built on the 9.84 acres. The Board of Health began an extensive review of the septic and water supply issues in preparation for submitting comments for the Zoning Board. The Board is the local approving authority for the construction of the septic system. The project requires a number of waivers from local health regulations. The water supply was of primary consideration since the applicant is proposing to construct private wells instead of a PWS.

Given the limited land area, the number of residents, nitrogen loading for the three septic systems, Board members unanimously agreed that the water supply should be classified as a PWS. The Board met with the Dept. of Environmental Protection in November to state its position. The Board also decided that the three septic systems must be treated as one facility in accordance with Title 5. Both positions were presented to the Zoning Board. The Board continues to participate in the Town Advisory Group established for the project.

### ***Tick borne Illnesses***

A free tick testing program for residents began in April in collaboration with the Laboratory of Medical Zoology at UMass Amherst funded by a state Community Incentive Grant. Carlisle was one of 32 towns that participated in the program. Known as the Tick-borne disease network (TBDN), the goal was to identify infected ticks, determine who was being bitten, where they acquired the tick bite and what pathogens residents were being exposed to. Ticks were tested for Lyme Disease, Anaplasmosis and Babesiosis. Over 150 residents submitted engorged ticks for testing. Carlisle showed one of the highest percentages of infected ticks. Many of the ticks presented with more than one infection. The Board worked with its Lyme Disease Subcommittee to increase public education about TBD prevention.

### ***Animal Management***

Local Animal Management and Rabies Control Plan is a multi-public service comprised of the Board of Health, Police Department, Animal Inspectors and Countryside Veterinarian Hospital. Rabies testing is provided free by the state for animals that have potentially exposed a human or domestic animal. Countryside Veterinary Hospital prepares the animal for transport. Three bats and one raccoon were submitted to the State Lab for testing. One bat was positive for rabies and the family received prophylactic treatment. Dog and cat bites of humans are reportable to the Board of Health. Nine dog bites and two cat bites of humans were reported to the Board in 2014. A dog must be quarantined for 10 days following a human bite if the dog is current in its vaccinations. If a pet encounters wildlife or has a wound of unknown origin, the pet must be quarantined unless the wild animal can be submitted for testing. It is important for pet owners to insure up-to-date vaccinations and that their houses are secure from bat entry.

The Board and Countryside Veterinary Hospital co-sponsored a well-attended Rabies Clinic in March for Carlisle and neighboring towns. Veterinarian Tiffany Rule donated her services. Twenty dogs and seventeen cats were vaccinated. Participants thanked the Board for the low cost and convenience of the Saturday clinic.

Animal Inspectors Larry Sorli and Deb Toher conducted 87 barn inspections as required by the state in order to check on the health and welfare of animals in Carlisle. Inspections showed that Carlisle animal owners are taking excellent care of their livestock and were pleased with the inspection process. No problems were identified.

### ***Participation in Regional Activities***

The Board is an active participant in the 34 town Region 4A Coalition administered under the Office of Preparedness and Emergency Management of the Mass. Dept. of Public

Health. Region 4A stretches from Littleton and Carlisle in the north to Wrentham and Sharon in the south. The Board is represented at the monthly meetings by the Health Agent who is also a member of the 4A Coalition Executive Committee. The state is reorganizing the existing five regions into six regional Health and Medical Coordinating Coalitions (HMCC). An HMCC is a formal regional collaboration among public health and healthcare organizations to prepare for and respond to an emergency, mass casualty or other catastrophic health event. The core members of each HMCC will include a region's:

- Community health centers and other large ambulatory care organizations
- Hospitals and other acute care facilities
- Nursing homes and other long-term care facilities
- Public health agencies
- Public and private emergency medical services

Region 4A will merge with Region 4B under the new structure. (Region 4b comprises 27 communities that form a crescent around Boston, from Revere to Wellesley to Scituate.) The reorganization will be implemented in 2016 and its impact on future funding and other resources (e.g. training, supplies, advocacy) is unclear.

Board members and staff participated in a number of preparedness trainings including a measles outbreak workshop, social media training, and shelter planning. The Board continues to support the Carlisle Medical Reserve Corps which has 53 volunteers. The MRC plays a critical role in preparedness for staffing an emergency dispensing site, should one be needed. The Board is helping to establish a Community Shelter Committee in order to provide a more robust response in addressing shelter needs. No shelters were needed in 2014 and the Board continues to secure funding and supplies for a future event. The Board used regional grant money to publish an Emergency Preparedness Handbook for the Town of Carlisle which is being distributed to households.

### ***Board of Health Annual Programs***

Annual events organized by the Board included the Bi-Annual Well Testing, a Hazardous Waste Collection Day and Senior Flu clinic. The Hazardous Waste Collection was held in May. Residents could also dispose of needles and syringes, which are banned from regular trash collections. The Board has sharps disposal containers available for purchase at the office. Clean Harbors was the collection company. Approximately 100 households participated in the collection which was free for residents with a town sticker. In May the Board also organized well testing whereby residents could choose which test to have done. Technicians from Nashoba Analytical collected the samples. The Board continued with its monitoring program of wells in the center for MTBE. Five wells were tested. Results showed that MTBE levels continue to drop but that some filtration systems were not being properly maintained allowing for breakthrough. The Board of Health licensed a travelling soccer camp which operated at Spalding Field.

### ***Food Safety***

In its duty to enforce the Food Code, the Board issued a number of permits for commercial and residential kitchens, two ice cream stands and a number of one-day permits for

community events. The Board's consultant, Randy Phelps of Phelps Food Consulting Service, inspected the commercial establishments. The Board's Agent inspected the Residential Kitchens and approved the One-Day Permits. All of the facilities passed their inspections with high praise from Phelps for cleanliness, training and maintenance. The Board appreciates the efforts of local non-profit groups in providing training in food safety for their volunteers.

The Board also reviewed and permitted two new commercial establishments, Pure 7 Chocolate which built its own commercial kitchen and The Enchanted Kitchen which operates out of the First Religious Society kitchen. Owners worked with the Board and its consultant in planning their operations. The Board also issued a permit to the Summer Farmer's Market which is held at the Kimball's Ice Cream Stand on Saturday mornings.

### ***Public Health Internships***

The Board was the recipient of a Local Public Health Grant from the MA Dept. of Public Health. The award was used to hire a Master in Public Health candidate at UMass, David Estabrook, who prepared a self-certification guide for community food events and the farmer's markets. This tool is an efficient, cost effective means of monitoring these events as well as educating vendors in food safety protocols.

The Board explored cancer awareness in young adults with the assistance of four medical students from UMMS Medical School. The students concentrated their work on what young people knew about testicular cancer, the importance of obtaining the HPV vaccine, and skin cancers. The work also coincided with a study done by Estabrook who examined cancer incidence data and considered the difficulty interpreting data in a small town context which is available on the town's website. The data showed that melanoma in women was the only cancer with a statistically significant difference between observed and expected cases in Carlisle.

In the fall of 2014 the Board agreed to mentor a Master of Science Capstone Project for an engineering student at UMass Lowell. The project will involve obtaining local background noise levels which will be useful in dealing with noise complaints. A repeat noise complaint was filed with the Board in December as the result of a hoe ram being used off Rutland Street. The Board was in contact with the developer to facilitate communication with abutters. The Selectmen are forming a Noise Bylaw Subcommittee in which a Board representative will participate.

### ***Board of Health Finances FY14***

#### **Revenue**

The FY14 operating budget was \$86,620. The Board also generated \$5,590 (licensing fees) and \$760 (Title 5 Inspection Fees) which went to the General Fund.

#### **Expenses**

The Board met all operating costs within budget. At the end of FY 14, the operating account balance of \$531 was returned to the General Fund.

**53 E ½ Revolving Account**

The Revolving Account beginning balance was \$16,319 with an ending balance of \$27,286. Income and expenses are shown in Table A. This account reflects fees collected to cover engineering, consulting and inspectional services for septic systems, wells, barn, and food establishments. Well inspection fees were increased in April to cover actual costs.

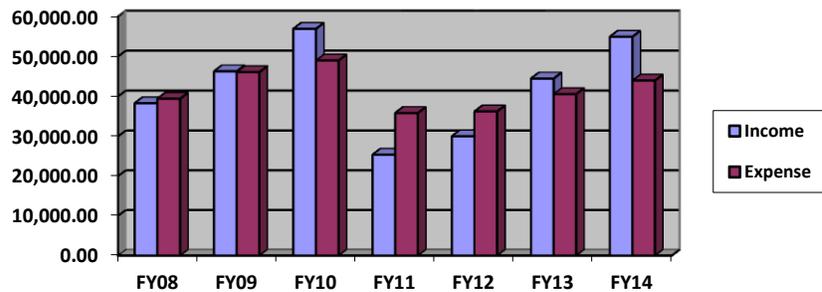
Open encumbrances include 41 properties that have approved septic permits and are in various stages of construction. An additional 11 properties are pending final approval. Once a permit expires, it no longer carries a credit and the septic plan must be reapproved at current fees.

Expenses paid out of the 53E½ account include:

- Seven hours per week of the Administrative Assistant’s wages for managing clerical and reporting duties.
- Animal inspection services for barns - \$2175
- Well inspection services - \$6540
- Food inspection services - \$428 paid from permit fees
- Food inspection services - \$478 town-paid inspections (school & local churches)

**Table A.** income and expenses for the 53E½ account (six years)

53E 1/2	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
Income	38,330.00	46,305.00	56,924.00	25,402.00	30,055.00	44,505.00	54959.95
Expense	39,452.00	46,090.00	49,009.00	35,884.00	36,270.00	40,607.00	43992.77



**Community Septic Loan Program (CSLP):**

The Town was approved for an additional \$200,000 from the State Revolving Fund administered by the Massachusetts Department of Environment Protection to continue the loan program. No applications were received in 2014.

**Grant Revenue**

**Septic Loan Program** – An administrative grant was awarded in 2009 to offset legal, auditing, and administrative expenses incurred in managing the loan program. No expenses were charged to this account in 2014. The current balance is \$887.

**Public Health Emergency Preparedness (PHEP)**– The Board received \$4200 in PHEP funding. Funds were used to purchase supplies and equipment to support emergency preparedness planning. Expenses included cell phone, attendance at Mass. Health Officer’s Conference, and 950 copies of a local Emergency Preparedness Handbook which is being distributed to every household.

**Local Public Health Mini Grant** – The Board received \$500 for a consultant to develop a self-certification form for vendors and organizers of community food events.

**Community Incentive Grant** – the Board shared a \$111,300 grant with 32 other towns to form the Tick Borne Disease Network which provided free tick testing for residents.

**In-kind services** - the BOH received in-kind services conservatively valued at \$2000 for services provided by students at the UMass School of Public Health and UMass Medical School. The interns’ deliverables included Carlisle cancer health statistics, food safety resources, and to improve the outcomes of testicular cancer, melanoma and cancers associated with HPV through public education.

**Conclusion**

In addition to its role as the local approving authority for septic, well and food establishment permits, the Board of Health constantly strives to make Carlisle a healthier place to live by identifying and removing barriers to good health. With limited resources, the Board is always looking for community and neighboring collaborators to achieve this goal. The Board is very grateful for the many volunteers and town officials who have supported its activities throughout the years.

Members:

William Risso, Chairman

Donna Margolies, Vice-Chairman

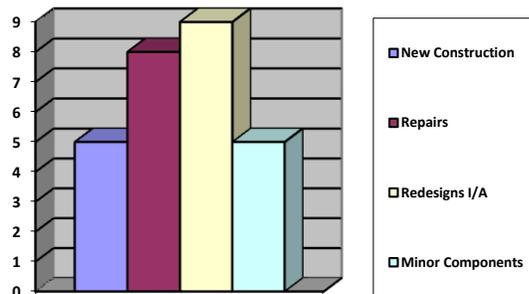
Catherine Galligan, Treasurer

Lee Storrs

Todd Thorsen

**BOARD OF HEALTH  
2014 ANNUAL STATISTICS**

**Septic Plan Allocations - 27 Septic Systems**  
5 New, 8 Repair, 9 Redesign, 5 Minor Components



**Title 5 Inspections: 84 inspections, 89% pass rate**  
**Pass-61, Conditional Pass-14, Failed-9**  
**General Statistics**

<b>Licenses Issued</b>	<b>44</b>
Septage Haulers	14
Water System Installers	5
Septic System Installers	25
<b>Hazardous Waste</b>	<b>89</b>
Sharps Containers	13
<b>Reportable Diseases</b>	
Babesiosis	1
Anaplasmosis	3
<b>Senior Flu Clinic</b>	<b>100</b>
Camp Inspection	1
Pool Inspection	1

<b>Food Establishments</b>	<b>11</b>
Churches (3), School (1)	4
Residential Kitchens	4
Farmers Market (Summer)	1
Retail	1
Ice Cream Stands	2
<b>One Day Food Permits:</b>	<b>7</b>
<b>Barn Inspections</b>	<b>87</b>
<b>Rabies Clinic</b>	<b>38</b>
<b>Animals Tested</b>	<b>4</b>
<b>Animal Bites reported</b>	<b>11</b>
<b>Well Permits &amp; Repairs</b>	<b>27</b>

## LYME DISEASE SUBCOMMITTEE

The Carlisle Board of Health Lyme Disease Subcommittee (LDSC) was formed with the following mission statement:

Investigate tick borne disease in the community of Carlisle. Goals: (1) inform citizens about the importance of prevention, early diagnosis, treatment and testing; (2) distribute educational materials through the schools, library and *The Mosquito*, and (3) partner with other communities to leverage outreach work.

The subcommittee is made up of the following Carlisle residents: Donna Margolies, Lincoln Pinsky, Natalia Evgenov, Lee Tatischeff and Jean J. Barry (Chair) and Peter Burn.

In partnering with the Middlesex Tick Task Force and the Tick Borne Disease Network, and working with UMass Laboratory of Medical Zoology, we offered free tick testing to residents (starting April 2014-present) and tracked the rate of infection of ticks in town. The study is ongoing and results to date show that 48.02% of ticks carried *Borrelia burgdorferi* (the causative agent of Lyme Disease), 6.0% carried *Anaplasma phagocytophilum* (Anaplasmosis) and 8.63% were positive for *Babesia microti* (Babesiosis).

For the 2014 Carlisle Old Home Day Celebration, the Lyme Disease Subcommittee (with the Board of Health) had a booth, which had information about tick borne disease and informational pamphlets about ticks, landscaping to prevent ticks on residents' property and information about the free tick testing program. We also conducted an informal survey to gauge residents' interest in deer management efforts in town (as a means to minimize the impact of tick borne disease). The LDSC hosted a float in the parade-featuring "Tick Guy" (on loan from another town's Board of Health) and several small ticks (children dressed up as ticks, handing out candy to children watching the parade).

The LDSC continues to participate in Middlesex Tick Task Force Meetings-in an effort to share information, ideas and trends related to tick-borne disease in Middlesex County. We also continue to provide field trip notifications to the Carlisle Public School for students participating in field trips that involve outdoor activities in tick habitats. The tick video made in 2013, with information about avoiding tick bites and doing a tick check continues to be aired on CCTV and on the Carlisle Board of Health Website.

The Lyme Disease Subcommittee also hosted a panel discussion on the topic of Deer Management on January 15, 2015-featuring the following speakers: David Stainbrook from the MA Dept. of Fisheries & Wildlife, Barbara Roth-Schechter from the Dover Board of Selectmen, Patricia Huckery from the MA Dept. of Fisheries & Wildlife as well as George Giunta, the Dover MA Deer Management Agent. The event was well attended, with over 80 attendees and was well covered by *The Mosquito*

Jean Barry, M.D.  
Donna Margolies, R.N.  
Lincoln Pinsky, M.D.

Natalia Evgenov, M.D.  
Lee Tatischeff  
Peter Burn

## **BUILDING COMMISSIONER**

During the period January 1, 2014 through December 31, 2014, 221 building permits were issued as follows, and \$114,774.14 collected in fees, which were turned over to the Town Treasurer. The Building Inspector addressed 0 zoning issues and complaints.

### **Number of Permits**

19	New Dwellings
11	Additions
114	Alterations
3	Garages
1	Porches / Deck
2	Barns
7	Sheds
6	Woodstoves
1	Pools
0	Pool Houses
30	Roofs

## **INSPECTOR OF WIRES**

During the period January 1, 2014 through December 31, 2014, 240 electrical permits were issued and \$16,330.00 collected in fees and turned over the Town Treasurer.

## **PLUMBING INSPECTOR**

During the period January 1, 2014 through December 31, 2014, 109 plumbing permits were issued and \$7,592.50 collected in fees, which were turned over to the Town Treasurer.

## **GAS INSPECTOR**

During the period January 1, 2014 through December 31, 2014, 126 gas permits were issued and \$4,717.50 collected in fees, which were turned over to the Town Treasurer.

**FIRE DEPARTMENT  
PERMITS ISSUED**

During the period January 1 to December 31, 2014  
The following permits were issued:

Blasting	5
Cannon Firing	1
Cooking Fire	3
Dance Hall- MGL CH. 148, Sect. 26G1/2	12
Explosives	0
Facility Inspections	4
Fire Alarm System	20
Fireworks	0
Fuel Tank Installation	12
Fuel Tank Removal	8
LP Gas Installation	29
Oil Burner Installation	10
Agricultural Burning	0
Open Burning	658
Smoke & CO Detector	90
Sprinkler System	0
Tentage	0
Welding	0
Temp. Heater	0
Other	5
<hr/> TOTAL	<hr/> 857

A total of \$ 7,635 was collected and turned over to  
the Town Treasurer.

## CARLISLE HOUSING AUTHORITY

### **Mission**

The mission of the Carlisle Housing Authority is to develop and support affordable housing opportunities for Carlisle. The Housing Authority also works with other Town departments and boards to provide housing referrals and housing education to Carlisle residents.

### **Membership**

The Carlisle Housing Authority has five members, four of whom are elected by the Town. The fifth member is appointed by the Governor on the nomination of the Board of Selectmen, pursuant to Massachusetts statute (M.G.L. c. 121B). Members serve for five-year terms. Carolyn Ing was appointed by the Governor in 2009 to fill an unexpired term, and reappointed in 2011 for a full term, which ends in 2016. Alan Lehotsky was reelected in 2013 and served as Chairman throughout the year. James Bohn served as Treasurer through April 2014. In April 2014, the Trust accepted the resignation of Mr. Bohn, with regret and great appreciation for his many years of service. Carolyn Ing kindly agreed to serve as Treasurer in Mr. Bohn's stead, serving in this capacity through the remainder of 2014. Steven Pearlman served as Secretary of the Board from January through the June 2014. Mark Levitan was elected in 2014 to fill the position created by Mr. Bohn's resignation, and served from June 2014 through the end of the year. Mr. Levitan has served as Secretary since June 2014. W. Randall Brown was elected to the Board in 2011.

In addition to their service to the Board, members serve as liaisons on other Town boards and committees. Carolyn Ing served as the Housing Authority's representative on the Affordable Housing Trust (Trust) throughout the year, and was reappointed to this post by the Board of Selectmen in June 2014. Her term expires in June 2015. Steven Pearlman represents the Housing Authority on the Community Preservation Act Committee, with W. Randall Brown as the Alternate.

### **Affordable Housing Development - Year in Review**

In 2014, the Housing Authority held 14 meetings, for which agendas and minutes are on file with the Town Clerk. Highlights of these meetings follow.

#### ***January –March 2014:***

**NOAH Benfield Farms Senior Housing Development:** The Benfield Farms property manager, Peabody Properties, conducted resident interviews, with resident move-in scheduled for March 1, 2014. During this period, the Building Commissioner issued an Occupancy Permit and the project received the MassDEP permitting certificate for the septic system.

Total development costs for the NOAH Benfield Farms project will be in the vicinity of \$10 million, not including land acquisition costs (the project is a ground lease for the 4.39-acre portion of the Benfield property owned by the Housing Authority). The Town contribution to this project, aside from the land purchase, but including initial Master planning, and infrastructure funding totaled nearly \$500,000.00. This amount includes \$425,000.00 for site infrastructure, approved by Town Meeting in 2008.

**338 Bedford Road Property:** Alan Lehotsky and Steven Pearlman participated in a Master Planning

effort for the 338 Bedford Road property, funded by the Carlisle Affordable Housing Trust (CAHT) and facilitated by Abacus Architects + Planners in collaboration with Ryan Associates. By agreement between the CAHT and the Housing Authority, Mr. Lehotsky, Ms. Ing and the Elizabeth DeMille Barnett, Housing Coordinator, began work on drafting the Request for Proposal for a ground-lease to develop a duplex group home for adults with intellectually-disabilities. The Master Planning process identified certain advantages to the Town of having the Housing Authority, as a separate governmental entity, be the developer of this proposed ground-lease project.

In the response to a request from the Board of Selectmen to provide comments on the Lifetime Green Homes, LLC, Chapter 40B project as part of the MassHousing Site Eligibility Review process, the Housing Authority submitted a project review letter with comments and recommendations on aspects of the project, including design and environmental impacts.

#### *April to August 2014*

**NOAH Benfield Farms Senior Housing Development:** The Housing Authority executed the Benfield Farms Certificate of Completion. On May 6, the Benfield Farms ribbon-cutting was held. Barbara Fields, Regional Director (New England) of the U.S. Department of Housing and Regional Development, and dignitaries from the state, representatives of the banking community and local officials spoke at this event. The Housing Authority continued its support its ground-lease tenant in obtaining final sanitary and environmental permitting sign offs.

**338 Bedford Road Property:** In June 2014, Mr. Lehotsky, as authorized by vote of the Housing Authority, entered into a 99-year ground lease with the CAHT for a 1.36-acre portion of this 5-acre property, for the purpose of developing a duplex group home for adults with intellectual disabilities. The group home is not to exceed 10 bedrooms. During this period, work continued on the RFP for a development ground lease for this project, including consultation with state entities.

#### *September to December 2014*

**338 Bedford Road Property:** In response to a September 2014 Department of Developmental Services (DDS) Policy directive restricting the number of bedrooms in a group home, the Chairs of the Housing Authority and the Affordable Housing Trust, sent a letter requesting an exception for a duplex group home with nine bedrooms. The proposal that the group home would have minimally nine bedrooms had been made at the November 2012 Special Town Meeting, prior to the vote to authorize the purchase of the property. Nine bedrooms in the duplex also will provide the Town a year's Chapter 40B "safe harbor." DDS granted a policy exception in October 2014.

In October, the Housing Authority completed the draft of the request for proposals (RFP) for a ground lease for a duplex group home for adults with intellectual disabilities. Following review of the RFP by Town Counsel, the Housing Authority voted to authorize the RFP for release. In November, the Housing Authority made a presentation to the CAHT requesting Community Preservation Funds for costs of project procurement, legal services, possible environmental permitting costs, and funds to be used as an infrastructure grant to the selected ground-lease tenant. The CAHT voted to authorize \$65,000 to the Housing Authority for this purpose. The RFP was released to prospective bidders on December 3, 2014.

**Benfield Farms Senior Housing Development:** The Council on Aging (COA) reported that it held a Serving Health Information of Everyone (SHINE) Program in the Benfield Farms common room, which drew 30 attendees (the COA had held its annual meeting in this common room in June). In

December 2014, NOAH reported that the senior rental development was fully leased.

### **Policy and Program Development**

Throughout 2014, the Housing Authority, through the Housing Coordinator, received inquiries for housing referrals/education on a near daily basis, which were primarily questions about rental housing for seniors as well as non-age-restricted rental units.

**Metropolitan Area Planning Council (MAPC) Minuteman Advisory Group Interlocal Coordination (MAGIC):** The Housing Coordinator, on behalf of the Housing Authority, participated in three events which focused on affordable housing development and collaboration. The Housing Coordinator also participated in the December 2014 Massachusetts Housing Partnership Rural Housing Summit.

**Technology Committee:** The Housing Authority provided extensive programmatic and technological usage feedback as part of the Technology Committee Survey initiative, which would encourage efficient delivery of services to residents and employee efficiency.

**Inclusionary Zoning:** Following a report on the May 2014 American Planning Association Massachusetts Chapter Conference on Inclusionary Zoning, the Housing Authority decided to share information on Inclusionary Zoning with other Town boards. Inclusionary Zoning (IZ) is one of the goals of the 2010 Town of Carlisle Housing Production Plan. Implementation of IZ requires enactment of a bylaw by Town Meeting. IZ bylaws allow Massachusetts communities the opportunity to maintain progress toward their Chapter 40B housing production goals by requiring subdivision developers to contribute affordable housing units and/or financial resources toward the communities affordable housing efforts. The Housing Authority researched the topic, conducted a survey of comparable communities and gave presentations to the Planning Board and the Affordable Housing Trust.

**Strategic Affordable Housing Approach:** Following 2014 Town Meeting and in response to the upsurge in private Chapter 40B developer interest, the Housing Authority initiated an internal and external discussion on the need for non-age restricted mixed-income rental housing as the most efficient strategic and programmatic approach toward addressing the Town's Chapter 40B housing production goals. This effort included reaching out to the CAHT and the public at large through the media.

**Commonwealth of Massachusetts Community Innovation Challenge Grant.** The Housing Authority took the lead in coordinating this five-community grant application for the purpose of developing a Resource Guide on Septic Systems, Private Wells and Public Water Supplies which might be used by boards tasked to develop affordable housing as well as by affordable as well as all homeowners. The application was approved by the Board of Selectmen and submitted in October 2014. The communities of Boxborough, Dunstable, Carlisle, Easton and Medway were joint participants.

**Massachusetts Housing Partnership – Rural Housing Summit:** In December 2014, the Housing Coordinator, on behalf of the Housing Authority board, participated in the Massachusetts Housing Partnership's first Rural Housing Summit. The summit was held on the occasion of the release of a Rural Housing White Paper which requested state support

for the development of smaller rental affordable housing opportunities in rural communities. The report also requested the establishment of an Office of Rural Policy which would support rural affordable housing development, transportation and employment.

**Financials – Fiscal Year 2014**

**Income and Salaries**

July 1 2013 to June 30, 2014 Town Meeting Housing Authority Budget for office expenses, equipment and professional training.	\$500.00
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CPA Affordable Housing Development Appropriation Account Balances

Name	July 1, 2013	June 30, 2014
Benfield Affordable Housing	\$10,483.72	\$10,228.72

**Expenses**

Housing Authority Town Budget	Balance as of July 1, 2013	Balance as of June 30, 2014	FY2014 Expenses
	\$500.00	\$4.74	\$495.26

Benfield CPA Affordable Housing Development Appropriation – Expenses

June 30, 2013 – July 1, 2014 Carlisle Housing Authority Special Town Counsel, Benfield Farms	\$255.00
Total FY2014 Expenses	\$255.00

In closing this report, the Housing Authority would like to recognize the contributions of many Town boards and staff over the years on various aspects of the Benfield Farms project, and to thank the residents of the Town of Carlisle for their ongoing support for this project. Numerous residents have called, written or stopped by Town Hall to offer suggestions and support for ideas for future projects and their ongoing affordable housing-related concerns. We are grateful for their input and encourage their continued suggestions.

**Members**

- Alan P. Lehotsky, Chairman
- James Bohn, Treasurer, January 2014 to June 2014
- Carolyn Ing, Treasurer, July 2014 through December 2014
- Mark Levitan, Secretary, July through December 2014
- Steven Pearlman, Secretary, January 2014 to June 2014
- W. Randall Brown

## **TOWN OF CARLISLE AFFORDABLE HOUSING TRUST**

The Affordable Housing Trust was established by the Town of Carlisle, acting by and through its Board of Selectmen, through a Declaration of Trust (“Declaration”) made on October 24, 2006, as approved by vote of the 2006 Annual Town Meeting. The Affordable Housing Trust (“Trust”) is administered by seven Trustees, appointed by the Board of Selectmen.

The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Carlisle. In furtherance of this purpose, the Declaration authorizes the Trustees to acquire, by gift, purchase or otherwise, in accordance with procedures set forth in the Declaration, real estate and personal property, both tangible and intangible, of every sort and description, for the preservation and creation of affordable housing in the Town of Carlisle.

In June 2014, the Trust accepted the resignation of Trustee Greg Peterson, with regret and great appreciation for his many years of service. In November, Karina Coombs was appointed as Trustee by the Board of Selectmen.

This Annual Report highlights the activities of the Trust during 2014, and is submitted by the undersigned Trustees. During 2014, the Trustees held nine meetings. The activities of the Trust are summarized briefly below, in chronological order:

### ***January to April 2014***

**338 Bedford Road:** The Trust held a Town-wide community planning event, as the final component of the 338 Bedford Road Master-Planning effort. Meeting feedback reiterated support for a group-home duplex for adults with intellectual disabilities, and that the duplex should be located at the front of the property. The Trust received MassDEP guidance to the effect that the Carlisle Housing Authority or other non-Town entity could site a septic system on the property, subject to state requirements for such systems. Following submission of the final Master Planning report, the Trust voted to approve Scheme A1, and authorized the survey of the property and easements for a future ground lease. To further fund this work, as well as future projects, the Trust submitted two Fiscal Year 2015 Community Preservation Committee (CPC) applications, which were approved at the April Town Meeting (TM).

**Banta-Davis:** the Banta-Davis Wastewater Treatment Facility Tie-in/Water Balance Study was completed, with the Trust’s consultant receiving input from the Carlisle Public School Committee (CPSC), Board of Health and Recreation Committee. Study findings was that there was more than adequate water recharge for a public water supply to support forty-eight units of mixed-income housing as well as there was more than capacity at the Wastewater Facility. A traffic study was completed for the Banta-Davis property, with findings that mixed-income rental housing would not have adverse traffic impacts. A Mixed-Income Rental Housing Market Study and Mixed-Income Financial Feasibility Study also were completed, finding that tying a mixed-income rental housing development into the existing wastewater treatment plant would provide a cost savings of over 50%, compared to a Town-

sponsored development on an alternative property purchased for this purpose. Greg Peterson, Chair, and Trust consultants continued to provide answers to questions raised by CPSC in its review of Banta-Davis property as a future school site.

**2014 Town Meeting:** Timothy Hult and Douglas Stevenson presented a non-binding article to 2014 TM which requested Town support for a mixed-income rental unit strategic approach to the Town's Chapter 40B goals, as all rental units (market as well as affordable) developed would count on the Town's Subsidized Housing Inventory (SHI). The Trust support for this article focused on the concern that, with a recovering economy and neighboring towns reaching their 10-percent affordable-housing goals, the Town would be attractive to private Chapter 40B developers. It was estimated that, if the Town's affordable housing strategy was based solely upon homeownership units developed as part of Chapter 40B developments, it would take 850 new units (or over 50 percent more than the present total housing inventory in Carlisle) to reach the Town's 10-percent Chapter 40B goal. The motion failed by 16 votes (10 percent). Two CPA articles were authorized: (1) \$125,000 to be used to develop a duplex group home for adults with intellectual disabilities on the 338 Bedford Road property, including building demolition and stabilization of the site; and (2) \$50,000 for the Community Housing Fund (non-designated).

#### ***May to August 2014***

**Benfield Farms** The ribbon cutting for the Benfield Farms senior rental housing development was held on May 6, 2014. The U.S. Department of Housing and Urban Development New England Director, Barbara Fields and other state and business leaders were in attendance. Residents had begun moving into the building on March 1, 2014.

**338 Bedford Road.** The Trust voted to authorize the execution of a 99-year ground-lease with the Carlisle Housing Authority for a 1.36-acre parcel to be developed as a ground lease for a group-home duplex for adults with intellectual disabilities. The Trust also voted to amend the purchase-and-sale agreement for the 338 Bedford Road property, in order to allow the former owner to reside on the property for up to another year.

#### ***September to December 2014***

**338 Bedford Road.** The Housing Authority and Housing Coordinator completed work on the Request for Proposals (RFP) for a ground lease for the group home duplex with input from the Trust. This work included the Housing Authority and the Trust applying to the Department of Developmental Services (DDS) for an exception from DDS guidelines, to allow a nine-bedroom duplex. DDS granted the exception. The Housing Authority released the ground lease RFP in December.

**2014 TM CPA Grants:** The Trust approved agreements implanting the two CPA grants authorized by TM. The Trust voted to authorize the Housing Authority's request for \$65,000 in pre-development funds and future infrastructure funds for the 338 Bedford Road property. Authorization of these funds was required before release of the ground lease RFP for the 338 Bedford Road property.

**Inclusionary Zoning:** In December, the Housing Authority gave a presentation to the Trust on Inclusionary Zoning, proposing that Carlisle adopt an Inclusionary Zoning bylaw, with discussion following. The Housing Authority had previously made the same presentation to the Planning Board. An Inclusionary Zoning bylaw would make it easier for

Carlisle to maintain progress toward Chapter 40B goals, by requiring that all subdivisions include an affordable-unit contribution, within a threshold to be determined.

**Financials**

**Assigned staff: Housing Coordinator.** This part-time position, funded from the Town’s general budget, supports the Affordable Housing Trust, the Carlisle Housing Authority and the Town Administrator.

**Income**

CPA Affordable Housing Development Appropriation Account Balances

Account	Balance as of	
	7/1/2013	6/30/2014
Community Housing (CPA - 2006 TM)	\$12,166.81	\$0.00
Community Housing (CPA - 2014 TM)	\$0	\$50,000.00
Affordable Accessory Apartment Program	\$90,000.00	\$90,000.00
338 Bedford Road development (CPA - 2013 TM)	\$67,500.00	\$5,431.28*
338 Bedford Road Development (CPA - 2014 TM)	\$0	125, 000
Banta-Davis Wastewater Treatment tie-in and Traffic Studies	\$27,500.00	\$15,414.00
Earnings on Investments inception to date	\$8,922.92	\$3,779.32

\*\$25,000 returned to the Community Preservation Fund

**Expenses**

Fiscal Year 2014 CPA Affordable Housing Development Appropriation – Expenses

Purpose/Description	Amount
Community Housing	\$12,166.81
Affordable Accessory Apartment Program	\$0
338 Bedford Road development (CPA – 2013 TM)	\$37,068.72
Banta-Davis Wastewater Treatment tie-in and Traffic Studies	\$12,086.00
Earnings on Investments (used for Community Housing)	\$5,143.60

Respectfully submitted,

Vanessa Moroney, Chair, Board of Selectmen, trustee (appointed July 1, 2014)

Greg D. Peterson, Chair, trustee (January 2014 to June 2014)

Nathan Brown, Board of Selectmen, trustee (appointed July 2014)

John Gorecki, Vice-Chair, (January 2014-August 2014) Board of Selectmen, trustee

Douglas A.G. Stevenson, Vice-Chair (September 2014 to December 2014) Board of Selectmen, trustee

Timothy F. Hult, Board of Selectmen, trustee (January 2014 to June 2014)

Carolyn Ing, Carlisle Housing Authority, trustee

Peter Scavongelli, Board of Selectmen, trustee

John D. Williams, Board of Selectmen, trustee (January 1, 2014 to June 30, 2014)

# COUNCIL ON AGING

## Mission

The mission of the Council on Aging (COA) is to provide advocacy and support services to help Carlisle seniors live dignified and independent lives. The COA strives to continually improve the quality of life for Carlisle citizens' age 60 years and older, by identifying the needs of the population and matching available resources, both public and private, to meet those needs.

## What is the Council on Aging?

The Council on Aging is a human services department within the Town of Carlisle with a volunteer Board of Directors who are appointed by the Carlisle Board of Selectmen. Established under Massachusetts General Laws, Chapter 40, Section 8B, Councils on Aging plan and implement programs designated to meet concerns of the aging in coordination with programs of the Massachusetts Department of Elder Affairs.

Along with the policy direction, advice and support of the Council on Aging Board of Directors, the COA implements a multitude of programs for the benefit of Carlisle seniors and other residents to provide for social interaction, physical exercise and intellectual and cultural stimulation. The COA also coordinates with area organizations such as Minuteman Senior Services to improve health and safety through direct outreach and education.

## Who we serve?

According to records from the Town Clerk, at the end of 2014, Carlisle's senior population (60+) was 1,348 (not counting residents whose birthdates were not available); an increase of over 30% from the 2010 US Census figure of 1,030. Carlisle's age 60 and over population now represents more than one quarter of the town's population.

Perhaps more significant, in terms of service resources needed, is the trajectory of the demographic increases. Carlisle's age 60+ figures increased about 3.5% from last year, while our age 70 and over population rose more than 6% from one year to the next. And, Carlisle's age 80 and over population increased at an even faster rate of almost 9% since last year alone (see 'Year over Year Cumulative % Change' in the chart below).

Calendar Year:	<u>2013</u>	<u>2014</u>	<u>Year over Year</u>
Town Population:	5,336*	5,300*	<u>Cumulative % Chg</u>
• Age 50 +	2,428 45.5%	2,426 46.5%	(0.08%)
• Age 60 +	1,302 24.4%	1,348 25.8%	3.5%
• Age 70 +	495 9.3%	527 10.1%	6.0%
• Age 80 +	146 3%	159 3%	8.9%
• Age 90 +	17 0.3%	21 0.4%	23.5%

\*Please note: Town population figures shown above do not include those for whom a birthdate was unavailable. There were 59 such persons in 2013 and 77 in 2014. These demographic numbers should be viewed as approximate and may vary slightly from other town records depending on the dates that reports were run.

**What we do:** COA services include but are not limited to: Outreach, Transportation, Meals on Wheels, Senior Tax Workers, Nutrition, Health & Exercise as well as working to prevent cases of isolation through our *Friendly Visitor/Friendly Caller* program and coordination of other social services such as Medicare/Healthcare assistance and our durable medical equipment lending program, which are both coordinated through Carlisle volunteer SHINE counselor Clyde Kessel (SHINE stands for: Serving the Health Information Needs of Everyone).

It is also not uncommon for the COA to lend assistance to non-senior Carlisle residents, especially in the areas of food or fuel assistance. For example, Fuel Assistance volunteer Madeline Ling aids COA staff members in helping explain assistance options to Carlisle residents. Madeline and Clyde are but two of about 100 volunteers that lend a hand to the COA to help fellow Carlisle residents. We could not do what we do without them.

The following charts detail some participation numbers for the COA’s programs in 2014.

How much we do:	<u>COA Database Numbers for Calendar 2014</u>	
Overall Broad Categories of Service	<i>Activity Count</i>	<i>Unique Participants</i>
COA Event Participation	5,649	577
Transportation	1,980	141
Meals on Wheels	1,404	8
Other Services	193	192
Volunteer Assistance Provided	574	100
<b>Total Served</b>	<b>9,800</b>	<b>652*</b>
COA Event/Program Summary	<i>Activity Count</i>	<i>Unique Participants</i>
Community Education	208	119
Nutrition (COA breakfasts & lunches)	2,236	301
Cultural Events	399	161
Fitness/Exercise	1,924	87
Health Screening	250	130
Recreation/Socialization	529	148
Other Programs (ex. Intergen. Poetry)	104	24
<b>Program Totals</b>	<b>5,649</b>	<b>577*</b>

\*Note – Unique participants were calculated for each category but often overlap between categories with the result that the overall number of participants cannot be calculated by simply adding the participant numbers from each individual category.

**Outreach** –During Fiscal Year 2014, along with our volunteers, COA staff members Angela Smith, Deborah Farrell and Linda Cavallo-Murphy averaged close to 400 client calls or meetings per month; about a 15% increase in volume from the prior year. Additional help is provided by Licensed Social Worker, Peter Cullinane. Below is a breakdown of the type of first hand contacts that they had with Carlisle residents.

<b>FY 2014 Annual Contact Statistics</b>	<b>Annual</b>	<b>Monthly Averages</b>
• Case Mgmt/Advocacy/Outreach	2,440	203
• Program Planning	579	48
• Volunteer Activity Coordination	476	40
• Senior Tax Worker Program	245	20
• General Information	234	20
• Senior Friendly Calls/Visits (Volunteers)	194	16
• Misc/Other (ex: employment assistance)	185	15
• Food or Fuel Assistance – Seniors	102	9
• Medical Equipment to Seniors	82	7
• Senior Visits (Outreach)	71	6
• Contractor communication	36	3
• SHINE (Medicare & Health assistance)	36	3
• Employment	20	2
• Yard Work	12	1
• Legal Assistance (referrals)	8	1
• Food or Fuel Assistance – Non-Seniors	7	1
• Medical Equipment – Non-Seniors	6	1
<b>Total</b>	<b>4,733</b>	<b>394</b>

**Transportation/Trips** – The COA, through Transportation Coordinator Deborah Farrell, helped over 141 people with transportation in 2014, providing an average of about 165 rides per month (rides are defined by state transit authorities as one-way trips), an 11% increase from 2013. Most rides were to medical appointments, COA events, or shopping. About 10% of the rides were through our volunteer network of *Friendly Drivers*.

Through volunteer travel coordinators Joanne Willens and Sandy McIlhenny, the COA also arranged numerous interesting day trips. Popular destinations included local restaurants, the Peabody Essex Museum (in tandem with the Carlisle Historical Society), the JFK Library, the Boston Flower Show, Woodstock-Maine, a trip to the Cape, and plays at the Newport Playhouse, Stoneham, Reagle, and New Repertory Theatres.

### **Volunteers**

Quite a bit of worthwhile COA staff time, mainly that of Outreach & Program Manager, Angela Smith, is spent coordinating volunteers and others who help town departments as part of the Senior Tax Worker program. Even excluding the Senior Tax Workers, Carlisle volunteers saved the Town a lot of money in 2014, providing over 3,800 hours of service or, at \$10 per hour, about \$38,000 in wage expense. Our volunteer program is not only beneficial to the town but also provides a great sense of purpose to those who help out.

**Communications** – One of the strengths of Carlisle’s Council on Aging is the strong mix of communications media it utilizes, which include:

**COA Newsletter** – The *Carlisle Connection* is an eight page print newsletter that is delivered to about 850 seniors each month. Occasionally we produce special issues that are delivered to all Carlisle households.

**Carlisle Mosquito** - Council on Aging staff and board members contribute articles, notices and letters to the *Mosquito*. Long-time COA Board member Verna Gilbert works as a volunteer *Mosquito* staffer.

**Cable Television** – The Council on Aging films a cable television show on a monthly basis via Concord Carlisle Cable Television (CCTV). The program is hosted by longtime Carlisle resident Bert Williams with occasional substitutions from a new guest host that some of you may recognize, Tim Hult. With grateful assistance from CCTV staff, the show was produced in 2014 by several of our own senior tax workers: Bill Churchill and Joan Rolfe as well as COA Board member volunteers Donna MacMullan and Abha Singhal.

**How We Are Funded?** - The Council on Aging is supported through the Carlisle Town budget, a departmental revolving fund for donations and fees, and a combination of grants, led by the *Friends of the Carlisle Council on Aging* (FCCOA), which is a 501c (3) non-profit organization devoted to helping Carlisle Seniors. Grant support was also provided by the *Concord-Carlisle Community Chest* and the *Executive Office of Elder Affairs* through its State Formula Grant program. Lastly, the Carlisle COA also received a grant through the Town's affiliation with the Lowell Regional Transit Authority, known as the LRTA. The COA gratefully acknowledges the help and support of all of these generous organizations.

#### **COA Highlights & Changes during 2014**

**COA - Long Range Plan:** A product of a year's work, the COA's Long Range Plan (LRP), was completed in the fall of 2014 under the watchful eye of Liz Thibeault, who chaired the LRP committee and provided leadership for committee members who crafted a document that will make significant contributions to the COA mission for years to come. The committee strove to create a document with both vision and flexibility. A prime component of the plan was the development of annual 'areas of focus' for each of the next several years. This year's concentration areas included COA Marketing & Communications as well as Transportation services. To view the long range plan go to the COA website at: [http://www.carlislema.gov/Pages/CarlisleMA\\_COA/index](http://www.carlislema.gov/Pages/CarlisleMA_COA/index).

**Intergenerational Collaborations & National Recognition:** This year provided extra special recognition on the intergenerational front as Carlisle received a national award, being named a "Best Intergenerational Community" by Washington DC based non-profit, Generations United. The award was the culmination of a year of work on the successful application, which was spearheaded by COA associate board member Patti Russo. The COA helped form and participate in a cross-departmental and resident task force to review and document Carlisle's many services and programs that make the town a great place for all ages to live in. COA and Friends of the COA members of the task force included: Patti Russo, Tom Dunkers, Helen Young, Kerry Kissinger and David Klein. Other members included: CPS School Superintendent Joan Wickman, Library Director Katie Huffman and Assistant Director Marty Seneca, and Recreation Department Director Holly Mansfield.

**Transportation Initiatives** – In 2014 the COA, through our Regional Transit Authority, the LRTA, applied for and was awarded a grant for a new, handicapped-accessible mini-van sized vehicle for the purpose of creating additional transportation resources for Carlisle’s senior and handicapped residents. The vehicle is expected to arrive in 2015. We’re hoping to partner with a taxi or Para-Transit firm to operate the vehicle and include broader hours of operation than the COA currently offers. To help make the new transportation option more affordable, the Selectmen sponsored a successful Town Meeting warrant article that provides \$10,000 towards a taxi-voucher program for handicapped and senior residents.

**Senior Housing:** After many years of collaborative planning among Carlisle town departments, committees and outside organizations, particularly Carlisle’s Housing Authority and Affordable Housing Trust, Benfield Farms Senior Housing opened to those age 62+ in April of 2014, providing a much needed new source of affordable living options for Carlisle seniors wishing to remain in town as well as those wishing to become Carlisle residents. Special thanks are in order to Elizabeth DeMille Barnett, AICP, Carlisle’s Housing Coordinator who, along with other important contributors, worked tirelessly to help make Benfield Farms a reality.

**Special thanks** must be extended to the Council on Aging Board, who are often the core of our volunteer efforts, and without whom much of what we do would not be possible. The COA Board as of the end of calendar 2014 included:

**COA Board Members**

Liz Thibeault, Chair  
Abha Singhal, Vice Chair  
Peggy Hilton, Treasurer  
Liz Bishop, Secretary  
Elizabeth Acquaviva  
Lillian Debenedictis  
Walter Hickman  
Donna MacMullan  
Jean Sain

**COA Board Member Associates**

Stephanie Blunt  
Mary Daigle  
Gio DiNicola  
Verna Gilbert  
Reuben Klickstein  
Joan Rosazza  
Patti Russo

**More Special Thanks** - In the spirit of collaboration often seen in Carlisle, it is common for the Town’s departments to work together. Examples are too numerous to remember! The COA works with the Police Department to identify isolated and frail seniors who may benefit from a program called R U OK, in which the Carlisle PD provides a daily check-in telephone call. Similarly, the COA, in collaboration with the Town’s Local Emergency Planning Committee, works with the Fire Department to manage a “special needs” list of residents who wish to be contacted during severe weather or other emergencies where they may need assistance. The COA works with the Housing Authority Coordinator on affordable housing and the Health Department on Flu Clinics and other healthy initiatives. The COA works with the Schools on Intergenerational opportunities and with the Building Inspector to help seniors who may have infrastructure or safety concerns about their homes. The COA and the Gleason Library have a particularly close working relationship, often coordinating and co-sponsoring cultural and community activities such as the monthly *Community Conversations*. The Friends groups of both the Library and the COA work together to co-fund Carlisle programs and the Concord Carlisle Community Chest helps co-fund our

part-time Licensed Social Worker and other important programs. We want to thank all of our Town Hall and other department personnel who so often render assistance and care for the community.

## HISTORICAL COMMISSION

The main role of the Carlisle Historical Commission (CHC) is to act as the Historic District Commission for the Carlisle Historic District, which primarily includes the town center, and to act as the Historical Commission for the town as a whole. The membership of the Historical Commission is prescribed by Article 9 of the Carlisle General Bylaws, and consists of 5 members and up to 3 alternate members to be appointed by the Selectmen. The membership must include at least one architect and a nominee from the Carlisle Planning Board.

The Historic District and Historical Commission were created to preserve and protect the distinctive characteristics and architecture of buildings and places that are significant in the history of Carlisle; to maintain and improve the settings for such buildings and places; and to encourage designs compatible with the character of the Historic District.

In its role as the Historic District Commission, the CHC receives, hears, and rules on applications for alterations to the exterior of structures within the Historic District, and alterations to hardscaping (paving, stone work, etc.) on a property. During 2014, the CHC reviewed eleven new applications, and issued eleven Certificates of Appropriateness. The applications reviewed by the Commission included:

- Reviewed, modified and approved an application for extensive hardscape modifications, including a stone terrace, stone walkways and picket gates with granite posts, for a residence within the Town Center Historic District
- Reviewed, modified and approved four applications for signage for three business in the Town Center Historic District
- Reviewed and approved an application for re-pavement of a driveway of a residence within the Town Center Historic District
- Reviewed, modified and approved an application for relocation and revision of a stone wall in front of a residence within the Town Center Historic District.
- Reviewed and approved an application for the replacement of an exterior portion of a chimney on a residence within the Town Center Historic District.
- Reviewed, modified and approved an application for construction of a large garden involving installation of monuments and hardscaping behind a building within the Town Center Historic District. In conjunction with this application, the Historic Commission reviewed, modified and approved screening elements for the monuments from view from a public way.
- Reviewed, modified and approved an application for enclosure of a deck at the back of a residence within the Town Center Historic District.

In addition to reviewing applications, the Commission also held informal discussions on several matters, providing guidance to residents of the Town and representatives of certain Town organizations. The Commission met with a resident of the Historic District who wished to install a temporary handicapped access ramp at the entry to his residence. The resident and the Commission discussed potential designs and materials, and easily achieved a mutual agreement on the design details for the temporary ramp. The Commission also did not require a formal application due to the temporary nature of the structure.

The Commission finalized preparation of an outreach flyer that has been sent to all residents of the Historic District for the purposes of introducing them to the Historic Commission, explaining its role, jurisdiction, answering some common questions, and providing contact information to assist residents in their interactions with the Historic Commission. The outreach flyer was mailed to all residents of the Historic District late in 2014.

The Commission extends its sincere thanks and appreciation to all those who have worked diligently to preserve the historic character of Carlisle, and particularly to the residents of the Historic District for their appreciation of the historical importance of the Town Center.

Members:

Neal Emmer, Chair  
Geoffrey Freeman  
Jack O'Connor  
Annette Lee  
Ed Rolfe  
John Lyons, Alternate

## ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) heard seven special permit or variance petitions and rendered decisions on six of them as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40A (The Zoning Act) and the Town's Zoning Bylaws. The ZBA heard one administrative appeal and received one application for a comprehensive permit under Massachusetts General Laws (M.G.L.) Chapter 40B.

The ZBA consists of three Full members that are appointed by the Board of Selectmen. Additionally, the Board of Selectmen may appoint up to four Associate members to serve on the ZBA. Associate members may attend all ZBA hearings and can serve as a Full member when a regular member or members cannot sit for a particular hearing. All ZBA hearings are open to the public and are typically held the first Monday of the month at Town Hall when there is a petition to be heard. All hearings are advertised in the Concord Journal, Lowell Sun or Carlisle Mosquito for two consecutive weeks prior to the hearing. Additionally, the ZBA hearing is posted on the Town Clerk's Bulletin Board no less than fourteen days in advance of the scheduled hearing. *The Rules and Regulations of the Town of Carlisle Zoning Board of Appeals* and the *Town of Carlisle Zoning Bylaws* are available from the Office of the Town Clerk for a nominal fee. These documents are also available on the official Town of Carlisle website, [www.carlislema.gov](http://www.carlislema.gov), under the "Boards and Committees" menu.

The ZBA is charged with granting variances and certain special permits as identified in the *Town of Carlisle Zoning Bylaws*. Additionally the ZBA is charged with the issuance of comprehensive permits as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40B. The ZBA is not charged with the enforcement of the Town's Zoning Bylaws. Rather, the Building Commissioner has the initial responsibility for interpreting and enforcing the zoning bylaws. This responsibility includes the duty to enforce the conditions of a variance or special permit issued by the ZBA. If a towns person has reason to believe that the zoning bylaws or conditions directed under a special permit or variance are not being complied with, the appropriate process is to make a written request to the Building Commissioner to enforce the zoning bylaw or conditions in question. The Building Commissioner's decision is subject to review by the ZBA.

In 2014, the Board held a total of nine public hearings. Five permits (1 variance and 4 special permits) were granted in 2014. One variance application was withdraw. A hearing was held on an administrative appeal. The appeal was denied. A hearing was held on a request for a comprehensive permit. This hearing has been continued into 2015. Table 1 provides a summary of the petitions heard by the ZBA. Table 2 summarizes the outcomes of each petition heard by the ZBA during 2013. Table 3 provides a list of all active special permits and includes the expiration date for each one.

The Board would also like to offer our sincerest thanks and appreciation to the other Town departments, staff and Boards that have provided their guidance and leadership upon various occasions.

Looking forward, the Board, in its adjudicative role in support of land-use planning for Carlisle, will remain mindful of its responsibilities to be fair and equitable in the application and administration of local and State ordinances.

Members:

- Lisa Davis Lewis, Chair
- Martin Galligan
- Emmanuel Crespo
- Steven Hinton, Associate
- Travis Snell, Associate

**Table 1: 2014 Petitions heard by Zoning Board of Appeals**

	Granted	Denied	Withdrawn	Extended/Review	Active
Petitions for Variance	1		1		
Applications For Special Permits	4				
Comprehensive Permits					1
Comprehensive Permits Modifications					
Appeals of Administrative Decision		1			
Earth Moving					
<b>Total</b>	<b>5</b>	<b>1</b>	<b>1</b>		<b>1</b>

**Table 2 – 2014 Zoning Board of Appeals Hearings**

Applicant or Petitioner	Date of Hearings	Date of Decision	ZBA Action	Expires
Eric Adams	1/13/14	1/27/14	Grant Special Permit under zoning bylaw section 6.3 to increase footprint of the existing building at 21-23 Bedford Road.	
Red Balloon Preschool	2/3/14	2/17/14	Grant Special Permit under zoning bylaw section 3.2.2.3 for the continued operation of preschool at the First Religious Society located at 27 School Street.	4/1/19
Julie MacQueen	4/7/14	4/21/14	Grant Special Permit under zoning bylaw section 3.2.2.9 for the operation of a confectionery manufacturing business at 25 Bedford Road.	4/7/15
Hugh Ritchey	4/7/14	4/21/14	Grant Special Permit under zoning bylaw section 6.3 to increase footprint of the existing building. Variance for relief from side setback determined not necessary at 806 East Street.	
Jeffery Brem	7/28/14 8/11/14 8/27/14 9/15/14 10/6/14 10/27/14 11/3/14 11/17/14 12/15/14		Continued hearing for the application of Lifetime Green Homes, LLC to allow the development of 20 units on 9.84 acres under M.G.L. Chapter 40B at 100 Long Ridge Road.	
Christopher & Diane Geggis	8/27/14 9/22/14 11/17/14	12/1/14	Denied Appeal of Building Commissioner written determination. Request for Variance withdrawn by Applicants without prejudice at 296 Brook Street.	
Kim Gilman & Robbin Hillyard	9/22/14	10/6/14	Grant Variance under zoning bylaw section 4.3.2 for relief from the side setback to build a garage at 400 Brook Street.	

**Table 3 : Zoning Board of Appeals Active Permits**

Name	Location and Type of Permit	Expiration Date
Kevin Stacey	Landscaping Business 570 West Street Special Permit	4/2/17
Scott Jenney	Landscaping Business 303 Brook Street Special Permit	4/1/15
The Red Balloon First Religious Society	Preschool 27 School Street Special Permit	4/1/19
Bonnie Jacobellis	Horse Stable and Boarding 164 Fiske Street Special Permit	12/6/16
Peter L. and Margit Morey Health Pet Company	Animal Hospital 988 Bedford Road Modified Special Permit	11/1/15
D-Kon Realty Trust Richard DeFelice Robert Koning	Building for the U.S. Post Office 70 Bedford Road Special Permit	6/30/18
Katheryn Dennision	Riding Academy and Stable 78 Sterns Street Special Permit	12/6/19
Red Magnolia Realty Trust William and Dean Luther Carlisle Auto Body	Automotive Body Repair Shop 673 Bedford Road Special Permit	11/1/17
Angelo and Lillian DeBenedictis	Day Care Center 3 Carleton Road Special Permit	6/1/18
H. La Rue Renfroe Assurance Technology	Professional Offices 84 South Street Special Permit	No date; review *2/6/19
Robert Kvietauskas Carlisle Insurance Brokerage	Professional Office 50 School Street Special Permit	9/30/16

\*These permits require periodic review of conditions for adequacy, without which the Permit expires prematurely. The first date is the expiration date for the permit: the asterisked date is the premature expiration date if no review of conditions has been applied for.

**PUBLIC SERVICE  
&  
SAFETY**

## **POLICE DEPARTMENT**

To the citizens of Carlisle, I am honored to present this report detailing the work accomplishments and achievements of the Carlisle Police Department for the year 2014.

The Police Department utilizes traditional enforcement methods, Community Policing concepts, and Problem Solving strategies to combat crime in Carlisle. The Police Department employs ten (10) full time sworn officers and six (6) part time sworn officers to deliver and exceptional level of law enforcement services to our community. From January to December 2014, the Police Department handled 12,461 calls for service, an increase of 2,157 compared to 2013.

Our mission remains: "To provide professional police service in partnership with the community through mutual respect and cooperation." Our department takes a proactive approach to solving crimes as well as deterring them before they happen.

We appreciate the support of our community partners including: the citizens of Carlisle, town departments, Communities for Restorative Justice (C4RJ), Domestic Violence Victim Assistance Program, and the Northeast Massachusetts Law Enforcement Council (NEMLEC).

Our safety seat installers continued to provide his expertise and training for any resident interested in the proper installation of a child seats. Over the past year, they installed over 18 child seats. We also assisted other towns with this program.

Department members received important annual use-of-force and firearms training. Our sworn members attended a 4 day annual in-service training at the Lowell Police Academy. Some of the specialty training received by members included: interviewing school, NEMLEC SWAT & RRT training, International Association of Chiefs of Police training, detective training, DARE training, and domestic violence prevention training.

There are sixty-one cities and towns that make up the Northeast Massachusetts Law Enforcement Council (NEMLEC). Carlisle has been a member of the organization since 2003. Regional law enforcement councils provide an effective resource for towns and cities of all sizes. NEMLEC provides assistance to member communities with Special Weapons & Tactics (SWAT), Regional Response Team (RRT), School Threat Assessment Response System (STARS) and cybercrime investigation. Sergeant Stephen Mack is currently assigned to the Rapid Response Team (RRT) and Chief Fisher is currently assigned as the Assistant Control Chief for SWAT & RRT. Chief Fisher will also serve as the President of the Board of Directors for NEMLEC from 2015-2017.

We stopped more cars in 2014 than we did in 2013. Our officers issued 39 fewer warnings (2215) than we did last year (2254) and 42 fewer citations, 128 compared to 170. Our citizens called in 57 more suspicious activity reports in 2014 compared to 2013. We had 4 residential breaking and entering report compared to 1 last year. We had 1 reported theft from a motor vehicle in town. Our residents are important partners to preventing crimes in Carlisle and we appreciate their vigilance and commitment to watching out for their neighbors. Their

diligence led to the increase in suspicious activity calls. Assigning a statistic to “Crimes Prevented” is difficult, but it is clear that safety minded neighbors lead to crime prevention through notifying the police when suspicious activity is noticed.

The accomplishments set forth in this report could not have been met without the extraordinary contributions of the police officers and civilian dispatchers at the Carlisle Police Department. I am very proud of the dedicated and compassionate work they perform each day.

We look forward to providing Carlisle residents and guests the highest level of professional law enforcement services. We will strive for crime reduction through proven techniques and approaches. Solving quality of life issues and working closely with the public is our goal. We sincerely appreciate the support we receive from our community. It is this cooperative effort that makes our community a special place to live and work.

### **STATISTICS**

	<b>2013</b>	<b>2014</b>
<b>Accidents</b>	70	93
<b>Alarms</b>	422	322
<b>Animal Complaints</b>	341	277
<b>Assault &amp; Battery</b>	5	2
<b>Sexual Assaults</b>	0	2
<b>Breaking &amp; Entering</b>		
Residential	1	4
Vehicle	2	1
<b>Court Activity</b>		
Arrests	37	18
Citations	170	128
Warnings	2254	2215
Restraining Orders	2	2
Court Hearings	107	108
<b>Disturbance Calls</b>	63	42
<b>Domestic Disputes</b>	12	8
<b>Property Checks</b>		
House Checks	1880	2212

Business/town buildings	8970	7409
<b>Larcenies</b>		
General	20	20
Motor Vehicle	0	0
<b>Liquor Violations</b>	1	0
<b>Drug Violations</b>	0	0
<b>Log Entries</b>	10,035	12,461
<b>Missing Persons</b>	7	5
<b>Malicious Destruction</b>	24	9
<b>Motor Vehicle Stops</b>	2,037	2,385
<b>Psychiatric Concerns</b>	10	8
<b>Suspicious Activity</b>	579	636
<b>Obscene/Harassing Phone Calls</b>	27	49
<b>Traffic Complaints</b>	85	96

## **FIRE DEPARTMENT**

### **Personnel**

Although our roster at year end is at 28 the department continues to have difficulty in maintaining availability of call personnel at times. We rely on individuals who have other jobs, family obligations, compelling personal matters, and other interests. Over the past several years there has been a significant decline in the number of hour's firefighters and emergency medical technicians (EMT's) are available to respond to calls. Along with this situation we also have members who become sick, injured, or travel and the roster becomes very limited. The Town is very fortunate to benefit from the outstanding dedication of our members as we have been able to cover all of the calls once again this year without relying on mutual aid. I would like to take this opportunity to thank those who have gone above and beyond the call of duty to cover the emergency response needs of our citizens. We continue to recruit and are currently seeking additional individuals who might have the time to commit to serving our community.

Auxiliary Firefighter Justin Mui of Chelmsford was appointed in October. Justin comes to us as a trained EMT. Frank Sargent was placed on administrative leave in July. Matt Cheever went on a leave of absence in January to pursue a career and returned in December. Paul Martin had several absence periods during the year due to service in the National Guard. Kevin Stacey took a leave of absence in October. We saw the resignation of our first administrative assistant, Sandy Savage in November.

In December, after forty years of service Robert Dennison resigned from the department. Firefighter Dennison served in many capacities including having the distinction of being one of Carlisle's first EMT's even before the department began the ambulance service in 1978. He was instrumental in starting the first Explorer Scout Program as part of the fire department in the 1980's. Many of the scouts later joined the fire department. He also supported our in-house vehicle maintenance program as a mechanic, was a designated driver trainer, and most recently served as the department's first fire prevention/code compliance officer. He did an outstanding job organizing and building our first formal program in this area. Robert is one of the few individuals that have contributed four decades of service. He was appointed by Chief Wilson in 1976 and served the department under the two succeeding chiefs. We will miss his expertise, attention to detail and dedication to the work we do. I would like to take this opportunity to both recognize Robert for his distinguished service and thank him on behalf of the Town of Carlisle.

### **Compensation**

We began the second year of the compensation plan I presented to the Town three years ago. The compensation plan this year focused on bringing the hourly training rate up to the call rate for all personnel. The plan also increased the hourly rates for officers, including the EMS Coordinator and Fire Prevention Officer. Lastly, we were able to create an availability stipend for the auxiliary firefighters. This stipend is at fifty percent of a regular firefighter's stipend. Funds were appropriated in the fiscal year 2015 budget to create a stipend for personnel who are able to contribute more than 200 hours or 300 hours a month. At year end, with only six months of data, I believe this has made a difference.

## **Apparatus**

Engine 5 our 1990 tanker truck required major repairs this year to keep it in service. This has caused a \$12,000 deficit in the vehicle maintenance line. I have been working with the finance committee to increase the allowance in the budget for maintenance of apparatus as this truck will require additional work next year. And a few of our trucks are now over ten years old. I have recommended the purchase of an additional tanker in FY 16. Having an additional tanker truck is critical to our ability to fight fires and minimize property loss in cases of fires in homes. Working with the Selectmen, Finance and Long Term Capital Committee a warrant article will be put forward at the next annual Town meeting for the voter's consideration. This vote would require debt exclusion in the amount of \$650,000. A reminder that even with the current number of cisterns, now totaling over 40 the Town is not entirely covered with a suitable water supply within a reasonable distance to every dwelling. Not all of the cisterns are of the required 30,000 gallons. One of the challenges of acquiring a new tanker is the lack of apparatus bay space. Our station, now 30 years old, is currently overcrowded and this issue needs to be addressed. Until two years ago we were able to rely on the 5,000 gallon Hanscom Air Force base tanker to come to our aid. Due to staffing reductions at the base, this is no longer available to us. Most of our neighboring communities do not have trucks that carry large amounts of water as they have municipal water supplies. There are a few communities that do have tanker trucks but are some distance away.

Our rescue boat does not meet modern day safety standards and requirements for ice and water rescue operations. It has been on the long term capital list for replacement for several years. Although our calls for water and ice rescues are very low it is critical that the firefighters have the appropriate safety equipment to affect a rescue should that type of emergency arise. We must provide our personnel with the proper safety equipment to do the job that are responsible to do.

## **Fire Prevention**

The [Board of Fire Prevention Regulations \(BFPR\)](#) voted to adopt a national model fire code this year. The new code adopts the [NFPA Fire Code \(NFPA 1, 2012 edition\)](#) with Massachusetts amendments. Massachusetts joins nearly 20 other states in the country that use this model code as the backbone of their fire code. The new Massachusetts Comprehensive Fire Safety Code (527 CMR 1.00) will take effect on January 1, 2015. Training on the new comprehensive fire code, NFPA 1 and 527 CMR began this year. Our department is continuing its goal of developing a comprehensive code compliance and fire prevention program. We have continued to work with a number of the facilities in town to conduct fire safety inspections, develop and update evacuation plans, and conduct fire drills. The Code Compliance Inspector (CCI) is responsible to insure conformance with the Massachusetts Fire Prevention Regulations. He serves a very important role in the mission of the department. The code compliance activities were very high in 2014 with inspections and review of plans. These activities include the schools, other public facilities and new housing. As our community continues to grow, the need for housing inspections, code compliance work and fire prevention activities will increase. In addition to public facility inspections other areas requiring inspections include: oil burners, oil tanks, LP tanks, smoke and carbon monoxide detectors on real estate sales and transfers, fire alarm systems, sprinkler systems, blasting, and fuel oil tank removals. The Fire Prevention Officer also

serves as an important resource to the officers of the fire department and the public. The Fire Prevention Office may be reached at 978-287-0072 or e-mail [FPO@carlislefdma.org](mailto:FPO@carlislefdma.org)

### **Projects**

A few new projects came before the department for review. 100 Long Ridge 40B housing, a common driveway Elliot Way off of River Road, 333 Bedford Road, and Garrison Place off of Russell Street. The department reviews plans and attends meetings meeting giving input. In addition we attended site visits with the developer and contractors as necessary to coordinate the public safety requirements for the projects. The Benfield Farms facility is now complete. We have reviewed preliminary plans for housing at the Goff property on Bedford Road and understand that there is preliminary work being done on the Banta-Davis Property.

### **Grants**

We were fortunate once again to receive a grant from the Nichols Foundation. Thanks to the efforts of Peter and Sandy Nash this grant will be used for an outreach program in the community on smoke and carbon monoxide detectors education. The focus of the program will be to provide education regarding the requirements, regulations, use and application of smoke and carbon monoxide detectors. We also plan to provide assistance to seniors with a home safety visit including the assistance with the installation of these life saving devices. We are very appreciative and thankful for the generosity of the Nichols Foundation.

### **Facilities**

Our emergency power generator was replaced early in the year. The new unit is sized to handle the full power load of the fire station. Thanks to Lieutenant Koning and the Carlisle DPW for their assistance with the project. In May we began the site plan review process for the replacement of the public safety communications tower approved at the annual town meeting in 2014. We continue to monitor the fuel storage facility at the fire station keeping it in compliance with State and Federal regulations.

As the Town grows and the department increases in terms of vehicles and personnel we will need adequate facilities in order to continue to provide efficient and effective service. There is a pressing need for office space. The Chief, Deputy Chief, Administrative Assistant, and Fire Prevention Officer have regular hours at the station. In addition the Captain, two Lieutenants, and EMS Coordinator have no dedicated work space. The Deputy Chief works at the report desk in the station foyer where there are many distractions and a lack of privacy for one-on-one meetings and phone calls. The area where our administrative assistant works is frequently used for group meetings and the assistant is often distracted or displaced. This situation creates a loss in productivity. In addition there is a severe shortage of storage space within the building and the mechanical room cannot hold any more equipment. We experienced difficulty in trying to bring the new municipal fiber cable into the station last year. And lastly I am beginning to have concerns for the safety of the firefighters on the apparatus floor due to cramped quarters.

We continue to scan documents and employ electronic filing in an effort to reduce the need for additional file cabinet space. We are also investigating temporary outdoor storage and office facilities for the fire station site.

## **Emergency Management**

The Local Emergency Planning Committee (LEPC) is headed by Chief Flannery as Director and includes, Douglas Stevenson, Board of Selectmen, Tim Goddard, Town Administrator, Chief Fisher, Carlisle Police Dept., John Luther, Building Commissioner, David Klein, COA Director, Linda Fantasia, Board of Health Agent, Gary Davis, Supt. of Public Works, and Alan Lewis (HAM Radio Officer). These dedicated groups of individuals meet as required to assess potential emergency situations, make plans and direct the Town's emergency responses.

Several important messages were sent out via Blackboard Connect during the year. Residents are informed when there is a situation or emergency they need to be aware of, either by telephone, e-mail or text or in each of these ways. This year the Blackboard system was used to send out four emergency messages, on January 26<sup>th</sup> for phone line issues at the communications center, May 5<sup>th</sup> for the need to close East Street for live wires down, and on August 31 and September 6<sup>th</sup> for tornado warnings. If you are not receiving these messages you can sign up by going to the Town's web site and clicking on the Blackboard Connect link. If you have any difficulties you may call my office at 978-369-2888 and I would be happy to assist you. If you are receiving these messages on your phone or by e-mail and wish to change or opt out you may call my office or send an e-mail to me at [chief@carlislefdma.org](mailto:chief@carlislefdma.org). Blackboard connect is offered to residents for local emergency notifications. There may be other sources available to obtain weather and emergency notifications but it is important to have the local source as well.

Residents are also reminded to make plans for emergencies and disasters before they happen. Information on emergency preparedness is available on the fire department page of the Town's web site [www.carlislema.gov](http://www.carlislema.gov) or you may also contact the Fire Department, Council on Aging, or Board of Health Office.

## **Maintaining Your Fire Alarm System and Preventing False Alarms**

The largest percentage of fire calls the department responds to are caused by preventable false fire alarms in homes. Below are a few tips on how to prevent false fire alarms in your home:

- Always remember to call your alarm monitoring company before testing your system to prevent a false alarm and fire department response.
- Be careful when cooking.
- Have contractors cover smoke detectors before works begins to prevent dust contamination.
- Have your fire alarm system cleaned, inspected, and tested at least once each year.
- Replace smoke detectors that are 10 years old.
- Be sure that your alarm service contractor calls the Fire Department before working on or testing your system.
- Don't forget to uncover the smoke detectors after the work is complete.

## **Calls & Statistics**

We ended the calendar year 2014 with a total of 376 calls. The department responded to 183 fire calls and 193 ambulance calls. Fortunately there were no major property loss fires in 2014. However the department trains all year long for these challenges with the goal of minimizing property loss with superior firefighting skill. I continue to be extremely proud of the members of our department and the degree of skill and professionalism they display under difficult and challenging circumstances.

The Central Middlesex Emergency Rescue Authority's Advanced Life Support system is now in its fifth year. EMT's continued to receive training and updates on new statewide protocols for emergency care. Governor Patrick signed a new law allowing EMT's to now administer Narcan, an opiate reversal drug used in life threatening overdose cases. With the approval of funds at the annual Town meeting we purchased a Stryker powered ambulance cot and a Lukas chest compression device. Both pieces of equipment will significantly improve patient care and safety as well as improving EMT safety. Statewide protocols updated this year included changes in use of the long spine board for immobilization which has just about been eliminated, the use of red lights and sirens, improved requirements on transporting children in the ambulance, to changes in the Epi- Pen procedure and the frequency for taking vital signs.

Our annual Open House was held on October 18<sup>th</sup> thanks to the efforts and support of the Carlisle Firefighter's Relief Association. We combined our open House with the popular "Wash-A-Fire Truck" event sponsored by the Parents Connection. Many residents attended and took the opportunity to see the apparatus, equipment, and speak with the firefighters and EMT's. The highlight of the afternoon was Peter Robinson from A.C. & M Fire Equipment of Acton who once again provided another spectacular and rare opportunity to learn about portable fire extinguishers, their use and application. The demonstration included live fires and the use of the portable fire extinguisher. Refreshments were served and literature on various fire safety related topics was available. In addition, the department used this as an opportunity for individuals interested in becoming involved with the department to learn more.

I have completed my twelfth year as your Fire Chief. Carlisle continues to be blessed with this dedicated group willing to be available to respond to fire and emergency medical needs of our community during the year. I am thankful for each and every one of our Firefighters and EMT's as well as the support and contributions of the Officers, EMS Coordinator and Fire Prevention Officer.

David R. Flannery  
Chief of the Fire Department

**CARLISLE FIRE DEPARTMENT**

**2014 Cumulative Call Totals**

<u>TYPE OF CALL</u>	<u>YTD TOTAL</u>	<u>% OF GT</u>
APPLIANCE FIRE	2	1%
ASSIST AT MEDICAL EMERGENCY	2	1%
BRUSH / GRASS FIRE	4	1%
CARBON MONOXIDE ALARM	12	3%
CHIMNEY/WOODSTOVE FIRE	0	0%
ELECTRICAL FIRE / INSIDE	1	0%
FUEL SPILL / LEAK	0	0%
GAS LEAK	9	2%
HEATING / OIL BURNER PROBLEM	1	0%
INVESTIGATION	31	8%
MOTOR VEHICLE ACCIDENT	11	3%
MOTOR VEHICLE FIRE	1	0%
MUTUAL AID TO OTHERS	11	3%
MUTUAL AID TO CARLISLE	0	0%
RESCUE, WATER, ICE, ETC.	0	0%
RESIDENTIAL ALARMS	65	17%
SMALL OUTSIDE FIRE	3	1%
SPECIAL SERVICE	6	2%
STRUCTURE FIRE	1	0%
WATER PROBLEM	8	2%
WIRE PROBLEM	25	7%
<b>FIRE CALLS SUBTOTAL</b>	<b>183</b>	<b>51%</b>
<b>AMBULANCE CALLS SUBTOTAL</b>	<b>193</b>	<b>49%</b>
<b>GRAND TOTAL</b>	<b>376</b>	<b>100%</b>

## **DEPARTMENT OF PUBLIC WORKS**

The Department continued to perform its regular responsibilities which include tree maintenance, care of the cemetery public grounds and the Transfer Station. This year the DPW worked on resurfacing Kibby Place, Robbins Drive, a section of Autumn Lane and the course on Bellows Hill Road. Estabrook Road was finished.

During the year 2014 there were 12 interments.

Submitted by,  
Gary R. Davis, DPW Superintendent

**ENVIRONMENT  
&  
RECREATION**

## CONSERVATION COMMISSION

The Carlisle Conservation Commission is a seven-member town board appointed by the Board of Selectmen for three-year terms. This year Ken Belitz joined the Commission to fill the position left by retiring long-time member Kelly Guarino. Ken is a new resident in Carlisle and he brings a wealth of experience in the field of hydrology. It is very satisfying to have new residents volunteering for the town. The Commission continues to provide the town with experience in engineering, farming, environmental law and education, wildlife biology and habitat protection. The Commission also reluctantly accepted the resignation of member Annmarie Tenn who left the commission in order to welcome an imminent new member to her family.

The Commission regularly meets in the Town Hall at 7:30 pm, year-round, generally on the second and fourth Thursdays of each month. In addition to its responsibility for management of Carlisle’s conservation lands, the Commission’s major time commitment involves the administration of the Massachusetts Wetlands Protection Act (MGL Ch 131 s 40), the Carlisle Wetlands Protection Bylaw, and their respective regulations. In 2014 the Commission members met 22 times for the purpose of permitting projects, reviewing projects currently underway and for decisions regarding the management of Conservation lands. The Commission continues to receive and review filings for projects with increasing complexity due to development of land with sensitive areas such as wetlands and rare species. These projects can require multiple continuances, peer reviews and site visits to adequately address all of the relevant conservation, habitat and wetlands issues they present.

In 2014, the Commission had the following permitting activity:

ACTIVITY	2012	2013	2014
Applications			
Notice of Intent/Order of Condition	23	17	26
Amendments to Orders of Conditions	5	2	6
Request for Determination (RDA/DOA)	10	12	14
Resource Area Delineation (ANRAD)	0	2	0
Order of Resource Area Delineation (ORAD)	0	1	1
Certificates of Compliance	13	18	11
Extensions to Orders of Conditions	0	0	0
Enforcement Orders	2	3	6
Emergency Certificates	6	9	6
Conservation Restriction Violation	2	0	4
Project Denials/Appeals	0	0	1
Conservation Land Use Permits	24	19	20
Camping Permits	1	1	3

Property owners or applicants proposing projects which will alter the area within the 100-foot Buffer Zone of a Bordering Vegetated Wetland or other wetland resource areas including within 200-feet of a perennial stream, must submit an application to the Commission for review prior to the start of work. Although sometimes not well understood

by property owners, altering these areas includes tree and shrub removal. This law, bylaw and regulations were promulgated to provide a process to ensure protection of public wetland resources. Failure to apply to the Commission for a permit can lead to enforcement action, a potential time-consuming activity for both the property owner and the Commission. This year, in addition to the usual projects involving new home construction or home additions, the Commission continued to review and permit several projects for tree removal where homeowners considered the trees a potential hazard to their homes or wanted to provide increase exposure to the sun for solar panels.

The Commission receives fees for wetland filings to help offset the expenses to the town of managing wetlands filings. In 2014, \$21,601.50 was transferred to the General Fund as a result of this bylaw, an increase of approximately \$11,000 over 2013.

As mentioned above, the wetland permit complexity was certainly the Commission's experience during 2014, made even more complex by a winter of unusually long snow cover and followed by a very prompt melt causing flooding. The continuing snow cover created a jam on the Commission's winter and early spring agenda because the wetland delineations became impossible to confirm.

An application was received for a Senior Residential Open Space Community proposed for Russell Street with work within multiple and sensitive wetland jurisdictions including areas that flood. The project also proposed to provide 22 acres of town-owned conservation land with perennial stream, wetlands, fields and upland forest habitats. This project needed review of multiple revisions of complex engineering, landscaping and legal documents and was before the commission for many months. Then, once the Order of Conditions was issued, notice was received that the project permit had been appealed. Another project, a Comprehensive Permit project filed under the state's Chapter 40B affordable housing provisions was filed for the Long Ridge Road neighborhood and was both complex and aggressive in many respects. By the end of 2014, this project remained under the review of many town boards.

#### **Land Management:**

The Conservation Commission continued its initiative from 2012 to address exotic invasive plants on their properties. On private properties the Commission also issued its Continuing Condition with wetlands permits allowing invasive plant removal on private properties by their owners. They also funded a project to clear field edges on three of the Commission's agricultural fields: Bisbee, Fox Hill and Greenough fields.

**Land Use Permits:** As noted in the previous chart, the Commission issued 20 Conservation Land Use Permits for group or lengthy activities on conservation land including public nature walks, Pony Club activities including lessons and an equestrian Derby Cross Event, Cub Scout rocket launching, sled dog training, bird watching, public moonlight walks, camping and activities connected with scientific biosurveillance at Foss Farm, further explained below. Three camping permits were also requested and issued.

**Cranberry Bog Conservation Land:** This property, owned by the town for over 25 years, was again focus of Conservation land management during 2014. The 20-year agricultural lease agreement with Carlisle Cranberries expires June 30, 2015. The Commission's nine-member Cranberry Bog Agricultural Committee established in 2013 completed their task and

released a Request for Proposal and Management Plan for bidding. The Commission was fortunate to receive a successful bid from the current Cranberry Bog farmer, Mark Duffy, also the farmer for Great Brook Farm State Park.

Representatives from both the Carlisle and Chelmsford Commissions met again to discuss management of our abutting Cranberry Bog conservation properties which share wetlands, ponds and waterways. These meetings are important because the two towns have somewhat different management objectives. Through this effort the Commission became aware of and supported Chelmsford's efforts to discourage use of an unapproved trail installed in a particularly sensitive area and continually cleared by unknown persons. Although wildlife habitat is an important objective to both towns, Carlisle's land is also managed as an agricultural property and Carlisle continues to monitor the Chelmsford Water District's ongoing interest to develop a public water supply on their land abutting Chelmsford Cranberry Bog Reservation. Installation of water supply wells in that location is believed to be a threat to water availability for Carlisle's cranberry operation for which the Town has water rights, as well as a threat to wetland wildlife. Control of dogs being exercised by their owners or commercial walkers continues to be a problem for both towns. Signs have been posted to encourage proper dog etiquette, dog bags provided and rubbish barrel pickup is hoped to help.

In order to gain a better understanding of River Meadow Brook which flows from Heart Pond in Chelmsford, through the Carlisle Cranberry Bog, Great Brook Farm State Park, and back into Chelmsford, the Massachusetts River In stream Flow Stewards (RIFLS) program approved establishing a stream gage station just downstream from the bog outlet on Curve Street in 2013. The local volunteer monitoring team was organized by Land Stewardship Committee (LSC) member Warren Lyman and data were uploaded onto the Stream ways website daily. During this past year water fluctuations caused by the bog harvesting operation, downstream fallen trees from storm damage, beaver dam construction and releases of water from Heart Pond in Chelmsford all provided challenges to the team's efforts to gain meaningful data.

**Foss Farm Conservation Land:** The Conservation Commission continued to provide community gardening at Foss Farm on approximately 90 plots, a slight decrease from the recent past. Revised rules, approved for the 2010 growing season continued to receive an annual review in order to insure that the Commission provides the best gardening experience possible for all who wish to garden in this agriculturally important soil. The gardens continued to be turned over in the spring by farmer Mark Duffy. Again this year the plots were ably managed by volunteers Jack O'Connor and Ed Humm. A new well was installed and an older, poorly working well was refurbished. It is always interesting to watch new gardeners discover how these classic, but unfamiliar hand water pumps work. Garden Plot Fees were used to fund new well installation and repair. Volunteers help to stake out plots in the spring while Jack maintains all the existing well equipment and periodically mows the garden edges.

Foss Farm Conservation Land is still one of the most frequently used conservation properties by individuals, by groups and also for research activities. The winter of 2014 continued its use for sled dog training by several teams during cold weather, an activity begun on the property more than thirty years prior to town ownership. The activity is still

coordinated by long-time resident Bob Dennison. The North Bridge Pony Club and the Carlisle Area Equestrians continue their planned youth-oriented equestrian training and events in the pony ring, dressage ring, and in the open field and trail areas. Their events are impressive to watch and their work to maintain the portion of the property they use is very much appreciated. Foss was also the site of the annual spring Woodcock Walk led by Commission member Tom Brownrigg and his wife D'Ann to watch and hear the Woodcock's display. That evening for the first time the Woodcock had other plans that evening and failed to display their aerial acrobatics for the group of birders. The property was used again for bio-surveillance training and for monitoring a resident colony of ground nesting, non-stinging wasps, *Cerceris fumipennis* for evidence and early detection of the invasive insect the Emerald Ash Borer; so far none have been found. Public nature walks were held during the year as well, organized by the Carlisle Conservation Foundation. In November Carlisle Cub Scouts held their annual day-long rocket launch event after the last hay crop and corn harvest. Again this year the parking lot was occasionally used for a private function and, in return a much appreciated donation was made to the Conservation Gift Fund.

**Towle Field:** Ground-nesting bobolinks did not nest on Towle Field again this past summer. In its attempt to restore the field environment for residents, birds, and other wildlife by controlling buckthorn and poison ivy the Commission again authorized treatment with an herbicide of these plants within the field. This was undertaken by the New England Wildflower Society from funds from the Commission's budget. With an Order of Conditions issued allowing herbicide control of invasive plants within wetland resource jurisdictional areas in hand, Commission member Tom Brownrigg sought cost estimates to remove these plants from Towle Field. With the Commission's support he began an application to seek Community Preservation Funds to fund the project over a period of several years.

Again in 2014 the sugar maple trees planted on Towle Field many years ago by local Boy Scouts as part of an Eagle Scout project were tapped by Gaining Ground, Inc. a Concord based provider of fresh produce to needy families. Their buckets could be seen easily from Westford Street and added to the scenic rural vista along that roadway in late winter.

**Greenough Conservation Land:** Use of the Greenough Barn continued to be a puzzle that has resisted solution since the town purchased the property. Its unprotected presence and deteriorating conditions consumes valuable time by both the DPW and the Police Department for public safety concerns. The Carlisle Board of Selectmen has formed a committee to help determine its future. Spring flooding action in 2014 caused significant erosion adjacent to one of the spillways on Greenough Dam prompting the Commission to begin to review repair options for the dam. Two small agricultural fields on the property returned to hay from corn by the licensed farmer and this year the fields' edges were cleared of invasive and other plants which had grown in by up to 15 feet.

**Fox Hill Conservation Land:** With cooperation from our Fox Hill farmers, the Carlisle Public Schools cross country team continues to train around the perimeter of Fox Hill, providing an off-road training opportunity for the young runners. The edges of the eastern most field were also cleared back of invasive plants.

**Town Forest:** A new trail was proposed by the Trails Committee in a formerly little used area of the Town Forest. The Commission supported a request by Land Stewardship member Debby Geltner to undertake a study of the potential impact of a new trail to this little used area. Her report, now on the Conservation Commission's website, was very thorough and well researched.

**Benfield Conservation Land:** This conservation land, complicated by the presence of a large septic system and a public water supply well installed for the town-sponsored Benfield Farms affordable housing, was the focus of much attention and concern during 2014. The area disturbed by construction of those facilities was inadequately stabilized and spring floods caused damage to the cart path leading from the housing to the Conservation Land and soil erosion into a wetland resource area near a certified vernal pool. Immediate installation of erosion controls along the cart path, in the field and along the access to the water supply well was necessary. Then, later in spring it was discovered that soil used over some of the construction areas on the Conservation land was inexplicably contaminated with a large number of asphalt pieces, a violation of the Conservation Restriction on the property. After some investigation and negotiation with developers of the project, soil in areas identified as having larger concentrations of asphalt were replaced and all disturbed areas reseeded. By the end of 2014 the disturbed areas were beginning to show some growth. The Commission still seeks further agreements with the project developer, Neighborhood of Affordable Housing, about management issues on the land.

**Conservation Office:** The conservation staff, Sylvia Willard, Administrator and Mary Hopkins, Administrative Assistant continued to provide support for the members of the Commission as well as to the public. The office is an important communication link between the Commission and the public, project engineers, other town boards and committees, with State and Federal agencies and with land trusts that hold land or interests in land here in Carlisle. These include the Carlisle Trails Committee, the Conservation Restriction Advisory Committee, the Carlisle Agricultural Agreement Committee, Department of Environmental Protection, Department of Conservation and Recreation's Great Brook Farm State Park, the Carlisle Conservation Foundation, The Trustees of Reservations, Sudbury Valley Trustees, New England Forestry Foundation, U.S. Fish and Wildlife Service, National Park Service, the U.S. Army Corps of Engineers, Carlisle Cranberries, Inc. and the Commission's busy subcommittee, the Land Stewardship Committee. The staff also assists the Commission with the town's Site Plan Review process for non-residential property use, involvement in the Chapter 40B process when applications are filed with MassHousing and with recommendations to the Carlisle Board of Selectmen when properties held in Chapter 61, 61A & 61B are to be removed from this category and when the town has the right of first refusal. It also reviews regulatory changes proposed by state agencies, participates in advisory groups such as the Town Advisory Group established to review in concert with other boards, development projects when requested to do so by any town department. The office staff also maintains the Commission's page on the town's website. The page holds information on wetlands protection act filing procedures, the various Conservation Lands, News, meeting minutes and Agendas, Foss Farm Gardening, invasive plants as well as links for other environmental information.

In addition to the above, the office is relied upon on a daily basis for wetlands or conservation restriction information on specific properties by area realtors and potential

home-buyers and for information about conservation lands. Homeowners planning future projects review old files maintained by the office as far back as 1973 containing helpful information accrued from years of wetland filing activities.

In February the Commission conducted its annual interview with farmers with which it has agreements to work on fields located on Conservation lands. The Commission is grateful for our farmers' efforts to maintain the lands' agricultural value. John Bakewell and Kevin Brown, Mark Duffy, George Fraser, and Dick Shohet, all helped the commission to continue the town's desire to maintain its rural character by supporting, encouraging and promoting agriculture in Carlisle. We were saddened to learn that George Frazer, who had hayed the Bisbee Land since the town's acquisition of the property in the 1980's died in October.

The Commission sponsored public events during the year, the annual evening Woodcock walk on Foss Farm in April and the annual Riverfest Sunrise Canoe Trip on the Concord River in June. The Commission continues the public Conservation Coffees on the second Tuesday of most months at 7:30 AM in Town Hall. During these coffees interested residents and invited speakers meet informally to discuss a broad range of local environmental, wildlife and land use subjects. For these coffees we were again able to bring to Carlisle professionals from state agencies, town committees and others to inform residents about their specific areas of expertise. We were fortunate to have this year: Steve Carlin, Supervisor of Great Brook Farm State Park; Kayleigh Boyle of Gaining Ground; Jennifer Forman-Orth, Environmental Biologist for the Massachusetts Department of Agricultural Resources; Christa Collins and Dan Stimson from the Sudbury Valley Trustees; The Carlisle Board of Health's Lyme Disease Subcommittee and a round table discussion with representatives from the Commission's Land Stewardship Committee, members of the Conservation Foundation, the Carlisle Trails Committee and the Commission. At other coffees, Eric Amati, biologist for the Massachusetts Division of Fisheries and Wildlife answered questions about living with wildlife, and Christa Collins of the Sudbury Valley Trustees discussed the Elliott Concord River Project,

Lynn Knight was the easy choice for the annual Conservationist of the Year Award presented at the annual Old Home Day. This award was for her work to raise awareness of invasive plant species and their control, and for her work on the Land Stewardship Committee. Also in June, Debby Geltner and Warren Lyman received the River Steward Award given out annually by the Wild and Scenic River Stewardship Council and League of Women Voters and the as part of the annual Concord River Wild and Scenic River celebration. The Conservation Commission had nominated them for all their work to establish and set up monitoring flows of River Meadow Brook, a tributary of the Concord River flows.

Carlisle has many special wetland habitats called vernal pools and to date more than 70 have been certified by the Natural Heritage and Endangered Species Program, giving these outstanding resources enhanced protection. This year two new pools were certified with documentation submitted by commission member Tom Brownrigg.

The Commission continues to value the outstanding efforts made by their subcommittee, the Land Stewardship Committee. Their work is outlined in detail in their own report located elsewhere in this 2014 Town Report.

Commission members:

Luke Ascolillo, Chair

Lee Tatistcheff, Vice-chair

Peter Burn

Tom Brownrigg

Tom Brown

Ken Belitz

Retiring members were: Kelly Guarino and Annmarie Tenn

## **CONSERVATION RESTRICTION ADVISORY COMMITTEE**

The Conservation Restriction Advisory Committee (CRAC) advises the Town on the acceptance of new conservation restrictions (CRs) and monitors those conservation restrictions held by the Town. The committee strives to educate CR-holders and the general public regarding the benefits of conservation restrictions, namely, preservation of open space, scenic vistas and wildlife habitat.

Members of the Committee are appointed by the Board of Selectmen. The Committee is comprised seven (7) members which also includes designees from the Planning Board, Trails Committee and Conservation Commission. The Committee membership is currently at a total of (5) five members.

Inspections were completed on:

CR13	Four Seasons Development	April 9
CR48	Benfield C&D	June 21
CR28	Ice Pond	September 28
CR30	Workum	October 21

CRAC members are: Wayne Davis (secretary), Ken Harte, Tom Brownrigg, (Conservation Commission Member), Marc Lamere (Trails Committee and Planning Board Member) and John Keating (chair).

The committee is grateful for the assistance of Sylvia Willard, Conservation Commission Administrator.

## LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee (LSC) was created as a permanent sub-committee of the Conservation Commission (ConsCom) in 2005. The charter of the LSC is to support ConsCom in managing Town-owned conservation land. The LSC currently has four members after two members, Liz Carpenter and Lynn Knight, resigned in 2014. The committee is grateful for the valuable contributions of our former members during their 8 years of service. One appointment was renewed in 2014 for a three-year term and one appointment is coming up for a three-year term renewal in June 2015.

In keeping with the mandate to support ConsCom, LSC members have been involved in producing a habitat assessment of the Town Forest/Heidke Land conservation parcel, continuing to work on a complicated baseline assessment covering Bisbee and Benfield conservation land, aiding in the planning for the eradication of certain invasive and noxious plant species at Towle Field, continuing a review of all conservation land agricultural license agreements, analyzing some town-owned parcels for conservation value, creating a database containing multi-year stream flow measurements of the River Meadow Brook, writing a management plan for Foss Farm conservation land, helping to draft a new 20-year management agreement for the Cranberry Bog, organizing a cross-committee conservation meeting, and addressing various other land management issues. Some of the above projects are described below in more detail.

In August 2013 the Land Stewardship Committee received the Conservation Commission's consent to assess the habitat of the Town Forest/Heidke Land conservation parcels before the Conservation Commission decided on a new trail proposal. The Town Forest/Heidke Land is part of core habitat as designated in the *2012 BioMap2 Report of Carlisle*, a document produced by the Natural Heritage & Endangered Species Program of the Massachusetts Division of Fisheries and Wildlife and the Nature Conservancy's Massachusetts Program. Given this designation, it was important to attempt to assess the habitat of the Town Forest/Heidke Land before doing any alterations such as increasing the trail system. The habitat assessment was completed in August of 2014. A copy of the Town Forest/Heidke Land habitat assessment is available on the Town website.

A Towle field invasive and noxious plant species management plan is being developed by the ConsCom liaison to the LSC, with some assistance from the LSC. The goal is to address issues in the field, the field edges, and the access path from the parking area to the field that are inhibiting the potential passive recreation use, agriculture, and wildlife benefit of the Towle field. This is anticipated to be a multi-year project. Various funding options were explored. Estimates for the work have been obtained and an application for CPA funds is being completed.

The LSC is continuing to participate in a project to measure the flow of River Meadow Brook (RMB) immediately downstream of the Cranberry Bog. The stream flow measurement project is part of the River Instream Flow Stewards (RIFLS) program that is run by the Massachusetts Department of Fish & Game, Division of Ecological Restoration. The Conservation Commission approved the initiation of Carlisle's participation in the RIFLS program in February 2013 with measurements beginning in May 2013 and continuing

through 2014. During 2014, we became aware of real and/or possible influences on the flow by cranberry operations (e.g., flooding and draining of the active bog), by releases from Heart Pond in Chelmsford (part of a regular fall drawdown), and by the back-up of water from two downstream obstructions (one a small log jam and the other a beaver dam). Average flows for January 2014 were high in part due to two warm spells that melted much of the accumulated snow and ice. Winter flow monitoring conditions remain somewhat hazardous and safety ropes have been installed at the site to assist the volunteers. The RMB stream flow monitoring program may have to be abandoned in the spring of 2015 if the problems with a beaver dam just downstream of the monitoring gauge are still present. The Commonwealth does not have the resources to conduct the high-frequency monitoring necessary when beaver dams are causing problems with measurements.

A management plan for Foss Farm conservation land was drafted, reviewed by ConsCom, and revised after a public hearing. ConsCom approved a final Foss Farm management plan in August of 2014.

The LSC sponsored a joint conservation meeting on April 9<sup>th</sup>. Approximately 25 people associated with conservation in Carlisle were present including members of the Planning Board. Next year the newly formed Agricultural Commission will be invited. Some of the issues discussed at the joint meeting included the lack of GIS availability, the Cranberry Bog warrant article for the next Town meeting, the need to address the Greenough barn problem, and the Carlisle Conservation Foundation's ongoing efforts to prepare baseline assessments for their parcels.

In addition to working on projects involving Carlisle conservation land management issues, a member of the LSC continues to participate in the Carlisle-Chelmsford Joint Cranberry Bog Committee. The purpose of this committee is to share common management concerns about the adjoining cranberry bog conservation lands in the two towns and to maintain a continuing dialog with our neighboring town's conservation committee. An LSC member, a Carlisle Conservation Commission member and the Carlisle Conservation Administrator serve on this committee.

Land Stewardship Committee members:

Elisabeth Carpenter (until June 2014)

Dwight DeMay

Tim Donohue (Co-Chair)

Debby Geltner (Co-Chair)

Lynn Knight (until August 2014)

Warren Lyman

## HOUSEHOLD RECYCLING COMMITTEE

### Solid Waste / Recycling

Carlisle generated a total of 2,784 tons of solid waste in 2014. There were 1,855 tons of trash taken to the NESWC incinerator for disposal and 929 tons were recycled. This was a recycling rate of 33.4%.

The following is the list of recycled materials for 2014 and the associated revenue/cost.

<u>Recycled Item</u>	<u>Tons</u>	<u>Revenue(\$/Ton)*</u>	<u>Total Revenue (\$)*</u>
Newspaper	59.0	+ 20.00	+ 1,181
Mixed Paper	183.5	+ 20.00	+ 3,670
Cardboard	160.0	0	0
Wood (Construction Debris)	243.1	- 72.00	- 17,500
Metal	87.8	+ 150.00	+ 13,173
Clear Glass	45.2	0	0
Colored Glass	70.0	- 35.00	- 2,450
Mixed Plastic	56.4	0	0
Aluminum and Tin Cans	10.6	+ 120.00	+ 1,277
Tires	10.3	- 150.00	- 1,543
Freon Units	3.2	0	0
<b>TOTAL</b>	929.2	----	(year-end) (- 2,193)

\* The amounts received and total revenues are the year-end figures.

### Historical Summary (Tons)

<u>Recycled Item</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Newspaper	162	155	117	92	90	71	68	59
Mixed Paper	214	189	183	179	166	184	186	184
Cardboard	128	151	155	155	161	153	161	160
Wood	281	314	292	344	321	271	256	243
Metal	110	99	105	99	86	88	83	88
Clear Glass	34	43	44	44	46	48	45	45
Colored Glass	66	73	74	74	76	81	71	70
Milk Jugs	4.6	7.4	5.4	7.1	----	----	----	----
Mixed Plastic	34	47	39	28	55	66	48	56
Aluminum/Tin Cans	9.5	11	12	13	16	11	12	11
Tires	9.6	11	10	10	10	6.0	12	10
Freon Units	12	11	12	11	11	7.6	7.9	3.2
Recycle Total	1,064	1,111	1,097	1,055	1,037	985	948	929
Trash Total	1,882	1,838	1,795	1,890	1,874	1,818	1,809	1,855
Total Material	2,946	2,949	2,892	2,945	2,911	2,804	2,757	2,784
% Recycled	36.1%	37.7%	38.0%	35.8%	35.6%	35.1%	34.4%	33.4%

### **Other Activities**

- The Recycling Committee sponsored an Old Home Day booth and successfully helped promote the sale of home compost bins. The compost bin promotion was organized by the Democratic Town Committee and led by Sally Coulter. The items sold included 41 Earth Machines, 7 of the big New Age bins, and 21 kitchen scrap buckets.
- More Than Words Bookstore and Café continued their pick-up of the used books from the Swap Shed instead of disposing of them with the recycled paper. The books are sold at their Bookstore/Café in Waltham, MA. More Than Words is a nonprofit social enterprise that empowers urban youth by helping them run a business.
- The Styrofoam collection bin still continues to be very popular. The ReFoamIt Company from Framingham, MA picks up the material when the bin is filled. The large roll-off container is emptied about once a month. The weight is not substantial but it has diverted a large volume of material from the trash containers which must be hauled to the incinerator for disposal.

#### Members:

Robert Peary, Chairman  
Daniel Scholten  
Launa Zimmaro  
Robert Wallhagen  
Gary Davis (DPW)

## PLANNING BOARD

The Carlisle Planning Board is a seven-member elected board with two appointed Associate Members, supported by a Planning Administrator and a part-time Administrative Assistant. Massachusetts state statutes and the Town's bylaws establish specific responsibilities and requirements for the Planning Board.

The Board reviews and approves the division of land under the Subdivision Control Law (MGL Ch. 41) and the Board's Subdivision Rules and Regulations. It also serves as the Special Permit Granting Authority as authorized by the state Zoning Act (MGL Ch. 40A) and the Carlisle Zoning Bylaws for various types of land use and development petitions, including those for common driveways, conservation clusters, senior residential open space community developments, personal wireless service facilities, and accessory apartments. Under MGL Ch. 40, the Planning Board also must give its consent before any alterations are made to trees and stone walls along the Town's Scenic Roads. Further, the Planning Board serves in an advisory capacity to the Board of Selectmen for Site Plan Review of non-residential development and for the acceptance of Town ways, and to the Zoning Board of Appeals for Comprehensive Permits for affordable housing development under MGL Ch. 40B. The Zoning Act also requires the Board to guide the process of Zoning Bylaw amendments through Town Meeting.

Beyond these responsibilities, the Planning Board is also charged by state law (MGL Ch. 41) to "make careful studies and when necessary prepare plans of the resources, possibilities and needs of the town, and...submit to the selectmen a report thereon, with its recommendations." This charge also includes the Board's responsibility to prepare, from time to time, a master plan or study plan of the town. Although the most recent study plan was adopted by Town Meeting in 1995, the Planning Board regularly works with other boards in the preparation of more focused and contemporary plans that are required by the Commonwealth. These include, most recently, a Housing Production Plan approved by the state in 2010 and scheduled to be updated in 2015, and a comprehensive update of the Open Space and Recreation Plan that was completed in 2013.

### ***Mission***

The Board's overall responsibility under state law is to protect the health, safety and welfare of Carlisle's residents. Guided by the General Laws of the Commonwealth, the Zoning Bylaws, the Study Plan, and citizens' comments and concerns, the Board strives to preserve and enhance Carlisle's character through the use of its regulatory tools, while also respecting property owners' rights. To achieve these goals, the Board recommends and, as applicable, requires changes to development proposals through the permitting process. Board members and staff strive to work with project proponents, technical advisors, other Town officials, and citizens to shape development projects so as to preserve natural resources and minimize negative impacts upon the community.

### ***2014 Development Overview***

Consistent with the above mission, the Planning Board has long emphasized its attempts to manage residential growth in Carlisle, rather than simply permitting it in response to development applications. Increasingly, tracts proposed for development in Carlisle have

been either large parcels that long-term owners have kept out of development for many years or parcels with serious constraints on development such as extensive ledge or wetlands, riverfront area, minimal upland, and/or access issues. The latter category of parcels proposed for development, those with serious constraints, requires increased coordination among the land use boards to address often interrelated issues of stormwater management, water supply, sewage disposal, and protection of wetlands, surface water and groundwater.

In the mid-2000's, the Planning Board experienced extremely high levels of land development permitting. But from 2009 to 2012 the build-out of the new lots created by the Board's actions dropped to an average of 7-8 new home building permits issued per year. During these years the surplus of lots available for development reached the range of 60-75. In 2013, however, the number of new home building permits issued jumped to 19, the most since 2005. This year, 12 new home building permits were issued and the inventory of available building lots has dropped to less than 20. This supply reduction, combined with the demand generated by an improving economy, is likely to generate more proposals to develop available land. From inquiries made to the Planning Board office late this year, there appear to be several sites under consideration. Therefore, Carlisle may be facing a period of increased growth, but should also expect that the Board will continue to manage it.

The Planning Board's permitting activity in 2014 produced only a few new individual house lots, but much of its meeting time and staff resources were concentrated on a half-dozen large, unusual or complex projects that either have not concluded this year, or were designed for other goals. The most significant of these was a proposed Senior Open Space Residential Community of 16 age-restricted condominium units in 8 duplexes on a 34-acre parcel on Russell Street. This is only the second such "SROSC," allowed by Sec. 5.7 of the Zoning Bylaws, which was adopted in 1994. The project required Definitive Subdivision approval, a Special Permit, and Board consent to alter a Scenic Road. The public hearings associated with these petitions spanned 11 meetings, many including combined hearings. Approval was granted in November, but abutters have appealed the Special Permit decision to Land Court.

The Board also heard two common driveway Special Permit requests this year, one to create a new 3-lot driveway off Judy Farm Road, the other to amend Elliott Farms Way, a 6-lot driveway off Skelton Road approved in 2011. The former hearing required 11 meetings, concluding with a November approval; the latter has taken 7 meetings and is still open. A Scenic Road hearing for the relatively simple consent to the alteration of a stone wall on Concord Street required 6 meetings, as the Board had to coordinate with the Historical Commission, the Selectmen and Town public safety officials.

Complex and sometimes contentious applications submitted to other Boards have required significant involvement by the Planning Board this year. The review of a 40B Comprehensive Permit application to the Zoning Board of Appeals ("ZBA") for the proposed development on Long Ridge Road, and coordination with the Town Advisory Group ("TAG") for this application has required discussion at 8 Board meetings to date. The request to the Selectmen for Site Plan Review of a Public Safety Communications Tower at the Carlisle School has been reviewed by the Planning Board at 13 meetings, beginning in March. As a result of this review, the Board also became involved in the development of a Request for Proposals for consulting services to quantify the current

operation and future needs for the Town's public safety communications system. Both these applications, and their related hearings, remain open.

While in 2014 the Planning Board continued to oversee the buildout of roadways and other infrastructure at previously-approved developments at Hanover Hill, Greystone Crossing and Chestnut Estates (see table summarizing Carlisle's development status below), its focus this year was also on several tasks that are necessary to support development decisions in the town.

One of these was the updating and correction of the Town's official maps. These include not only property information maintained by the Assessors, but also information on conservation restrictions and the Wetland/Flood Hazard Zoning overlay district. In 2013, these maps were converted to GIS data format, through the collaboration of the Assessors, Conservation Commission and the Planning Board. This year, the first annual update was performed, and many corrections and refinements were made.

More specific reports on many of the above Planning Board efforts will follow below.

### ***Affordable Housing***

The Planning Board has continued to be active in the Town's efforts to create affordable housing while protecting the Town's residents from negative impacts from projects that could be developed under Chapter 40B of state law ("Comprehensive Permits"), which allow a developer to override many Town bylaws and/or regulations.

As noted above, in July an application was submitted to the ZBA for a comprehensive permit to construct a 20-unit, single family development on a 9.8 acre parcel at 100 Long Ridge Road. This development, if approved and constructed, would provide 5 affordable ownership units and 14 new market-rate units (one is existing). The Planning Board, while it has no formal role in the approval of 40B applications, provided a written report and its recommendations to the ZBA, and at the end of the year was preparing a second such report on revised plans. At least two members of the Planning Board have been regularly attending ZBA hearings, and Board Chair Freedman is serving as chair of the TAG formed by the Selectmen to monitor and provide suggestions on the process of this 40B review. Planning Administrator Mansfield also serves on the TAG.

The Board has continued to work this year with the Selectmen, the Housing Authority and the Carlisle Affordable Housing Trust ("CAHT") to continue the review of the design of housing for handicapped DDS clients and other potential uses on Town-owned property at 338 Bedford Road. The Board also reviewed the preparation of shared use studies for the Banta-Davis land sponsored by the CAHT, including potential housing, recreation and school uses. In December, the Housing Authority also presented to the Board their recommendations for the adoption of an inclusionary zoning bylaw to maintain the level of affordable units in town. It is expected that more research into this matter will be undertaken in 2015.

### ***Construction Management***

A substantial portion of the Planning Board's work involves the oversight of land development projects during the construction process until completion to ensure that each

site's development is consistent with the Board's approval. In larger residential projects, this is an effort that may continue for 7–10 years until construction of the homes in the development is completed. The Board works with its peer review consulting engineers to maintain this oversight until it can be certified that the project is complete.

The status of all current and proposed development as of December 31, 2014, is summarized below:

<b>Location</b>	<b>Lots</b>	<b>Name</b>	<b>Status</b>
<b><u>Subdivisions</u></b>			
Westford St.	34 lots	Hanover Hill	Approved 2008; not yet complete
81 Russell St.	2 lots	Garrison Place	Approved with SROSC 2014; not built
<b><u>Special Permits - Common Driveways</u></b>			
Off Cross Street	2 lots	#317 (no name)	Approved 1998; review incomplete
	2 lots	#129 & 131 (no name)	Approved 2007; review incomplete
Off Cross Street	4 lots	Trillium Way	Approved 2006, amended 2010; not yet complete
Off Rutland Street	4 lots	Chestnut Lane	Approved 2007; not yet complete
	3 lots	Twin Beech Road	
Off Hanover Road (Westford Street)	5 lots	Sorli Way	Approved 2008; not yet complete
	3 lots	Gormley Way	
	2 lots	(no name)	
268 Fiske Street	2 lots	(no name)	Approved 2008; not yet complete
291 River Road	6 lots	Elliott Farms Way	Approved 2011; not built; amendments requested 2014; permit expires 2017
871 Bedford Road	2 lots	(no name)	Approved 2013; signage not complete
498 Cross Street	2 lots	(no name)	Approved 2013; completed 2014
61 Judy Farm Road	3 lots	Isaac's Way	Approved 2014; not built

**Special Permits - Conservation Clusters**

Cross Street	15 lots	Greystone Crossing	Approved 2006; not yet complete
Rutland Street	7 lots	Chestnut Estates	Approved 2007; not yet complete

**Special Permit – Senior Residential Open Space Community**

81 Rutland Street	16 units	Garrison Place	Approved 2014; appealed to Land Court
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***Finances***

Planning Board activities during 2014 generated a total income of \$15,998 through application fees, all of which was paid to the General Fund. The Planning Board has no statutory mechanism to retain application fees, unlike many other Town boards, and is entirely reliant on Town Meeting appropriations to conduct planning activities.

Project review fees, which are held in special revenue accounts (“53G accounts”) and limited to payment of the costs of technical review of submitted plans and project construction oversight by engineering consultants, were received in a total of \$22,000 for 2014. Any funds remaining in the account allocated to a particular project are returned to the applicant once the development is completed or the approval lapses. As noted, none of these fees can be used for planning initiatives by the Town.

Several years ago, the Planning Board proposed a recurring warrant article to provide some funding previously covered under the Planning and Professional budget line item, eliminated in 2009 as part of a series of budget cuts. This article in the amount of \$5,000 was approved at the 2010 Annual Town Meeting, and an equal amount was added at the 2011 Town Meeting, bringing the total to \$10,000. No additional funds were requested or expended in 2013 or 2014. These funds can be used for Board initiatives such as the need to review and revise local bylaws or regulations or to fund planning consultant services related to the needs of the Town. Examples of past projects of this nature are the development for the Selectmen of an RFP for Wireless Facilities on Town-owned land or rights of way, the revision to the Comprehensive Permit Rules and Regulations for the ZBA, and the preparation of draft LIP regulations for the Selectmen.

***Overview of 2014 Board Activity***

Traditional measures of Board activity in terms of permits granted, new lots or roadways created, development projects completed, or fee income derived do not accurately reflect the majority of the business that the Planning Board normally undertakes. The following categorized summary gives a more accurate picture of that work, much of which was

generated by initiatives taken by the Board itself to support its permitting functions and Planning Board services requested by and provided to other Town and regional agencies.

Applications to the Board: Approval Not Required (Subdivision) Plans

- 779 West Street – 1 lot
- 100 Long Ridge Road – 2 lots
- 61 Judy Farm Road – 3 lots
- 493 South Street – 2 lots

Other Applications to the Board

- Common Driveway Special Permit, 61 Judy Farm Road – 3 lots
- Amendment to Common Driveway Special Permit, Elliot Farms Way – 3 lots
- Senior Residential Open Space Community, 81 Russell Street – 16 units
- Definitive Subdivision Plan, 81 Russell Street – 2 lots
- Accessory Apartment Special Permit – 32 Captain Wilson Lane

Public Hearings not Associated with Permit Applications

- Zoning Bylaw amendment, Medical Marijuana Treatment Centers
- Zoning Bylaw amendment, FEMA/Wetland Flood Hazard District Maps
- Scenic Road alteration consent – 14 Concord Street
- Scenic Road alteration consent – 14 Rutland Street
- Scenic Road alteration consent – 81 Russell Street
- Site Plan Review (Selectmen) – Public Safety Communications Tower, School Street

Conceptual Plan Discussions

- Site Plan Review, Public Safety Communications Tower (School Street)
- Senior Residential Open Space Community, 81 Russell Street

Planning Board Construction Oversight

- Hanover Hill (off Westford Street), roadways, common driveways, footpaths, trails, and drainage infrastructure buildout
- Greystone Crossing Conservation Cluster (off Cross Street), common drives, trail, footpath and drainage infrastructure buildout
- Chestnut Estates Conservation Cluster (off Rutland Street), common drives, trails and infrastructure buildout
- 498 Cross Street Common Driveway, infrastructure buildout

Planning Board Initiatives

- Prepared and reviewed draft amendments to Zoning Bylaws re: medical marijuana treatment centers, through MMJ Study Committee
- Studied potential amendment of Sec. 4.1.3.2 of the Zoning Bylaws (lot shape requirements)
- Continued review of 2010 Open Meeting Law amendments and implementation of PB compliance
- Staff attended seminars and training by American Planning Association, Citizen Planner Training Collaborative, Mass. Association of Planning Directors, and Mass. Audubon

Planning Support Services Provided to Other Boards, Departments, Towns and Regional Entities

- Worked with Assessors and Town's mapping contractor to integrate and correct GIS mapping and annual tax map updates, and to make GIS maps available on the Town server

- Reviewed and provided recommendations to Selectmen regarding Town acquisition of Ch. 61 and 61A property at 81 Russell Street, and 267 Rutland Street
- Reviewed and advised Selectmen, in consultation with the Conservation Commission, regarding FEMA's revised Flood Insurance Rate Maps
- Reviewed Town Meeting article to accept Mullin Rule (G.L. C.39, s.23D)
- Worked with residents and Selectmen to respond to petition to accept Cutters Ridge Road as a public way
- Reviewed and provided to Building Commissioner PB file information regarding accessory uses and non-compliance with Zoning Bylaw requirements at properties at various locations
- Provided testimony to ZBA in appeal of Building Commissioner's denial of building permit at 296 Brook Street, including interpretation of previously endorsed ANR plans
- Provided written and oral responses to the Town Technology Survey
- Reviewed and commented upon plans to convert Highland Building to community cultural center at request of the Highland Committee
- At request of Carlisle Housing Authority, considered their presentation regarding adoption of inclusionary zoning provisions to maintain affordable housing units
- Reviewed preliminary plans for new Public Safety Communications Tower at the Carlisle School at request of the Fire Department, and prepared application and support materials for submission to Selectmen for Site Plan Review of said facility
- Assisted the Selectmen in the development of a RFP for technical services to quantify operation and future needs of the Town's public safety communications system
- Consulted with Town Counsel on various Planning Board policy matters
- Provided continued support through the Town Administrator and in conjunction with Westford and Acton for funding and State approvals to extend the Bruce Freeman Rail Trail through Carlisle
- Reviewed revised Mass. Zoning Reform legislation at request of Town Administrator

#### Other Business

- Annual budget analyses and projections at request of Finance Committee
- Technology management, including but not limited to upgrades of office software and hardware
- Staff and Board member re-certification of completion of State Ethics Law training

#### ***Membership***

In the 2014 annual elections, two 3-year positions were available. Jonathan Stevens opted to run for a second term, but Michael Epstein, who had served on the Board since 1995 in many capacities, including as Chair, decided to step down. Peter Gambino accepted a nomination by the Town Caucus, and he and Stevens were elected without opposition. Nathan Brown, first elected in 2009 and serving his second term on the Board, where he was Vice Chair, was nominated for a seat on the Board of Selectmen and was voted into office in May. Once he took that position, he resigned his Planning Board position. In a joint meeting in July, the Planning Board and the Selectmen appointed Drew McMorrow to complete Brown's term until the 2016 elections. Two Associate members, Tom Lane and Brian Larson, who were appointed to 3-year terms in November, 2013, were designated to serve on three lengthy and complicated special permit hearings during this year.

Thus, over the course of 2014, the Board's business has been carried out efficiently by a total of eleven rotating, but dedicated, members and Associate members, some changing seats and responsibilities from hearing to hearing within a single meeting. It has worked well, and so the Board's high level of experience and expertise has been maintained. With the Board's 2014 reorganization, David Freedman was elected again as the Chair, Marc Lamere switched to the Vice Chair position, Jonathan Stevens was re-elected as Treasurer, and David Freedman was also re-elected as Clerk.

Planning Board members continued to emphasize the importance of maintaining liaisons with other boards and committees. David Freedman serves as liaison to the Selectmen, the Conservation Commission, the Housing Authority and to Town Counsel. He is also the Board's representative on the Community Preservation Act Committee and the alternate liaison to the Board of Health. Marc Lamere is liaison to and a member of the Trails Committee, serves on the Conservation Restriction Advisory Committee, and is alternate liaison to the Selectmen, to Town Counsel, and to the Conservation Commission. Ed Rolfe is a member of the Historical Commission, and is liaison to the ZBA and the Board of Health. Karen Andon represents the Board and the Town on the Minuteman Advisory Group on Interlocal Coordination (MAGIC) and serves as the alternate liaison to the ZBA. Peter Gambino is liaison to the Recreation Commission and alternate liaison to the Carlisle Energy Task Force. Drew McMorrow is liaison to the Energy Task Force, and alternate liaison to the Recreation Commission. Jonathan Stevens is alternate liaison to the Housing Authority.

### ***Support***

The Planning Board benefits from high quality professional assistance, having engineering consultants with a broad range of expertise available to assist in the technical review of the plans brought before the Board, work that is paid out of restricted special 53G accounts funded by applicants (with any unused funds ultimately returned to them). The Board uses the services of Nitsch Engineering, Inc., of Boston, and LandTech Consultants, Inc., of Westford. The Board also relies on the expertise of Town Counsel, Miyares and Harrington, LLP, to help interpret zoning and subdivision law and to represent the Board in litigation. As reported above, there is currently an appeal of the Board's November 2014 decision to grant an SROSC Special Permit at 81 Russell Street, but Land Court has not yet set any dates to consider this litigation.

The Planning Board's staff has continued to provide excellent service throughout the year. Planning Administrator George Mansfield has completed his nineteenth year providing professional support to the Board, and Gretchen Caywood, appointed as part-time Administrative Assistant in 2005, gives the Board the resources it needs to carry out its many duties. Ms. Caywood has also continued this year to perform the complementary, but demanding, roles as part-time Assistant Town Clerk and Secretary to the Historical Commission.

### ***The Year Ahead***

During 2015, the Board will continue to confront the challenges of the changing needs and resources of the town. The Board expects to coordinate with the Board of Selectmen in initiating a Master Planning effort and, through its representation on the Community

Preservation Act Committee, to assist in the development of a plan to prioritize anticipated needs for CPA funds in the coming years. The Board also expects to continue to provide planning advice to others in their efforts to interpret and amend the Zoning and General Bylaws to meet the needs of the Town. While it is difficult to predict the level of new development activity even though the economy continues to show signs of significant improvement this year, with the Town's ongoing long-range planning efforts, and with the expectation of continuing applications for both conventional and affordable housing development and the build-out of Board-approved projects, as well as the potential development at 338 Bedford Road, the Long Ridge Road 40B proposal, if approved, and the SROSC development, if resolved, 2015 is expected to be a busy year.

In all matters, the Planning Board will, as in the past, be working with the Town's other land development, public health, housing, and environmental protection agencies. In this manner, the Board's goal is to achieve cost savings through better coordination, as well as to preserve open space and rurality, provide a diversity of housing choices through a managed process, safeguard water quality and quantity, and control the fiscal and other impacts of new development upon the town.

**Planning Board Members:**

David Freedman, Chair and Clerk  
Marc Lamere, Vice Chair  
Karen Andon  
Peter Gambino  
Drew McMorrow  
Ed Rolfe  
Jonathan Stevens, Treasurer

**Associate Members:**

Tom Lane  
Brian Larson

## RECREATION COMMISSION

The Recreation Commission continues to develop and deliver a selection of fee-based arts & crafts, life skills and fitness programs to residents of all age groups.

The committee employs Director Holly Mansfield who is responsible for program development, oversight and administrative needs.

### **Need for Fields still exists**

In 2014 the Selectman approved funding for a report on field usage and needs and a proposal for build-out at Banta-Davis. While the final report from Gale Associates is pending, initial numbers indicate that there is a significant disparity between the number of Carlisle players utilizing the Concord Carlisle regional youth sports programs (about 25%) and the number of practices and games using Carlisle fields (about 12%). Additionally with the exception of the baseball venues, Carlisle fields have been overused, contributing to poor conditions.

For many years, Carlisle has been able to capitalize on the goodwill of our neighbors and utilize fields in Concord. Concord has made a major commitment over the past decade to add new fields and to upgrade and rehabilitate existing facilities. A new initiative from a local non-profit, CC at Play, to upgrade existing facilities in Concord and replace those displaced by the high school building project is expected to provide benefit to Carlisle residents, while increasing the disparity between the two towns in terms of field supply and proportional use.

Given the need for more fields in Carlisle, the Recreation Commission expressed its concerns at Town Meeting in 2013 and 2014 in response to proposals to use the location of existing recreation facilities on the Banta-Davis Land for municipally supported affordable housing. In addition to the reduction in land for current and future recreation needs, housing at Banta-Davis would limit activities at existing town playing fields. Aside from facilities on school property at Banta-Davis and Spalding, the Town currently has no in-town alternative for recreation facilities.

In spring 2004, additional land with room for a single playing field was acquired for active recreation at the Benfield Parcel A site using Community Preservation Act (CPA) funds. This parcel is the only land in Carlisle specifically dedicated to active recreation. Subsequent to the acquisition, however, environmental concerns, the need for a lengthy access road through bordering vegetated wetlands including a certified vernal pool, and neighborhood opposition impose significant obstacles to development of a playing field at this location. Accordingly, there are no immediate plans for a playing field at this site and the additional CPA funds budgeted to design fields on this parcel are unlikely to be spent.

### **Existing Fields & Facilities**

Currently the Recreation Commission schedules and maintains one 90-ft baseball diamond, two 60-ft baseball diamonds, two softball diamonds and two multi-purpose fields. One of the two 60-ft baseball diamonds is currently being converted to a 50/70 diamond with funds from Concord Carlisle Youth Baseball. In addition, the Commission maintains an asphalt running track, two tennis courts, two tot lot playgrounds, and a fitness cluster. A beach

volleyball court is being built with volunteer effort, donated funds, and DPW down time at Banta Davis which is expected to be ready for use by spring 2015. Construction on a boardwalk connecting the Spalding and Banta-Davis facilities, funded by a \$150,000 allocation of Community Preservation Act funds by 2013 Annual Town Meeting, began in November and is expected to be completed by February 2015.

### **Needed Fields & Facilities**

Upon receipt of the Gale field study, the Recreation Commission will establish a Long Range Planning Committee. This committee will include members from outside the Commission. Starting with the data and plans for Banta-Davis in the Gale study, the new committee will be tasked with soliciting community input to establish clear facility goals that are consistent with desires of the community at large. The Commission is also committed to increasing user and spectator ADA accessibility to all recreational facilities.

### **Fields and Facilities Maintenance**

The Recreation Commission administers the contract for field fertilization and pest management, which during 2014 continued the organic program. A three-year contract for field maintenance (mowing, trimming, field refurbishments and management) was awarded in 2014.

**BANTA-DAVIS:** The Recreation Commission has responsibility for maintaining and scheduling the fields on the Banta-Davis land. The Rory Bentley Fitness Cluster is also located at Banta-Davis. A beach volleyball court is under construction and is expected to be ready for play by spring 2015.

**SPALDING:** The Recreation Commission has responsibility for maintaining and scheduling the playing fields at Spalding. Careful coordination with the school sports and other youth group usage and maintenance of the fields at times required mowing at one end of Spalding while activities were ongoing at the other end. The LL diamond is being repurposed into a 50/70 diamond with funds from Concord Carlisle Youth Baseball. The Recreation Commission would like to thank all of the groups for their cooperation and patience.

**DIMENT PARK:** The tot lot is used as a place for children up to age 5 years old as one of the only venues in town to meet and socialize.

### **BANTA PLAYGROUND**

In 2013 the Carlisle Boy Scout troop 135 with some assistance from the DPW recycled the tot lot discarded from the school building project and installed it next to the Banta-Davis Soccer field.

**TENNIS COURTS:** Tennis lessons for adults and children were offered for five weeks in the afternoons in spring and for five weeks in the mornings and afternoons in the fall. The summer program utilized the tennis courts from 9:00 AM to 3:00 PM Monday through Friday over a six-week period for children's lessons. Unless and until new courts are proposed and approved in a new plan for Banta-Davis, the tennis courts will need some repair in the near future.

## **Programs**

Recreation programs included a variety of recreational opportunities to meet the needs of all segments of our community within the constraints of having no dedicated indoor Recreational facility in town. We offer a range of fitness, arts & crafts and life skills classes during the spring, summer, fall and winter seasons using the town hall and school facilities as well as some outside vendor locations. The Summer Fun Program for youth (age 4+) is offered for seven weeks during the summer using the school facility and the outdoor recreation facilities. About 10 young people are employed during the summer as counselors and swim instructors. We offer a wide range of programs for residents in Carlisle to include all ages and interests. Programs include a variety of health and wellness, toddler, science, arts, sports, and educational classes. Ski programs for youth were offered at Nashoba Valley Ski Area in Westford. Basketball programs for adult and youth ran every night in the winter and on weekends in the Corey Gym at the Carlisle Public School. Adult evening badminton and basketball was also popular again this year.

## Giving back to the Community

The Recreation Commission's goal is to provide quality programs for all residents of Carlisle and to reinvest in our community. Every year the Recreation Commission gives back to the community from the excess fees generated from our programs and from gifts and grants received for recreation projects.

We are fortunate to have many teenagers and adults performing community service as chaperones, coaches and referees. Often their service means a program can run despite low enrollments or at a lower cost. Sometimes their service allows a child to continue taking swim lessons or participate in a seasonal program when they might otherwise need to forego such an opportunity due to financial circumstances.

The Recreation Commission is very happy and pleased to have senior citizens helping us as part of the Town of Carlisle Senior Work Program. These individuals have brought relief with enthusiasm and good humor to an otherwise over extended staff.

We are grateful for the support of the Concord Carlisle Community Chest and the donations to Carlisle Recreation from residents of Carlisle. These donations all contribute to the well-being of our community.

Members:

Rick Amodei Chair

Mark Spears

Dave Moreau

Noreen Ma

Kevin Smith

## TRAILS COMMITTEE

The Trails Committee in 2014 pursued its five major goals: 1) public education, 2) maintaining existing trails on public land, 3) working to preserve trails on private land being developed, 4) creating new trails, and 5) advising the Selectmen on trails issues.

Public education –The committee led six public walks this year. A January full moon night hike at the Cranberry Bog drew 20 people in icy conditions. In April, we co-sponsored a vernal pool walk with the Conservation Foundation and Conservation Commission at the Conant Land. Dr. Bryan Windmiller talked about life in a vernal pool and caught a number of critters for the 22 participants to examine. In June, as part of Riverfest, 15 people walked from Foss Farm to Greenough, discovering three little runaway pigs on the way. On Old Home Day in June, 43 walkers started the 7-mile Double Sundae Sunday Saunter with stops at both of Carlisle’s ice cream stands, with Bates family history described by Ann Marie Brako. On a lovely fall day in October, 17 people walked from Ben’s Woods to Camp Acton, using new trails in Acton and the new trail connection between the two towns. The annual post-Thanksgiving walk was also from Ben’s Woods to Acton, but a longer 5-mile loop to the Trail through Time and its historical sites. On a chilly but nice day 35 people walked through two inches of new snow.

The Trails Committee’s guide book to the Town’s conservation lands, “Trails in Carlisle”, continues to sell well at the Town Hall and Ferns Country Store. Work has started on the next edition, planned for 2015. Individual trail maps are available on the Trails Committee web site, [carlisletrails.pbworks.com](http://carlisletrails.pbworks.com). The web site which is maintained by volunteer Lisa Ankers, links to the Town’s web site, and also includes information on the Carlisle Trekker Award and notices for upcoming walks and work days. Links to Helen Lyons’ wonderful series of “Happy Trails” articles in the Carlisle Mosquito were added this year. These have more detail about the properties than in the trail book.

The committee embarked on a project to add uniquely numbered intersection markers at all major trail junctions outside of Great Brook Farm, which has its own markers. The markers are intended to make it harder to get lost and easier for public safety personnel to locate lost hikers. Marker numbers will be included on the next edition of the trail maps. We are working with art students at the Carlisle Public School to add nature-themed art work to each marker, as a way to raise awareness of trails and conservation land in the students and their families, and to make the markers more interesting to hikers. This year the enthusiastic students illustrated 25 markers for the Town Forest and Towle Land. Corresponding sign posts were installed by the Trails Committee; markers will be installed in the spring of 2015. Other conservation parcels are to follow.

There were three new Carlisle Trekker Awards earned this year for hiking all of Carlisle’s trails: Jeanne Wentzell, Sarah Rolley, and Barbara Lewis. The total amount of Trekkers is now 30.

Trail maintenance – Trees continue to fall down across trails, at what seems to be an increasing rate, and Trails Committee members removed them throughout the year on virtually all public lands. In addition, we invited volunteers to help in a public work day in

In September 21 people came out to clear trails in three crews at Foss Farm, Great Meadows, Greenough, Sachs Greenway, Rockstrom, and Poole Swamp.

Other maintenance projects included replacing a small bridge in Greenough with the help of CCHS students, repairing boardwalks in Great Meadows and Rockstrom, mowing trails in Great Meadows and the Benfield Conservation Land, and putting up trail markers and signs in the Rangeway and Hanover Hill parcels.

Preserving trails and new trails – (1) Two short trails were added at the Elliott Preserve, a canoe landing and access to a newly-installed memorial bench overlooking the Concord River. Sudbury Valley Trustees had a ribbon-cutting ceremony in October to celebrate completion of the Elliott Preserve project. (2) After discovering that a section of the Davis Trail in the Davis Corridor had been going across private property for decades, the trail was rerouted onto public land in two stages. The upland portion of the trail was cut in June, and boardwalks were built on two weekends in November to provide a much-improved wetland crossing. On the first work day we had 30 volunteers and on the second work day 25 volunteers made short work of a 63-foot boardwalk and 10-foot bridge. (3) After a year-long wildlife study, the Conservation Commission approved the Coyote Rock Trail, a new loop trail in the Town Forest connecting two dead-end trails. Trail cutting is planned for 2015. (4) A new plan for senior housing at 81 Russell Street was approved by the town. It includes a new loop trail around the property and trail parking. (5) We are working with CCF and the Acton Land Stewards on the best location for a trail, passing through both towns, on the Valentine conservation restriction, that connects Acton Street to the planned Bruce Freeman Rail Trail. Construction of the BFRT section in Carlisle is scheduled to begin in 2015.

Interfacing with other boards and committees – We continued to work with the Recreation Commission on plans to build a footbridge between Spalding Field and the Banta-Davis Land, replacing an old boardwalk. Construction was completed near the end of the year, and a new section of trail was cut to connect to the bridge. We worked with the Planning Board on the trail location and parking area at the 81 Russell Street development.

Finances – At year's end there was \$12,494 in the Trail Maps revolving fund, \$11,821 in the CPA account, and \$921 in the Trails Grant account. The spending limit for the revolving fund was increased to \$10,000 by Town Meeting, the anticipated amount needed to reprint the trail book in 2015.

Acknowledgement - The Trails Committee would especially like to thank the many volunteers from the community who have helped in our trail projects through the year. We also wish to acknowledge the unnamed volunteers who quietly maintain trails in their neighborhoods without direct involvement of the Trails Committee. Without volunteers, the Town wouldn't have its wonderful trail system.

### **Members**

Steve Tobin, Chair  
Marc Lamere, Treasurer  
Bert Willard, Secretary

Louise Hara, Vice-chair  
Alan Ankers  
Warren Spence

## YOUTH COMMISSION

The Carlisle Youth Commission continues to sponsor Friday Night Live (FNL) the first Friday evening of each month during the school year. At these events, we offer dancing, games, and other activities for all Carlisle sixth, seventh and eighth graders. We hold 9 FNL events during the school year, with approximately 125-175 students attending each event. At these events we maintained an approximate 17 to 1 student to chaperone ratio. Chaperones must have an approved CORI form on file with the Carlisle Public School in order to chaperone.

In addition to the FNLs, the Commission hosted one dodgeball tournament, which was well attended with approximately 150 students. This event was open to 5<sup>th</sup> to 8<sup>th</sup> graders.

In 2014, Commission member Ray Jimenez completed his term. He was replaced by Lauree Eckler and Maura Topol.

The Commission, through the Carlisle Recreation Department, continued online registration for the 2014-15 FNLs.

The Board has 2 certified Crowd Managers, as required by the Carlisle Fire Department, to be in attendance at each FNL. Ali Walsh and Sara Smith have taken the online certification course and are the Commission's certified Crowd Managers.

### Members:

Ali Walsh – Co-chairperson  
Michelle Small – Co-chairperson & Publicity  
Tom Ratcliffe – Treasurer  
Dawn Hatch – Chaperone Coordinator  
Matt Hamor – Special Events Coordinator  
Maura Topol – Member  
Lauree Eckler – Member  
Sara Smith - Member

**LIBRARY  
&  
EDUCATION**

# GLEASON PUBLIC LIBRARY

## **Gleason Public Library Mission Statement**

The Library provides materials, programs, services, technology, and space to support all ages in their endeavors to learn, to discover, to engage, and to connect with one another, the Carlisle community, and the wider world.

## **Strategic Plan**

In 2014 the Library completed a five-year strategic plan for 2016-2020. A committee consisting of community representatives, Library staff, and Library trustees was assembled to assist in the development of the plan. A public survey was developed to gather feedback on current Library services, to identify which Library services are most important to the Carlisle community, and to gauge interest in a variety of possible new services. The survey was open to the general public from July 1<sup>st</sup> to August 25<sup>th</sup> and was advertised in the Carlisle Mosquito, on the Library's website, in the Library's e-news, on the Library's lawn marquee, and through word of mouth. Based on the results of the survey and brainstorming from the committee, a strategic plan for the Library was prepared. The Library Trustees approved the final plan on September 18, 2014. The plan will be presented to the Carlisle Board of Selectmen and the public in 2015.

The Library is greatly indebted to the people of Carlisle for their contributions to the planning process and for their ongoing support of the Library. In particular, the Library is grateful for the participation of the following in the planning meetings—Larry Barton, Maya Bery, Namita Chandra, Jo-Ann Driscoll, Betsy Fell, Myriam Fleurimond, Tim Hult, Jay Luby, Diane Powers, Amy Smack, Bert Williams, and facilitator Nancy Rea, former Deputy Director of the Massachusetts Board of Library Commissioners.

## **General Services**

GPL maintained a wide-range of established services, including access to over 64,000 locally held books, audiobooks, DVDs, magazines, newspapers, and eBooks, as well as almost three million titles via membership in the Merrimack Valley Library Consortium (MVLC). GPL also provided access to computers, printing, online research databases, and the Internet. In 2014, GPL added the following services and resources:

Online Event Registration<sup>1</sup>: The Library's online calendar of events and corresponding webpages were redesigned in the fall. The new calendar allows patrons to register for events online. This new services has been adopted very quickly and received very positive feedback from the public.

New Equipment: The Library began circulating a Roku in the fall; the Roku allows patrons to stream popular films owned by the Library.

New Museum Passes: The Library began circulating passes to Einstein's Workshop and the Salem Witch Museum.

## **Building & Grounds**

GPL is fortunate to be housed in a beautiful facility. 2014 brought many essential

maintenance projects, both planned and unplanned.

Emergency Repairs: In early January exceptionally frigid weather in conjunction with boiler failure resulted in frozen pipes in the small kitchen adjacent to the third floor Hollis Room. The resulting water damage affected every floor of the Library and destroyed the Library's fire alarm system. To facilitate repair and ensure safety, the Library closed from January 6<sup>th</sup>-9<sup>th</sup>. During this time, Library staff provided temporary Library services at Town Hall. On January 10<sup>th</sup>, the Library received permission to re-open the main lobby for limited services. The Library resumed full services on January 27<sup>th</sup>. All repairs were covered by the Town's insurance coverage.

Furniture and Collections: In an effort to prepare for the potential addition of a new study room, the children's service desk was relocated from the children's room to a trial location near the second floor stairwell. The new desk location resulted in an increase in patron interactions and staff satisfaction. Plans were made to implement a permanent solution in 2015. In addition, multiple adult non-fiction collections were moved from the second floor to the first.

Energy Efficiency & Monitoring: Thanks to the efforts of the Carlisle Energy Task Force and funds from a Green Communities grant, the Library's parking lot lamps were replaced with LED bulbs. In addition, an energy monitoring system was installed in December. The new system will enable the Library to better track energy use and to make more informed decisions about equipment and energy practices going forward.

Roof: The Library requested and received \$25,000 in capital funds to implement necessary repairs to the Library's roof. The contract was awarded to Cape Cod Builders, Inc., and work was scheduled for early 2015.

Water Quality/HVAC: Research on the Library's ongoing HVAC problems continued, led by volunteer Steve Hinton. Findings showed that significant repairs and updates are needed. Plans were made to request the necessary funding in fiscal year 2016.

Septic Repairs: The Library proceeded with the planned replacement and relocation of the Library's septic tanks. The contract was awarded to J.M. Shaw Construction Corp. The Library was closed from August 11<sup>th</sup>-23<sup>rd</sup> to allow safe completion of the work.

### **Love of the Written Word**

From story times for young children to senior citizens' book clubs, GPL fosters a love of reading for all ages. GPL was pleased to offer the following in 2014:

Story Times<sup>1</sup>: Story times were offered for toddler through children aged six. Over 70 sessions were attended by a total of more than 1,400 people. Noah's Ark Preschool visited GPL monthly for a story time session. Several drop-in story times were provided at the Carlisle Farmer's Market during the summer months. Library story times were led by Seana Rabbito, Marty Seneta, and Tahleen Shamlian. In addition, during July and August the Library hosted a new Baby Story Time series provided by First Connections, a regional organization offering support for families with infants.

Book Clubs: A variety of book discussion groups met regularly at the Library, including the Science Fiction/Fantasy Book Club (led by Charles Schweppe) and the Community Book Club (led by Mary Zoll) for adults, and three book clubs for children (led by Marty Seneta and Tahleen Shamlian).

Reading Poetry Anew: This group met monthly to read and discuss poetry (led by Mary Zoll).

Poetry Contest<sup>1</sup>: GPL held its fourth Annual Poetry Contest during National Poetry Month in April. The theme was “Home.” The winners were Evening Stambaugh, Julia Levine, Hunter Kendig, and Rick Blum. Winning poets were invited to recite their poems at a special poetry reception.

Suggested Summer Reading: Librarians Marty Seneta and Tahleen Shamlian joined with Carlisle Public School Librarian Maya Bery to develop new summer reading lists for grades 1-8.

eBooks on School iPads: Librarian Tahleen Shamlian developed an instructional handout on how to download Library eBooks to the iPads issued by the Carlisle Public School. CPS distributed the handout to all students’ parents.

### **Children’s Events & Services**

In addition to regular story times, crafts, book discussions, and family movies, the Children’s Department offered a variety of special events in 2014. All events were coordinated by Marty Seneta and Tahleen Shamlian unless otherwise noted.

Summer Reading: 184 children signed up for this year’s program. Reading incentives included a special Book Bingo and Reading Raffle. Summer Reading included the following special events: a Kickoff Party<sup>1</sup> for grades 1-8; Nile: the Life-Sized Humpback Whale with Cynde McInnis<sup>3</sup>; iRobot, presented by Steve Shamlian; Bubbleology<sup>1</sup>, presented by Keith Michael Johnson; How to Catch a Mouse: Simple Machines at Work, presented by Jungle Jim<sup>1</sup>; and special End of Summer Parties<sup>1</sup>. Craft workshops<sup>1</sup> included fish weaves, gak, and chromatography tie-dye.

31<sup>st</sup> Annual Pumpkin Spectacle<sup>1</sup>: More than 45 pumpkins were entered by students in grades K-4. The event featured spooky stories told by Tony Toledo, followed by a pumpkin contest.

Glow Party<sup>1</sup>: In October the Library hosted an outdoor, evening “glow party” featuring glowing games, face painting, and snacks. More than 50 children and their families attended this fun event.

Polar Express Story Time & Party<sup>1</sup>: In December the Library hosted a special Polar Express Story Time. 75 pajama-clad participants listened to a reading of the book, crafted a reindeer out of craft sticks, posed in a photo booth, and enjoyed hot chocolate and snacks generously donated by Whole Foods of Bedford.

Special Events: Special events included Movin' and Groovin'<sup>1</sup>, presented by Scott Kepnes; Reptiles!<sup>4</sup>, presented by the Boston Science Museum Live Animal Center; Sparky's Puppets: Tales of Sea and Shore<sup>7</sup>; and A Walk Across the Solar System, presented by Steve Golson.

### **Teen Events & Services**

GPL offered a variety of regularly scheduled and special events for Carlisle teens and tweens. All events were coordinated by Tahleen Shamlian.

TAB<sup>1</sup>: In the fall, a new Teen Advisory Board was created to gather input from local High School students. The group worked toward developing special events for teens. In addition, the group volunteered at a variety of children's events, including the Glow Party and the Polar Express Party.

Open Mic Night<sup>1</sup>: Librarian Tahleen Shamlian coordinated with Carlisle Public School Librarian Maya Bery to offer this fun Friday night event. 16 teens gathered to sing and dance.

Special Events<sup>1</sup>: Special events included Write a Valentine for an Elderly Neighbor, Valentine's Day Party, Cooking in Mugs, Marshmallow Wars, Take-Apart Afternoon, and Gingerbread House Workshop.

Crafternoons & Board Games<sup>1</sup>: A variety of craft workshops were provided after school each month. Regular afternoon board game gatherings were also offered.

TOGA<sup>1</sup>: Teens of Gleason Advisors met monthly to discuss and plan upcoming events, submit feedback about the Teen Department, and participate in a short, fun activity.

Early Release Movies<sup>1</sup>: Each month on the Carlisle School's early release day, GPL screened a movie for students in grades 5-8.

### **Adult Programs & Events**

GPL offered a wide-variety of educational and entertainment events for adults throughout the year. Adult events were coordinated by Martha Patten and Katie Huffman with assistance from the Council on Aging, local organizations, and a variety of volunteers.

Carlisle Reads<sup>1,2</sup>: GPL hosted its sixth annual Carlisle Reads in January. The 2014 book was American Nations by Colin Woodard. More than 100 people attended a presentation by Colin Woodard, the first Carlisle Reads author to participate in the event. Additional events for the 2014 series included book discussions; films on related topics; Identities in American Art, presented by art historian Martin Fox; and a special Songs & Supper potluck dinner featuring a musical medley performance by the Savoyard Light Opera Company.

Art at the Gleason<sup>1</sup>: As part of its mission to provide for the cultural needs of Carlisle's citizens, GPL offers space for art exhibits. These exhibits are curated entirely by volunteers. There were five shows in 2014: January—February: Eye on the Gulf Coast, featuring illustrations and observations of the Deepwater Horizon Oil spill by Paul Gaj; March—April: Carlisle School Annual Spring Art Exhibit, featuring work by Carlisle students in grades K-8; March—April: Black Dogs, featuring photography by Fred Levy;

May—July: 3 Artists, 3 Visions, featuring carved work by Al Weinstein, stitched work by Maggie Stern, and painted work by Cat Bennett; August—October: Journey, featuring oil painting of Haiti by Laurae Richards, handcrafted silver jewelry by Hilary Taylor, and photography by Jill Goldman; and November—December: Land, Clay, and Feathers, featuring ceramics by Jennifer Norton and paintings by Laurie Engdahl and Emily Stewart. A special Friday night reception was offered for the November—December exhibit. More than 125 people came to meet the artists, mingle, and enjoy live music, wine, and dessert.

Community Conversations<sup>1,2</sup>: Community Conversations were held twice each month and featured a variety of topics and local speakers. A sampling of the 2014 topics includes senior living, community supported agriculture, pruning, chiropractic care, estate and gift taxes, rescued horses, long-term care, online learning, and technology.

Summer Reading<sup>1</sup>: In 2014, GPL offered a special Book Bingo reading challenge for adults. Participants were encouraged to read books in a variety of genres to enter a raffle for a \$50 gift certificate.

History Programs: Gary Hylander presented a four-part lecture series on the Cold War<sup>1,2</sup>. Local author Rick Frese presented a lecture on Carlisle's Role in the Civil War<sup>8</sup>. In February regional author Kevin Gardner presented a lecture and demonstration on New England stone walls; a repeat presentation was offered in December by popular demand<sup>1,6</sup>. Carlisle residents Cynthia and Charles Schweppe presented their research on Civil War letters they inherited<sup>1,8</sup>.

Art & Cultural Programs: Educator and artist Jane Blair returned to present a three-part lecture series on art; subjects included the Renaissance, Leonardo da Vinci, and Pablo Picasso<sup>1,2</sup>. Actor Stephen Collins presented a theatrical one-man Shakespearean show<sup>1</sup>. Local author P.D. Callahan presented his book *Door in Dark Water*.

Nature & Science Programs: *Tracking the Hidden Wildlife of Suburban Woodlands* was presented by naturalist David Brown<sup>1,6</sup>. Photographer Samuel Jaffe gave a talk and presentation on Native Caterpillars<sup>1,6</sup>. Carlisle resident Dale Joachim gave a talk on the technology used when tracking owls. Professor Alan Kafka returned to present a lecture on Earthquakes and the Environment<sup>3</sup>. Regional author Neal Sanders presented a humorous talk on the less-than-glamorous side of gardening<sup>1,5</sup>.

Health & Wellness Programs: GPL partnered with the Carlisle Council on Aging to offer a variety of health and wellness programs in 2014<sup>1,2</sup>. These included Sleep Behavior by Neil Kruskowski, Heart Health by Dr. Lincoln N. Pinsky, Oral Health by Dr. Andrea Richman, and Rheumatoid Arthritis by Dr. Alan Marks. Additionally, safeTalk, a three hour suicide alertness training program, was presented by the American Foundation for Suicide Prevention Boston Chapter<sup>2,9</sup>.

Technology Help: Workshops were offered on Linked In, social media, and investment resources Value Line and Morningstar. Residents needing technology assistance were also encouraged to book one-on-one time with staff.

## Support & Collaboration

GPL could not offer the range and quality of services we do without ongoing support from the community as a whole. The Library staff is greatly indebted to the following:

Friends of the Library: FOGPL continue to support GPL by providing funds for special events and services. One hundred eighty-three members together donated over \$18,000 in 2014. These funds supported a variety of museum passes, many special events, technology enhancements, and opportunities for professional development for the Library staff. Author Ellen Cooney was invited to speak at the Annual Meeting in December.

Volunteers & Senior Tax Program: Over seventy volunteers donated their time and energy in 2014. Volunteerism and the involvement of Senior Tax Workers keep GPL rolling by helping with shelving, cleaning, displays, programs, landscaping, marketing, and completion of special projects. Additionally, the Library Trustees and other committees and groups, including the Art at the Gleason Curators and the Carlisle Reads Planning Committee, donate countless hours of their time to keep GPL operating.

## Library Statistics \*

Hours open per week

January—June and September—December: 55

July—August: 51

Items owned by GPL: 64,114

Items provided by other libraries: 15,784

Items provided to other libraries: 24,496

Carlisle patrons: 4,677

Total circulation: 94,354

Digital circulation†: 4,248

Number of visitors: 82,967

Number of programs / attendees: 259 / 4,938

## Board of Trustees

Larissa Shyjan, Chair

Thornton Ash, Treasurer

Steven Golson, Secretary

Submitted by Katie Huffman, Library Director.

\*Circulation and Holdings data is based on FY2014 (July 2013-June 2014) as reported to the Massachusetts Board of Library Commissioners. †Digital circulation includes all digital circulations, including those not counted by the Massachusetts Board of Library Commissioners.

Endnotes denote sponsorship/co-sponsorship by the following organizations:

<sup>1</sup> Friends of the Gleason Public Library <sup>2</sup> Friends of the Carlisle Council on Aging

<sup>3</sup> Susan Zielinski Natural Science Fun <sup>4</sup> Nichols Foundation <sup>5</sup> Carlisle Garden Club

<sup>6</sup> Carlisle Conservation Foundation <sup>7</sup> Carlisle Cultural Council <sup>8</sup> Carlisle Historical Societies

<sup>9</sup> Concord Carlisle Youth Services

## CARLISLE CULTURAL COUNCIL

The Massachusetts Cultural Council's Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences annually. Each year, local councils award more than \$2 million in grants to more than 5,000 cultural programs statewide. The program promotes the availability of rich cultural experiences for every Massachusetts citizen.

The Carlisle Cultural Council, chaired by Karen Shaver, is the local cultural council for our town. This 7-member group determines grant awards each year according to a predefined set of guidelines. The purpose of the council is to bring cultural programs into our town in order to enhance our experience of art and culture. This year, our town was given \$4,300 to distribute for local events. We successfully awarded funds to 13 recipients to carry out a variety of cultural programs from puppet shows for children to community singing groups to orchestral performances in our area.

The grant recipients for this year are:

### December:

**Carlisle Chamber Orchestra:** \$270 for an inaugural concert on Dec. 5 in the Carlisle Congregational Church

**Concord Orchestra:** \$700 for "Paddington Bear's First Concert" an orchestrated story with two shows on Dec. 7 at 51 Walden in Concord

**Concord Women's Chorus:** \$600 for "A Season of Inspiration & Collaboration" concerts on Dec. 20<sup>th</sup> at the First Parish Church in Concord with an additional concert on May 9, 2015

### January – February:

**Carlisle Community Chorus:** \$400 award for the support of two free community concerts planned for January and May, 2015

**Gregory Maichack:** \$200 to present a hands-on workshop at the Gleason Library entitled "Scarlet Poppies: Pastel Paint Like Georgia O'Keefe" on February 20, 2015

**Emerson Umbrella:** \$350 Free Drop-In Family Art Days on Saturday afternoons

**Brian Kane:** \$150 for "Swing, Swing, Swing," a live performance and discussion on May 20 or June 3 of the music of the swing era (1935-45) for the Carlisle Council for the Aging

**Carlisle Mosquito:** \$250 to support the printing of a color issue in 2015

**April-June:**

**Chiao Bin Huang/Carlisle Public Schools:** \$425 to support a new multicultural festival on April 11, 2015

**Gleason Public Library:** \$355 support to present the Pumpernickel Puppet Show during vacation week at the First Religious Society in April, 2015

**First Connections:** \$100 award for "Let's Get Ready for Kindergarten" on June 5, 2015 at the Concord Scout House

**Richard Clark:** \$400 awarded for the one-man play "And Now Mark Twain!" on the life and philosophy of Mr. Twain on June 18th

**Electa Kane Tritsch:** \$100 for support of her video series "Tracks in Time," Season 2

Our residents have an opportunity to see and hear the outstanding work of artists and arts organizations in our community and we are particularly excited about the range and quality of funded projects this season. Each project was chosen because of its substantial public cultural benefit for the residents of Carlisle. We hope that you will be able to attend some of the funded events mentioned above.

Members:

Karen Shaver, Chair  
Cynthia Sorn,  
Beth Galston  
Carren Panico  
MaryLynne Bohn  
Caren Ponty  
Nancy Kuziemski

## CARLISLE PUBLIC SCHOOLS

2014 was an excellent year for the Carlisle Public School. Our high achievement is possible year after year thanks to the hard work of our teachers, support staff, and administrators, and the strong backing we receive from the citizens of the town of Carlisle, along with support from the Carlisle School Committee. Each year the superintendent, working with the teachers, administration, and the School Advisory Council develops a set of specific district goals for approval by the School Committee. These are built around the following four main goals, which guide our work from year to year:

Goal 1: Provide A Rich Curriculum In Order To Maximize Student Learning

Goal 2: Build a Community of Respect in a Safe and Healthy Learning Environment

Goal 3: Integrate Technology

Goal 4: Meet Space Needs and Manage the Resources of the Carlisle Public Schools

The specific District Goals are presented to and approved by the School Committee and provide a blueprint for the year. Accomplishments from the District Goals are discussed in this report.

### **Provide a Rich Curriculum in Order to Maximize Student Learning**

The focus of any school is academics, and our rich curriculum and our strengths as a school were on display at a special School Committee meeting in May when members, parents, and students gathered for a series of presentations about the excellent work of our middle school students. Some students read poems they had written, which were awarded Scholastic Writing medals. Others described Science Fair projects that were entered into state competitions. The highest-ranking member of the Math Club shared a problem with members, and Robotics Club members brought robots they had designed. Chorus and Band students, winners of MICCA (Massachusetts' Instrumental and Choral Conductors Association) medals, performed and art students showed samples of their award winning work. The meeting presentations were testaments not only to the special work done by the students who came to the meeting, but also to the daily work done by all of our students, as our teachers try to find and build on the strengths of each individual.

Elementary students also benefit from our rich curriculum, and in particular during the spring and fall of 2014, many grade levels participated in an enhanced program with Clark Farm. This is a wonderful partnership, which not only benefits students academically, but also provides produce for the cafeteria. In turn, the farm receives compost from our lunch re-cycling efforts. A focus of the Clark Farm initiative this year was to integrate the farm experience more closely into different elementary grade level curricula, and this was done through journal writing and classroom reflections. Throughout the year students demonstrated their work through special events and exhibits like the Iditarod program, the State Fair, and the Kindergarten play. In June, students in each classroom shared their accomplishments for the year with parents and guardians through writing journals and math demonstrations.

The Engineering Room was fully booked in 2014, and Engineering Specialist Ginny Lamere worked with teachers and students at all grade levels on engineering projects as diverse as

Kindergarten valentine mailboxes and 8th grade solar ovens. In addition to specific projects done in the Engineering Room, the engineering design model was integrated into other science lessons. When teachers from other schools visit Carlisle, they inevitably comment on the Engineering Room and what a great addition it is to our curriculum. We are grateful for the wisdom of the Building Committee, who incorporated this special room into the building project and to the Carlisle Education Foundation (CEF) for funding the equipment in the room. It has made engineering an integral and essential part of our 21st century curriculum.

Our instruction and curriculum are strong in large part due to the excellent professional development opportunities and curricular work done by our teachers and administrators. Work continued this year on strengthening our writing program at all grade levels, and a reading component was added to the work of the English Language Arts Curriculum Review Committee. The Science Curriculum Review Team met several times, looked at grade level curricula, and identified units of study in which to incorporate engineering. Our math curriculum was strengthened through the work of the math specialist, who was instrumental in moving our math program towards alignment with Common Core Standards. She met regularly with students in small groups as part of our Title I program and also assisted both students and elementary teachers, who value her input and mathematical knowledge.

All schools in Massachusetts work closely with the Department of Elementary and Secondary Education (DESE) to develop programs in response to state and federal guidelines and initiatives. One of these initiatives was testing a new on-line assessment system, Partnership for Assessment of Readiness for College and Careers (PARCC). This assessment may replace MCAS, which has been in place for several years, as the state's assessment tool. Grades 4, 5, 6, and 8 took one or more PARCC practice on-line assessments in place of the traditional MCAS tests in the spring of 2014, and students and teachers reported that it was a mainly positive experience. In the fall, we began to prepare for full on-line testing in the spring of 2015 for all students. Preparations included planning for technology and a well-attended community meeting held by the superintendent to explain the new on-line assessment and its relationship to the Common Core Curriculum Standards.

### **Build a Community of Respect in a Safe and Healthy Learning Environment**

With the explosion of electronic communication devices, cyber-safety is an increasing concern for all schools, and the Carlisle School responded to this concern with programs for both students and parents around cyber-security. In January, representatives from the Middlesex Partnerships for Youth provided a seminar for parents called "Staying Connected in a Wired World," which discussed the many benefits and potential security issues around technology. The program was very well attended and well received by parents, who took home valuable hand-outs to help them guide their children in the use of technology. In February, the District Attorney's Office arranged for a detective to come to school to address middle school students about cyber-safety. Students were extremely interested, attentive, and asked many thought-provoking questions.

The Wellness Committee met often during 2014, and a focus of members' work was the revision of the Wellness Policy, which was approved by the School Committee and put into practice. The revised policy addresses nutritional standards, promotion of wellness and

safety education for students, staff, and parents, and the importance of physical activity. The Concussion Policy was also reviewed by the Wellness Committee, Administrative Team, and School Committee, and changes were made to better align our policy with state regulations and to ensure that our student athletes remain safe during practices and games. Both parents and students are required to complete on-line concussion training prior to student participation in inter-scholastic sports.

In the elementary grades, fourth graders took on a leadership role, helping younger students in the lunchroom and organizing several school spirit days. In the fall, the Carlisle School Association (CSA) provided funding for grade-level colored t-shirts for elementary students and staff. The shirts, while fun for spirit days, are also extremely helpful keeping track of students during field trips. As a result of concerns raised in a parent survey, two lunch/recess monitors were hired in the late fall to provide more supervision during recess. This allows the Castle play structure to be open to elementary students more often and ensures the safety of all students on the plaza.

### **Integrate Technology**

June marked the end of the first school year in which eighth grade students used iPads for instruction and the second year of one-to-one iPad use by seventh graders. The program has been highly successful from both a student and teacher perspective. In the fall all sixth grade teachers received iPads and began to prepare for the 2015 - 2016 school year, when all sixth graders are slated to begin a one-to-one iPad initiative. Regarding the lower grades, information was gathered from other school districts that showed that elementary students are using iPads on an individual basis and in small groups. To further explore this area, Kindergarten, first and second grade teachers were issued iPads and began to look into specific applications that they might use in the classrooms.

The Teachpoint application was integrated into the teacher evaluation process, and in the spring final evaluations were completed using this on-line tool. The tool helps both teachers and evaluators organize the many documents required for the process. It is also useful in reporting evaluation results to the DESE, which was required at the end of the academic year for the first time.

In other technology areas, professional development continued as teachers took advantage of Carlisle College courses, as well as offerings at the Education Collaborative and other institutions. The technology integration specialist presented classes in Google for Education, interactive whiteboards, and web tools among other offerings.

### **Meet Space Needs and Manage the Resources of the Carlisle Public Schools**

Even with a new building, there are space issues that need to be addressed each year. Because of enrollment changes, two extra classrooms were required in the fall of 2014, and the music program required nearly full use of the community/music room. This limited the use of the room by the community. However, the Brick Building, not currently used by the school was made available for the Recreation Commission on a temporary basis.

In the fall, after a number of years of struggling to find both enough substitute teachers and an efficient way to manage the substitute process, the school implemented an automated

substitute calling system, Aesop. The system has been both cost effective and highly successful with fewer uncovered absences and a deeper pool of substitute teachers.

One of the main roles of the School Committee is to work with the Business Manager and Superintendent to both monitor the budget for the current year and develop a budget for the following year. In both respects this process was a success in 2014. At the end of the 2013 - 2014 school year, it was determined that there was a small surplus, and the school ended the year well within the budget. Throughout the fall, School Committee members and members of the Administrative team met both internally and with town boards to produce a budget that would sustain the excellence of the school while adhering to guidelines set by the Finance Committee.

Besides their work on the budget, School Committee members spent many hours in the spring discussing the potential use of part of the school-controlled Banta-Davis land for affordable housing. In the fall, a major topic of discussion, yet to be resolved, was the placement of a communications tower on school property to replace the existing tower. The School Committee also discussed, reviewed, and approved sixteen school policies. The policies were posted on a new, interactive policy page on the school website, making it easier to find, print, and search policies.

We would like to end by expressing our gratitude to the CSA, the CEF, and the citizens of the town of Carlisle. The CSA and CEF support the school through curriculum enrichment, professional development funding, and teacher grants, and we are very grateful. The citizens of Carlisle faithfully approve a budget that allows the school to provide an excellent education for our children. Parents and town citizens attend our many events like the seventh grade play, science fair, concerts, and spaghetti supper. It truly takes a team effort to maintain our outstanding school, and we are deeply grateful.

Melissa McMorrow, School Committee Chair  
Bill Fink  
Joshua Kablotsky  
David Model  
Mary Storrs  
Joan Wickman Ed.D., Superintendent/Principal

**Carlisle Public Schools  
Enrollment by Grade  
December 31, 2014**

<b>Grade</b>	<b>Boys</b>	<b>Girls</b>	<b>Total</b>
Pre-Kindergarten	4	8	12
Kindergarten	31	22	53
Grade 1	40	29	69
Grade 2	36	23	59
Grade 3	38	33	71
Grade 4	32	39	71
Grade 5	41	35	76
Grade 6	38	33	71
Grade 7	32	44	76
Grade 8	46	39	85
Out of District or Services Only	6	2	8
<b>Total</b>	<b>344</b>	<b>307</b>	<b>651</b>

**Carlisle Public Schools  
Administration and Faculty List  
September 2014**

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Nicole Baker	University of Massachusetts, B.A. Cambridge College, M.A	French/Spanish	1992
Joan Beauchamp	Fitchburg State College, B.S. Simmons College, M.S.	Special Educator	2002
Maya Bery	Wesleyan University, B.A. Simmons College M.L.S.	Library/Media Specialist	2013
Susan Bober	Framingham State, B.S. Lesley College, M.Ed.	Literacy Specialist	1996
Bethany Boglarski	Fitchburg State, B.A. Simmons College, M.S.	Special Educator	2003
Tara Callahan	Florida State University, B.A.	Music	2011
Lynne Carmel	Castleton State College, B.S. Cambridge College, M.Ed.	Physical Education	1999
Amy Caron	Boston College, B.A. Fitchburg State College, M.Ed.	Grade 2	2003
Miriam Chandler	University of New Hampshire, B.S. Lesley College, M.Ed.	Kindergarten	1999
Leanne Christmas	Syracuse University, B.S., M.S.	Speech & Language	2001
Donna Clapp	Salem State College, B.A. Rivier College, M.Ed.	Grade 2	1993
Jeffrey Clem	Springfield College, B.S. Framingham State, M.Ed.	Special Educator	2014
April Colson	Quinnipiac College, B.S. Florida International, M.S	Occupational Therapist	2005

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Patricia Comeau	Marist College, B.A. S.U.N.Y., Binghamton, M.S.	Special Educator	1991
Bradford Cranston	Bates College, B.A. Johns Hopkins, M.A.	Science	2006
Marshall DeForest	University of Massachusetts Amherst, B.A. & M.Ed.	Grade 4	2014
Jennifer Demers	Seton Hall, B.A. Lesley College, M. Ed.	Grade 3	2014
Christine Denaro	Bentley College, B.S. Lesley College, M.Ed.	Grade 5	2004
David Flannery	Middlesex Community College	Supervisor, Buildings & Grounds	1975
William Gale, Jr.	Springfield College, B.S. Lesley College, M. Ed.	Mathematics	1997
Vanessa Gerade	University Of Massachusetts, B.A. Lesley University, M.A.	Grade 1	2004
Amanda Gilchrist	University of New Hampshire, B.A. Lesley University, M.Ed.	Grade 1	2012
Mimi Gleason	Middlebury College, B.A. Harvard University, M.Ed.	Grade 5	2008
Elizabeth Grady	University of Michigan, B.A, M.A.	Grade 3	2012
Cassandra Graham	St. Lawrence University, M.S. Boston College, M.Ed.	Grade 1	2000
Elizabeth Gray	Boston University, B.S. Penn State University, M.Ed.	English Language Arts	1998
Elizabeth Hamlet	Univ. of New Hampshire, B.A. Emerson College, M.S	Speech & Language	2000
Michaela Hardimon	Middlebury College, B.A. Antioch New England, M.Ed.	Early Childhood	1998
Kristy Hartono	Lesley University, B.S.	English	2010

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
	Eastern Nazarene, M.Ed.	Language Learner	
Cheryl Hay	University of Massachusetts, B.S. Fitchburg State, M.Ed.	English Language Arts	2006
Jeffrey Hechenbleikner	St. Michael's B.A. Salem State, M.Ed.	Psychologist	2014
Margaret Heigl	University of Massachusetts, B.S. Cambridge College, M.A.	Physical Education	1993
Kathleen Horan, RN	Lowell State College, B.S.N. Cambridge College, M.Ed.	School Nurse	1993
Shawna Horgan	Westfield State College, B.S. Fitchburg State College, M.Ed.	Grade 1	1999
Chiao Bin Huang	Chinese Cultural University, B.A. Emerson College, M.A.	Chinese	2005
Daniel Hunt	Bridgewater State College, B.A. American College of Education M.Ed.	Physical Education	2006
Frances Ingram	Straithclyde University, B.A. Lesley College, M.Ed.	Special Educator	2014
Kendra Katz	Eastern Nazarene, B.A. Mid-America Nazarene M.Ed.	Grade 4	2006
Emily King	Boston University, B.S. Lesley College, M.Ed.	Grade 4	2004
Rachel Levy	Institute of Art, B.A. State University of NY, M.A.	Art	2005
Courtney Longaker	University of Massachusetts, B.A. Simmons College, M.S.	Art	1997
Kevin Maier	Manhattanville College, B.A., M.Ed.	Music	2009
Tracy Malone	Assumption College, B.A. Framingham State College, M.Ed.	Special Educator	2003

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Kathryn Marsh	University of Wisconsin, B.S. University of California, Ph.D.	Science	2004
Daniel Martin	University of Massachusetts, B.A. Cambridge College, M.Ed.	Spanish	2014
Caryl McCabe	University of Massachusetts, B.A. Rivier College, M.Ed.	Grade 4	2008
Cynthia McCann	University of Maryland, B.S. Lesley University, M.Ed.	Technology	2003
Constance McGrath	Boston State, B.S. Lesley University, M.Ed.	Special Educator	2007
Michael Miller	Bowdoin College, B.A. Boston University, M.A.T.	Social Studies	1994
Angela Monke	Univ. of Massachusetts, B.A, M.A.	Music	1998
Cynthia Morris	Stonehill College, B.A. Lesley University, M.Ed.	Grade 3	2000
Jason Naroff	Boston University, B.S. Lesley University, M.Ed.	Grade 5	2008
Elizabeth Perry	Brandeis University, B.A. Potsdam State University, M.S.	Mathematics	1983
Michele Petteruti	Brown University B.A. Tufts, M.A.	Psychologist	2010
Marcella Pixley	Vassar College, A.B. University of Tennessee, M.A.	English Language Arts	2004
Jennifer Pray	Bridgewater State, B.S. Bridgewater State, M. Ed.	Special Educator	2007
Susan Pray	Framingham State, B.S.	Business Manager	1991
Jennifer Putnam	Mount Holyoke College, A.B. Simmons College, M.A.	Grade 5	1995
Hubertus Quaden	Katholieke Pedagogische, B.A. Lesley College, M.Ed.	Mathematics	1981

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Melanie Quercia	Worcester State, B.Ed. Anna Maria College, M.Ed.	Grade 3	
Kimberly Reid	State University of New York, B.A. Northeastern University, M.Ed.	School Psychologist	1995
Erin Rooney	Assumption College, B.A. Simmons College, M.S.	Social Studies	2003
Susan Ross	Ohio State University, B.S. University of Southern Cal., M.A	Occupational Therapist	1998
Jennifer Rowland	Stonehill College, B.S. Simmons College, M.Ed.	Special Educator	1999
Michelle Ruggieri	Providence College, B.A. Duquesne University, M.Ed.	Kindergarten	2013
Kathleen Rupprecht	Miami University, B.A. Northeastern, M.S.	School Psychologist	2009
Cynthia Samuels	Colorado State University, B.S. Emerson College, M.S.	Special Educator	1995
Suzanne Severy	University of Massachusetts, B.A. Lesley College, M.Ed.	Kindergarten	2000
Dennet Sidell	Gordon College, B.A. Lesley University, M.Ed. Nova Southeastern University, Ed.D	Elementary Principal	2012
Wendy Stack	Muhlenberg College, B.S. Lesley College, M. Ed. Univ. of New Hampshire, M.S.	Science	1997
John Tiano	UMass Lowell, B.A. Rivier College, M.Ed.	Student Support Services Director	2013
Linda Vanaria	Lesley University, B.A., M.Ed.	Grade 2	2007
Heather White	Northwestern University, B.A. Syracuse University, M.S.	Speech & Language	1999
Joan Wickman	Westfield State University, B.A.	Superintendent/	2013

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
	American International, M.Ed. University of Massachusetts, Ed.D.	Principal	
Claire Wilcox	Connecticut College, B.A.	Assistant to the Superintendent	2005
Lesley Yanka	Worcester State, B.Ed. & M.Ed.	Mathematics	2013
David Zuckerman	Occidental College, B.A. Tufts University, M.A.T.	Social Studies	1999

# CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

## Superintendent's Report

The mission of the Concord Public Schools and the Concord-Carlisle Regional School District is to educate all students to become lifelong learners, creative thinkers, caring citizens, and responsible contributors in our diverse global society. We are able to achieve our mission through the investment of educators, staff, parents, and community members who work tirelessly to improve our schools.

### **District Goals**

Every school year, the administration develops district goals for the Concord Public Schools (CPS) and the Concord-Carlisle Regional School District (CCRS) which are approved by the School Committees. We focus on efforts to improve student learning by implementing the Common Core standards, monitoring student progress through common assessments, identifying appropriate interventions, adjusting instructional practices, and closing the achievement gap. The goals also specify improvements in authentic learning experiences, instructional strategies, analyzing student data, integrating digital tools, and teacher collaboration and evaluation. In addition, we strive for prudent management of school budgets, resources, capital projects, the new high school building project, long-term solution for transportation, and resolution of fair collective bargaining contracts.

At Concord-Carlisle High School (CCHS) 93% of the students earned more than 2.0 GPA, and 99% of the graduating class achieved competency determination. Every department worked on developing and implementing common assessments to monitor student progress in the core curriculum and the Common Core Standards. *AP Capstone Seminar*, a unique research program offered by the College Board, was implemented as a new course and *Rivers and Revolutions*, a unique interdisciplinary program, completed its second successful year with 100 enthusiastic students. At the beginning of the school year, all freshmen participated in a technology orientation course to become familiar with their Google Drive, First Class, X2, and Moodle accounts. More than three hundred students and teachers use the Moodle site on a daily basis. Students use a variety of digital tools to access online course work, check email conference folders for class and school information, contribute to wiki forum discussions, and work with a variety of web-based platforms. Information literacy classes taught by the library media specialist instructed all students in advanced web searches, source evaluation, citation, and web-based tools for collaborating, synthesizing, and sharing work. Twenty-five students participated in Virtual High School classes each semester. Thirty Biology students participated in the Environmental Field Studies project to protect Blanding's turtles. The Robotics team built an amazing robot to successfully compete at the regional competition at WPI. The CCHS Meteorology students and teacher presented at the American Meteorological Society conference. Forty student leaders completed "A World of Difference" program with Anti-Defamation League trainers, and they facilitated several sessions of the Sophomore Advisory Groups.

One hundred and sixty (160) students of color in grades K-12 who reside in Boston attend the Concord Public Schools and the Concord-Carlisle Regional School District via METCO. Our METCO Program is the sixth largest in Massachusetts.

The CCHS faculty continues to address the achievement gap with a combination of academic and social programming. All 9th and 10th grade METCO students are enrolled in Achievement Strategies, a course implemented to provide access to technology and direct instruction on executive functioning skills. A group of faculty also serves as mentors in POWER (Positive Opportunities with Engaging Relationships), a student leadership initiative in which each METCO freshman is matched with an upperclassmen and a teacher, forming a triad. CCHS has also strengthened its Family Friends Program so that each student is matched with a cooperating family. CCHS continued its implementation of the Anti-Defamation League's World of Difference Institute, an anti-bias program designed to prepare students for competence in a multicultural society, with 50 new students completing training to act as peer leaders in Advisory.

CCHS teachers participated in departmental summer work to plan for 1:1 learning environment. District teachers participated in MA DESE Sheltered English Instruction courses to increase their teaching strategies for students with English as a Second Language.

### **Student Achievement**

CCHS and CPS students continue to achieve at high levels, and more importantly there was improvement in almost all grade levels. The 2014 Massachusetts Comprehensive Assessment System (MCAS) results were strong with Ninety-seven percent (97%) of 10<sup>th</sup> grade students who scored proficient or advanced on the ELA MCAS and 95% percent scored proficient or advanced on the Math MCAS. Ninety-three percent (93%) of 10<sup>th</sup> grade students passed one of the Science MCAS. Ninety-nine percent (99%) of the CCHS class of 2014 received a Competency Determination as a result of passing both the ELA and Math MCAS.

The median SAT score for CCHS Class 2013 was 1840 (with 1528 as the State average). Six students in the Class of 2014 qualified as National Merit Scholar Finalists. 97% of Advanced Placement (AP) exams taken by CCHS students received a passing score, and overall 92% of AP exams were scored at a 4 or 5 (the highest score). The average number of CCHS graduates planning to continue their education in post-secondary placements exceeded 95%. In a survey of graduating seniors, 86% reported they were admitted to their 1<sup>st</sup> or 2<sup>nd</sup> college choice.

The CCHS Repertory and Concert Bands earned gold medals at the prestigious Massachusetts Instrumental and Choral Conductors Association (MICCA) State Concert Festival. A record number of student musicians (band, orchestra, jazz band, and chorus) were nominated and accepted into the MENC All-eastern Honors Ensembles and twenty-six (26) students received All-State recommendations. Student artists participated in the Boston Globe Scholastic Art awards regional exhibit and earned gold and silver keys. Student artists also participated locally in the Lexington Arts and Crafts Society Show for art majors and the year-end awards and retrospective at the Concord Art Association. More than 50 students worked together to build sets, coordinate lighting and sound for the production, and performed in Nation. In the winter of 2014, more than 150 students performed as actors or musicians, created technical designs, built sets/props, implemented theatrical lighting and sound, and served as stage crew for the musical, *Pirates of Penzance*. In May 2014, more than 30 students performed on stage and were involved as technical crew for Shakespeare's Romeo and Juliet. The CCHS Student Senate sponsored a freshmen

orientation program that brought all of the incoming ninth grade students together for an informative and fun-filled day before the beginning of school. The Senate worked on many projects focused on student life: managing student stress, enhancing communication among all members of the school community, and increasing sustainability initiatives.

At CCHS, students demonstrated their commitment to social responsibility through participation in numerous outreach activities, raising funds to aid relief efforts in numerous countries, and participating in the Ecuador, Denmark, Japan, and Turkmenistan exchanges. Locally, our students completed more than 25,000 hours of service in the surrounding communities during the 2013-14 school year.

These activities and achievements are only a sampling of the wide range of student programs and projects at CCHS. For more information, visit the district website ([www.concordpublicschools.net](http://www.concordpublicschools.net)) or individual school websites.

### **Special Education**

The Special Education Department of Concord Public Schools and the Concord -Carlisle Regional School District is dedicated to providing quality services and programs for students with disabilities preschool through age 22. We strive to meet the increasingly diverse needs of students with learning, medical, cognitive and social disabilities within the local community. Transition to post-secondary settings for special education students has been a top priority. The Concord Integrated Preschool (CIP) opened the 2014 school year at 80% special education student capacity. Since opening a fourth half- day class during the 2013 school year, we have continued to reach our special education student capacity by the end of each school year. We are in line with the national trend as our preschool special education student enrollment continues to increase. At the K-8 level, the special education staff has worked to align special education instruction with the Common Core Standards. Special education teachers worked with the Elementary Steering Committee to review and pilot new math curriculums. Additionally, in 2014 we participated in the DESE coordinated program review. Following the onsite DESE visit of the review, which included observations, interviews, and record reviews, Concord Public Schools received the DESE's final report in August 2014 which cited the need for an active special education parent's advisory council (PAC). In September 2014, the district organized an active PAC to work collaboratively with the director of special education and to support parents' of students with special needs. At CCHS, the special education department has continued to work collaboratively with all academic departments on accommodations and modifications for all students. The department has worked on improving transition services for students' ages 19-22 including increased vocational opportunities, multi-school collaboration for expanded social connections, and improved collaboration with post-secondary agencies.

### **Professional Development**

The district continued to invest considerable resources in professional development, providing educators with learning opportunities in curriculum development and technology integration. During the 2014 school year, K12 teachers participated in many courses for Google Apps for Educators including Google Drive. Elementary teachers participated in LEGO Robotics course, and K8 teachers learned how to integrate writing in science lessons. During the summer, K12 teachers participated in eighty (80) curriculum development projects ranging from using iPads to create books in primary classrooms, K5 common

research process, K5 digital writing projects, to Mindfulness in Schools, and CCHS departmental projects for transitioning to 1:1 learning environments.

### **Human Resources**

In 2014 twelve (12) administrators, faculty, and staff members retired after many years of dedicated service. Kathy Codianne, Director of Teaching and Learning retired after six (6) years of service. The following educators retired: Joseph Hehn, CCHS, 15 years; Andrew Sapp, CCHS, 14 years; Susan Kinniburgh, CMS, 16 years; Caroline Stevens, CMS, 16 years; Nicki Richards, Thoreau, 17 years; and Barbara Lehn, Willard, 26 years. The support staff that retired were: Susan Martin, Alcott tutor, 10 years; Cynthia Theriault, Thoreau Aide, 32 years; Karen Whitcomb, CCHS Administrative Assistant, 25 years; Ann Pike, CCHS and CPS bus driver, 44 years; and Liz Tencati, Ripley Administrative Assistant, 30 years. The districts hired fifteen teachers at CCHS, twelve teachers at CPS, and thirty-four staff members. The majority of the new faculty and staff members filled vacancies created by retirements, resignations, and leaves of absence. The retention rate for educators at CCHS was 96% and for CPS 97.6%. The districts have significant mentoring programs to ensure that new faculty members swiftly and substantively become part of the learning communities at each school site. The human resources office continued supporting implementation of the new comprehensive supervision & evaluation system for educators. The Teachers Associations and administrative team continued to meet regularly to discuss ideas, issues, and concerns related to the new state requirements for the evaluation of educators. Other efforts and priorities included aligning professional development plans with educator plans and goals, school improvement goals, and district goals; utilizing data and feedback from an onboarding survey; implementing mindfulness training opportunities for staff; and utilizing the Minuteman-Nashoba Wellness Coordinator to implement district-wide wellness activities. Three year contracts were executed with the Concord-Carlisle Teachers Association, K-12 Secretaries Association, and the Bus Drivers Association.

### **Information Technology**

The continued growth of technology within our classrooms and integrating 21<sup>st</sup> century tools are transforming how our students learn. Both teachers and students have daily access to digital tools and content that impact learning. We have moved to 1:1 computing using Apple MacBook Air laptops at the middle school and are planning for 1:1 at the new high school. To meet the demand for wireless coverage in our schools, we installed more Xirrus access points (APs) at both middle schools and all three elementary schools. Xirrus engineers created “heat maps” to ensure robust wireless coverage in the new high school. In addition, we increased our Internet bandwidth to 700 mbps. To govern these new machines on our network, we are moving to *Filewave*, a mobile device management platform (MDM). Filewave manages deployments of applications, documents, and updates down to the file level. This allows for granular control over devices such as laptops, desktop computers and tablets across our network. We will upgrade to Mac OSX 10.10 server in all schools and change to computer-based profiles. We are moving to wireless network security consisting of user authentication through Active Directory while providing an Internet-only guest wireless network. We have migrated our FirstClass communication services off-site to a secure hosted server. The new high school will include installation of cell phone repeaters (Verizon, AT&T, Sprint) to ensure a strong signal within the building. Other technology updates in the new high school include Epson Brightlink Pro HDMI projectors with Apple TV. We will have a new Mac based foreign language lab and updated iMac installations for

music, engineering and robotics, and chemistry labs. A new student-run video wall in the cafeteria is another exciting improvement.

### **Finance and Operations**

The districts continue to maintain excellent academic programs while meeting challenging funding goals. Our core budgeting principles remain focused on using resources to support student learning and growth. The district goals approved by the school committees provided direction to the budget process to support student learning opportunities. The district administration and school committees' work continue to reflect the new \$92.5M high school project's cost impact on taxpayers. We continue to work collaboratively with the finance committees and have developed responsible FY2016 budgets during 2014; we have successfully matched the FINCOM Regional guideline and the SC has reduced its CPS request to narrow the gap between the SC Adopted budget and FINCOM Guideline by \$100,000. The FY2015 CPS school budget at \$32,440,538 represented a 4.17% increase above the FY2014 appropriation, and the FY 2015 operating budget for CCHS, \$24,662,800, increased by 3.01%. Both the CPS and CCHS FY2015 budget requests were below levy limits and matched guidelines developed by the finance committees and for the eighth consecutive year did not require overrides. Both school districts managed successful FY2014 year-end closings, and it should be noted the CPS FY2014 closing process was extremely challenging. The Regional School District met its planned \$350,000 commitment towards its OPEB liability in the year-end closing process. CCRSD's Excess and Deficiency (E&D) fund balance for the past fiscal year has been maintained above the 4.9% level. The AAA bond rating has been maintained and the December 2012 \$32,500,000 Bond sale was assigned the highest possible rating by Moody's Investors Service on the borrowed funds at an effective interest rate of 3.0%. A second major bond sale of \$30,000,000 is planned in March 2015.

### **Capital Projects and Transportation**

The major capital projects for CCHS is the new high school project, which is nearing completion, and the project remains within budget, scope, and on schedule for April 2015 occupancy. Please refer to the additional report on the high school building project from CCHS Building Committee Chairperson, Stan Durlacher. The operational planning for future in house transportation parking and repairs is underway at the W.R. Grace site in Acton, with transportation administration housed at the recently acquired 37 Knox Trail building in Acton.

### **Summary**

The major highlights of 2014 continue to be outstanding student achievement and the exciting progress of the new high school building project. We are extremely proud of our students, faculties, and staff, and we are grateful for the Concord and Carlisle communities' support. The schools made significant progress in achieving the district goals by increasing student learning, improving special education services, integrating technology into the classrooms, supporting faculty and staff, implementing a new educator evaluation system, developing responsive and responsible budgets, and building a beautiful new high school. We are looking forward to the April 2015 opening of our new CCHS. For more information, please visit the districts' website, [www.concordpublicschools.net](http://www.concordpublicschools.net), and review the CPS & CCRSD 2014 Performance Report.

Diana F. Rigby, Superintendent  
John Flaherty, Deputy Supt. of Finance and Operations  
Kristen Herbert, Director of Teaching and Learning  
Kelly McCausland, Director of Human Resources  
Jessica Murphy, Director of Special Education  
Peter Kelly, Director of Information Technology  
Peter Badalament, Concord-Carlisle Principal  
Lynne Beattie, Concord Middle School Principal  
Sharon Young, Alcott Principal  
Christopher Mahoney, Thoreau Interim Principal  
Pat Fernandes, Willard Principal

## CONCORD-CARLISLE REGIONAL SCHOOL COMMITTEE

We are grateful to the citizens in Concord and Carlisle for all you do to support the work of students, faculty and administrators. Your support helped make this year exceptional in many ways for Concord Carlisle High School (CCHS). This past year was marked by new accomplishments to celebrate and steady progress on goals and objectives to acknowledge. Near the top of the list of highlights is the new school building. With the installation of floors and fixtures, the new school is nearly ready for occupancy and faculty, students and members of school community continue to tour the building and prepare for the move in April. As noted in a thorough update from the Building Committee, the new building is exceeding expectations and with more than 88% of the project complete, it remains on budget, on scope and on schedule. As exciting as the prospect of the new school is, there are wide-ranging achievements of students, educators and staff to bring to your attention. Noteworthy work in classrooms and laboratories, in studios and on stages and out in the field and across varied athletic venues, made 2014 a remarkable year. The Concord Carlisle School Committee is profoundly pleased to be associated with a district comprised of teachers, administrators and staff who are tireless in their dedication educating all students to become lifelong learners, creative thinkers, caring citizens, and responsible contributors to our global society.

In May, we welcomed new School Committee members Wally Johnston, Bill Fink, and Mary Storrs and we continue to find our work more rewarding because of the positive impact each individual member has on the Committee as a whole.

### **Building Project Status**

The Building Committee, the Administration and the School Committee continue to work diligently to assure that in the final months, the project remains on scope, on budget and on schedule for an April, 2015 opening of a high-performing, flexibly-engineered and outfitted building that will meet the needs of 21<sup>st</sup> Century learning and be a community asset for generations.

### **Athletic Fields Renovation**

In June, the CC at Play organization broke ground on Phase I of the fields' renovation project. At the time of this report, Phase I of this public-private initiative is substantially complete with six new tennis courts on the lower fields along with upgraded varsity softball and baseball diamonds. The enhancements include new and refurbished batting cages, dugouts and scoreboards. This work helped remedy existing gender inequities, which is another benefit of Phase II of the project, which includes enlarging and turfing the football field to make it available for multiple sports. Phase II will also include a new concessions and storage building with bathrooms to enhance the experience of both athletes and spectators. For more information on this project, visit [www.ccatplay.org](http://www.ccatplay.org).

### **Student Achievement**

Academic achievement across grade levels and disciplines is well-documented. A full report on student performance on standardized tests appears in the Superintendent's Report. Highlights from this report include six students in the Class of 2014 qualified as National

Merit Scholar Finalists, 92% of AP test takers, scored a 4 or 5 on the exam (5 is the highest) and 99% of Class of 2014 received a Competency Determination as a result of passing both the English Language Arts and the Math MCAS.

### **Enriching Experiences**

Qualitative measures of success at CCHS also abound and the School Committees and the Superintendent are particularly proud of the accomplishments of faculty and students beyond standardized tests. In fact, as a means of benchmarking performance, the members of the School Committees are working with colleagues in other districts, through the EDCO Collaborative, to better define what success looks like in high performing districts in which standardized test scores vary little and tell a limited story of the kind of unique accomplishments students aspire to.

In its second year, the school within a school, known as *Rivers and Revolutions*, continues to offer a rigorous and innovative interdisciplinary program to juniors and seniors. Led by a dedicated team of teachers across five subject areas, this semester course of study gives students academic experiences inside and out of the traditional classroom environment.

Thirty Biology students participated in the Environmental Field Studies project to protect Blanding's turtles. The Robotics team built an amazing robot to successfully compete at the regional competition at Worcester Polytechnic Institute. The CCHS Meteorology students and teacher presented at the American Meteorological Society conference. Forty student leaders completed "A World of Difference" program with Anti-Defamation League trainers, and they facilitated several sessions of the Sophomore Advisory Groups.

The CCHS Repertory and Concert Bands earned gold medals at the prestigious Massachusetts Instrumental and Choral Conductors Association (MICCA) State Concert Festival. In 2014, the CCHS Bands received the honor of being chosen to join 18 other high schools in the nation for a special competition in Indianapolis, IN. A record number of student musicians (band, orchestra, jazz band, and chorus) were nominated and accepted into the MENC All-eastern Honors Ensembles and twenty-six (26) students received All-State recommendations.

Student artists participated in the Boston Globe Scholastic Art awards regional exhibit and earned gold and silver keys. Student artists were also recognized in the Lexington Arts and Crafts Society Show for art majors and the year-end awards and retrospective at the Concord Art Association.

The drama and theatre programs thrived in 2014. More than 50 students worked together to build sets, coordinate lighting and sound for the production, and performed in *Nation*. In the winter, more than 150 students performed as actors or musicians, created technical designs, built sets and props, implemented theatrical lighting and sound, and served as stage crew for the musical, *Pirates of Penzance*. In the late spring, more than 30 students performed on stage and were involved as technical crew for Shakespeare's *Romeo and Juliet*.

The CCHS Student Senate continue to take a leadership role in the school community and worked on many projects focused on student life, including programs to help manage stress,

enhance communication among all school community members, and increase environmental sustainability initiatives.

Across playing fields and athletic facilities, Concord Carlisle teams and individual athletes broke records, attained personal goals and made it into many post-season play-offs. Several teams and athletes competed in regional and state competitions. Most recently, after an undefeated season, the Boys Soccer team beat Woburn to become the 2014 MIAA Boys Soccer North Division Two State Champions.

### **Community Service**

In even greater numbers every year, CCHS students demonstrate their commitment to social responsibility through participation in service projects, domestically and abroad. These activities include raising awareness of global warming here in Concord to raising funds to aid relief efforts abroad. Students participated in exchanges with peers from Ecuador, France, Denmark and Turkmenistan. Collectively, our students contributed more than 25,000 hours of service during the 2013-14 school year. Most students contribute far more than the graduation requirement of 40 hours of service. In recognition of this meaningful accomplishment and to foster student efforts to be responsible global citizens, Peter Badalament and his administrative team worked with community members to hold the second annual evening to celebrate service. It was a memorable event that inspired students and their families and will have a long-lasting positive impact.

### **Outstanding Faculty, Administrators and Staff Inspire Students**

These exceptional results would not be possible without our outstanding faculty, administrators and staff. Together, they create a learning environment that enables our students to engage in new experiences, take risks and achieve at extraordinary levels. The school district continues to benefit from a high (96%) teacher retention rate and 100% of employment offers to new teachers and staff were accepted this year. Most of these new CCHS teachers and staff filled vacancies created by retirees, for whom we owe a debt of gratitude for their years of dedicated service.

The administration, faculty and School Committee continue to make improvements to teaching and learning conditions a priority. In January, and a series of planning meetings with a Massachusetts Teachers' Association facilitator began to identify areas on which to focus efforts to address the findings of the TELL Mass teacher surveys. With priorities identified, this work continues at the high school. Although the TELL Mass survey will not be conducted by the New Teacher Center (NTC) again, the district will conduct its own survey midyear and in June, using questions from prior TELL Mass surveys, to track progress.

### **Budget and Finances**

Last year in this report, we shared results from a *Cost Growth Analysis* for fiscal year 2005 (FY05) through FY14, which showed the five year annualized cost growth rate dropping from 5.9% for the first five years to 3.4% from FY10 to FY14. We updated this analysis and the current five year annualized cost growth rate from FY10-FY15 is 2.9%. Recent budget requests have been below our fixed cost rate increases. These lower budget requests were in response to the economic down turn and are not sustainable. To view this year's historical

cost growth analysis, please visit the district website, at [concordpublicschools.net](http://concordpublicschools.net), and look under Reports and Presentations.

The FY16 Budget request includes some funds to restore cuts made to instructional materials and it was reduced to meet the Finance Committee guideline. However, as citizens we fully understand the tax impact these increases have and we want to work with our colleagues on other town boards and committees to find ways to support public education without overburdening taxpayers. We have met informally with members of the Board of Selectmen and the Finance Committee to discuss this issue and anticipate a greater community conversation about affordability in 2015. We are fortunate to live in a community that believes in high-quality public education and we want to honor this community value while maintaining a sensitivity for the sacrifices it demands.

The audit firm of Melanson Heath reported a favorable opinion of the district's financials at a Joint School Committee meeting in June. Concord-Carlisle is one of only two regional school districts in the state that carries an Aaa bond rating (Moody's highest rating).

### **Donations Making a Difference**

Our school also benefits from the generosity of citizen-run, non-profit organizations, including the Concord Education Fund, the CCHS Parents' Association, the Concord-Carlisle Community Chest, CC at Play and the Community Preservation Committee. We are grateful to all of these organizations and to the generosity of individuals in Concord and Carlisle who donate to them. These donations allow us to enhance our students' experiences, despite budget pressures to reduce or level-fund existing programming.

### **Deep Gratitude to the Towns**

Again we offer the citizens of Concord and Carlisle our deep appreciation for your active support of the students and faculty at CCHS. We will continue to strive to find the appropriate balance between a shared desire to support a high caliber public high school and a collective responsibility to use public resources judiciously.

Jennifer Munn, Chair  
Johanna Boynton Vice Chair  
Phil Benincasa  
Bill Fink  
Kathleen Snook  
Mary Storrs

**CONCORD-CARLISLE REGIONAL  
SCHOOL DISTRICT ENROLLMENT  
OCTOBER 1, 2014**

<b><u>RESIDENT STUDENTS</u></b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b><u>Total</u></b>
Concord	247	205	217	203	872
Carlisle	72	89	80	70	311
<b>NON-RESIDENT STUDENTS</b>					
METCO	15	13	13	19	59
Tuition Waived	3	4	1	4	12
State Wards	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Non-Resident	<u>18</u>	<u>17</u>	<u>13</u>	<u>23</u>	<u>71</u>
<b>Total Enrollment</b>	<b>337</b>	<b>310</b>	<b>310</b>	<b>296</b>	<b>1254</b>
Out of Dist. Special Education					<u>41</u>
<b>GRAND TOTAL</b>	<b>-</b>				<b>1295</b>

## Human Resources - 2014

During the 2014 calendar year the following people retired from the Concord-Carlisle Regional School District.

<u><b>Educators</b></u>	<u><b>Years in Concord-Carlisle</b></u>
Joseph Hehn	15
Andrew Sapp	14
<u><b>Support Staff</b></u>	
Karen Whitcomb	25

During the 2014 calendar year the following people retired from the Concord Public Schools and the Concord-Carlisle Regional School District.

<u><b>Administrators</b></u>	<u><b>Years in Concord and Concord-Carlisle</b></u>
Kathy Codianne	6
<u><b>Support Staff</b></u>	
Ann Pike	44
Liz Tencati	

### **Employees – 25 Years or More of Service**

#### *Concord-Carlisle High School*

<u><b>Educators</b></u>	<u><b>Support Staff</b></u>
Peter Atlas	Claudia Dellovo
Denise Carver	Mary Tessari
Andrea Gillis	Mary Zellner
Jerry Moss	

#### *Carlisle Public/Concord-Carlisle High School*

<u><b>Educators</b></u>	<u><b>Support Staff</b></u>
	Court Booth
	Paul DiBacco
	Susan Dunn
	Paula DuPlessis
	Rocky Griffin
	Carol Hammond
	Linda Robbins
	Bud Sheridan
	Patty Siekman

## CONCORD-CARLISLE SCHOLARSHIP FUND

Lindsay Smith Kafka, Chair	Lucy V. Miller, Past Chair
Albert Powers, Treasurer	Welles Hatch, Assistant Treasurer
Elaine DiCicco, Secretary	Kenneth Anderson
Nick Carter	Jeanne DeTemple
Molly Q. Eberle	Barbara Fivek
Amy Jolly	Betsy Levinson
Rebecca Britten LoPrete	Deb Mayerson
John F. Mee	Travis Minor
Linda Myers-Tierney	Paul Ressler
Edward Sonn	Priscilla White Sturges
Dorothy Bean, Associate Trustee	Tom Rutledge, Associate Trustee
David Gould, Emeritus Trustee	

The Concord Carlisle Scholarship Fund (CCSF) was established in 1966 to provide need-based grants to deserving young men and women from Concord or Carlisle to obtain additional educational opportunities after secondary school. The Fund is a tax-exempt charitable trust. Recipients must either live in or have attended school in either town.

The Fund is administered by a 22-member volunteer board of trustees. Scholarships are financed through an annual appeal, a student-staffed phonathon, and by income generated from memorial gifts, bequests, and named funds. For more information about the CCSF, please see the website: [www.ccscholarshipfund.org](http://www.ccscholarshipfund.org).

Since the Fund began, it has assisted more than 1,000 students. In 2014, the trustees awarded over \$184,000 to 76 high school and college students, while the Fund's affiliated organizations supplemented this amount with over \$60,000, bringing the combined total awarded to \$244,400 and the combined number of students awarded scholarship assistance in 2014 to 93."

Traditionally, the Trustees host a brunch at the start of the new calendar year in appreciation of the Named Fund Scholarship benefactors. The annual CCSF phonathon takes place over two nights using space donated by Fenn School; it is staffed by Concord-Carlisle High School (CCHS) students who are candidates for the National Honor Society. The board also supports the annual Adrian A. Martinez Road Race in June which generates additional funds for the scholarship that memorializes Adrian, CCHS Class of 2002.

Many scholarship recipients write to share their progress and to offer sincere thanks for the support from our community. One such example from a 2014 CCHS graduate who is majoring in engineering writes, "By awarding me the scholarship, you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. I hope one day I will be able to help students achieve their goals just as you have helped me."

The Fund is pleased to announce the 2014 creation of The Abby Memorial Scholarship Fund to honor Abdirauf "Abby" Abdullahi who graduated from Concord Carlisle High School in 2006. He successfully completed high school, received a full scholarship to college, and was shot and killed in a case of mistaken identity two months before starting his first semester. He was the son of Somalian refugees, and an exemplary METCO student who had taken advantage of the Concord Carlisle education to catapult himself into success.

The Concord Carlisle Scholarship Fund Trustees are pleased to announce that the following students have been awarded scholarships for the 2014-2015 academic year:

- Scholarships marked with one asterisk are managed by the Concord Carlisle Scholarship Fund.
- The scholarship marked with two asterisks is managed by the Trustees of Town Donations of the Town of Concord.
- All other scholarships are managed by the named affiliate organization.

**The Abby Memorial Scholarship\***

Edward Akubude

**The Acton Toyota of Littleton Scholarship**

Elyza Dottin

**The William W. Anderson Memorial Scholarship\***

Nala Tull

**The Janet Babb Memorial Scholarship\***

Denyel Fonseca

**The Bean Family Scholarship\***

Holly McGrory

**The Trudy Biernson Memorial Scholarship\***

Kylie Thomas

**The Carlisle Garden Club Debbie Wright Scholarship**

Chasidy Jaquith

**The Carlisle Old Home Day Scholarship**

Elizabeth Cook

Charlotte Copp

**The Eleanor Winstanley Childs Memorial Scholarship\***

Kristen McGrory

**The Concord Firefighters' Relief Association Scholarship**

Sean Morahan

**The Concord High School/Concord-Carlisle High School Alumni Scholarship\***

Denyel Fonseca

**The Concord Carlisle Scholarship Fund Scholarship\***

Breanna Andrade

Daniel Callahan

Lindsay Cook

Yvonne Cristy

Katherine Driscoll

Christopher Elwood

Christina Erne

Kelly Fadden

Emma Bradley

Chelsea Claggett

David Corbie

Janiece Dottin

Matthew Drisco

Mei Endo

Kara Fadden

Javier Flores

Thomas Goulet  
Rachel Grande  
Jee Meen Kim  
Catherine Liu  
Jacquelyn Malis  
Melissa Mariano  
Lydia Marzot  
Victoria Moniz  
Sarah Packard  
Lilli Samman  
Victoria Vierstra

Mark Grande  
Emily Hughes  
Julia Lesses  
Olasubomi Madamidola  
Dillon Mariano  
Paris Marsh  
Alexander Milofsky  
John Nevins  
Wesley Palmer  
Ashley Silva  
Anthony West

**The Concord Carlisle Scholarship Fund Trustees' Scholarship\***

Christopher Lavelly

**The Concord Children's Center Scholarship**

Blake Swanson

**The Concord Lions Club**

Jaskiran Kaur

**The Concord Women's Club – Ruth Bullerwell Scholarship\***

Kylie Thomas

**The Mary Connorton Memorial Scholarship\***

Christina Erne  
Christopher Lavelly

**The Guido S. D'Asti Memorial Scholarship\***

Nathaniel Schultz

**The Clair Day Memorial Scholarship\***

Mayah Gilmer

**The Elaine DiCicco Scholarship\***

Blake Swanson

**The Guy P. & Teresa E. DiGiovanni Scholarship\*\***

Luke Cogliano

**The Charles Evans Scholarship\***

Jonah Randle

**The John B. Finigan Memorial Scholarship\***

Holly McGrory

**The George F. Flavin Scholarship\*\***

Alexander Milofsky

**The Wilson Flight Scholarship\***

Russell Smith

**The Gary A. Garafola Memorial Scholarship\***

Gabriel Areia

**The Essie Golden Scholarship\***

Aubrae Wright

**The Bobby Gray Memorial Scholarship\***

Ranger Beguelin

**The Margaret Haggerty Scholarship\***

Zoe Blacquier

**The Wells A. Hall Memorial Scholarship\***

Lucille Marsh

**The Anthony Halls-Keenan Smith Scholarship\***

Edward Akubude

**The Thomas Hart Memorial Scholarship\***

Sean Morahan

**The Ruth B. Helsher Scholarship\*\***

Alexander Milofsky

**The Christopher Hentchel-WIQH Scholarship\***

Holly McGrory

**The Anna M. Holland Fund #1 Scholarship\*\***

Trevor Hodge

**The Anna M. Holland Fund #2 Scholarship\*\***

Rose Paleologos

**The Seitaro & Shina Ishihara Memorial Scholarship\***

Jayla Davis

**The Tama Ishihara Memorial Scholarship\***

Sage Ziemba

**The Vinod Jalan Memorial Scholarship\***

Jaskiran Kaur

**The Casper C. Jenney & Eleanor M. Jenney Memorial Scholarship\***

Kylie Copland                      Mayah Gilmer

Trevor Hodge                       Michael Rober

**The Diane Kenneally Memorial Scholarship\***

Jaskiran Kaur

**The Knights of Columbus Scholarship\***

Joseph Jacobs

**The Sally Lanagan Memorial Scholarship**

Elizabeth Cook

**The Norton Levy Scholarship\***

Hansol Lee

**The Charles E. Manion, Jr. Memorial Scholarship\***

Michael Rober

**The Adrian A. Martinez Memorial Scholarship\***

Adrian DiRomualdo      William Parra  
Anna Ringheiser      Clara Vierstra

**The Elizabeth A. Mattison Memorial Scholarship\***

Rachel Murphy

**The Mary F. McHugh Memorial Scholarship\***

Michael Rober

**The Dr. Barbara Schips Miller Scholarship\***

Jayla Davis

**The Janet Gates Peckham Memorial Scholarship\***

Kylie Thomas

**The Albert L. & June B. Powers Scholarship\***

Alexandra Gearty

**The David Prifti Memorial Scholarship\***

Mayah Gilmer

**The Marguerite Purcell Memorial Scholarship\***

Jaskiran Kaur

**The Nick Ressler Memorial Scholarship\***

Sage Ziemba

**The Maura Roberts Memorial Scholarship\***

Luke Cogliano

**The Rivercrest – Deaconess – Newbury Court Scholarship**

Jaskiran Kaur

**The Al Robichaud Scholarship\***

Emma Mahoney

**The Rotary Club of Concord Scholarship**

Kendra Lisenby      Madeline Mahoney  
Stephanie Malis      William Moss  
Rose Paleologos      Anthony Perugini  
Jack Struck

**The Rotary Club of Concord William L. Eaton Memorial Scholarship**

Sarah Hutchinson

**The Rotary Club of Concord Richard L. Hale Scholarship**

Nathaniel Schultz

**The Rotary Club of Concord Thomas R. Huckins Memorial Scholarship**

Corinne Haase

**The James E. Shepherd Memorial Scholarship\***

Aubrae Wright

**The Farnham W. Smith Memorial Scholarship\***

Nataly Torres

**The David S. Soleau Memorial Scholarship\***

Anna Ringheiser

**The Mark Teverovsky Memorial Scholarship\***

Kylie Copland

**The Jeanne A. Toombs Memorial Scholarship\***

Kayleen Honan

**The United Women's Club of Concord Scholarship**

Sean Morahan

Rachel Murphy

Kaitlyn Schaaf

**The Video Revolution, Ralph & Ellie Grossi Scholarship\***

Kristen McGrory

**The Williams Fund Scholarship**

Kayleen Honan

Jana Herman

Edward Pioli

Nicholas Ruhlmann

Siena Yerby

**The Doug White Memorial Scholarship\***

Ranger Beguelin

Sarah Milofsky

**The Charles K. Yeremian Scholarship\***

Hansol Lee

**The Tameji & Chiyo Yoshimura Memorial Scholarship\***

Yasmine Massey

## **CONCORD-CARLISLE ADULT & COMMUNITY EDUCATION**

### **Mission**

Concord Carlisle Adult & Community Education (CCACE) provides opportunities for lifelong learning to the citizens of the school district and surrounding towns.

Collaborating with citizens and organizations, CCACE responds to community needs and interests with our communities' talents and resources, calling upon local people to develop and coordinate programs and services for children, adolescents and adults throughout the year.

We make schools available for extended-day educational use for citizens in Carlisle and Concord. We promote and support School and Town projects that cannot be funded or presented in traditional ways. CCACE is both a program of classes and educational events and a process that connects local citizens with each other and their public schools in ways that are creative, educational and cost effective.

### **FY 2014 Summary of Activities**

**2,052** enrollments in fee-based continuing education classes

**258** group, individual and online courses were conducted

**280** students enrolled in instrumental music lessons (32-40 sessions each)

**185** new students enrolled in driver education training

**2,000+** participants in walk-in programs and events (no registration or fee required)

### **Year in Review**

CCACE provided a comprehensive program of non-credit, fee-based learning opportunities for local residents. One hundred and seventy six community educators contributed to the program during Fiscal Year (FY) 2014, each teaching one or more instructional programs.

The department completed its tenth consecutive year of self-funded activity in 2014, recovering 100% of the costs for teachers, administrative and management salaries, non-salary expenses and capital investments. Department costs were \$695,326, and revenues \$712,676. The balance of \$17,350, a 2% operating margin, will fund the FY 2015 start up. A grant from the Concord Carlisle Community Chest provided financial aid to more than 200 local families and individuals; it ensured that no one was turned away because of an inability to pay a course fee.

Children and adults of all ages participated in community education programs throughout the year. Classes were held before the regular school day, after school, at night, on weekends, and during school holidays, at CCHS and at the Carlisle Schools. Instrumental music lessons were held throughout the year, helping young students enrich their school-day music education. CCHS driver education provided on-road training for more than 350 days throughout the year. Over 250 courses and more than 10,000 individual lessons were provided during the year. The Village University continued to provide high quality daytime learning experiences for senior citizens. Summer classes and workshops provided

educational enrichment to complement the Concord Public Schools Summer School program. The Concord-Carlisle Chess Club was established and met each weekend. The department created a new interactive website. The high school and the community at large was a campus for continuous learning through the entire year.

The CCACE Advisory Committee worked with the staff and faculty and provided a link with the administration and School Committee. Advisory Committee members are appointed by the Regional School Committee for three-year terms. Citizens are urged to contact Committee members, share ideas and volunteer, so that the Adult & Community Education program may respond to community needs, further enrich the towns, and achieve our shared educational goals.

Advisory Committee

Jennifer Albanese, Chairperson

Paul Anagnostopoulos, Susan Cannon, Claudia Feeney, Meg Gaudet (completed service in 2014), Estelle Keast and Michael Rudd. Phil Benincasa, School Committee Liaison.

Courtland Booth, Director

### **Concord-Carlisle Adult & Community Education**

All program information on line at [www.ace.colonial.net](http://www.ace.colonial.net)

*~continuous learning for all in local schools since 1954~*

500 Walden St, Concord

318-1432

[ace@colonial.net](mailto:ace@colonial.net)

[www.ace.colonial.net](http://www.ace.colonial.net)

## MINUTEMAN HIGH SCHOOL

Minuteman High School is a four-year, public high school in Lexington, Massachusetts, founded in the Career and Technical Education tradition. Minuteman serves the member towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a revolution in learning, preparing every student for success in college, industry and life.

Minuteman is governed by a 16-member School Committee which sets policy for the district. Each town has one representative on the committee. Carlisle's representative is Judith Taylor.

### Carlisle Enrollment

As of October 1, 2014, eight (8) high school students from Carlisle were enrolled at Minuteman.

2014 Carlisle Graduates and Awards		
Graduate	Program	Awards
Henry Hedden	Programming & Web Development	John & Abigail Adams Scholarship Award, President's Education Award Outstanding Academic Achievement, Concord Lions Club Award
Chasidy Jaquith	Biotechnology	National Honor Society, President's Education Award Outstanding Academic Achievement, Portfolio Award, Friend of Minuteman Award

### Minuteman Half-Day Program

Minuteman offers a unique program allowing juniors and seniors who have passed the MCAS to enroll on a half day-every day basis in a career major. This allows a student to graduate from another high school within the Minuteman district and receive a competency certificate from Minuteman.

### Post-Graduate and Continuing Education Programs

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high-demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

### Career and Technical Offerings

Minuteman currently offers 19 career majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation.

The District School Committee endorsed a new Educational Program Plan for the school which identified two potential new programs: Multi-Media Engineering and Advanced Manufacturing.

### **Academic Program Offerings**

Minuteman offers Advanced Placement courses in English Literature and Composition. During 2014, the school added Calculus A-B. Due to the career and technical emphasis in their program, Minuteman students also have enjoyed success on Advanced Placement tests in Environmental Technology.

### **Capital Project**

Minuteman has received an extension to continue the work of the Feasibility Study as authorized in June 2010. In conducting this study, the professional teams, including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the Massachusetts School Building Authority (MSBA). Through this process, the Minuteman School Committee has approved a target design enrollment of 628 students and approved a new Educational Program Plan that will embrace an academy concept housing two career academies. These academies will aim to integrate career and technical education with academic subjects to create a truly cohesive learning experience for Minuteman students. Under the current Feasibility Study agreement, Minuteman plans to bring a proposed building project before area Town Meetings in 2016 for approval.

### **Regional Agreement**

The revised Regional Agreement has currently been approved by 10 member communities. The article will be on the Town Meeting warrant of the remaining six towns in the spring.

### **Minuteman in the Community**

Students and staff from Minuteman work on public service projects in the community. As examples, the school is working with Habitat for Humanity in Wayland and with LexHab in Lexington to create more affordable housing.

The school also offers a wide variety of services, including hairdressing and auto repairs, to residents of the district. Our restaurant is also open to the public.

### **The Minuteman Experience**

Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or another one of our many career majors.

Our teachers and staff encourage students to:

- **Believe in Yourself.** Students graduate from Minuteman with an enduring confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, or how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college, and the industry certifications and acumen to succeed in

business, affording every graduate a unique flexibility to pursue their dreams.

- **Learn from Experts.** Minuteman’s teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More than Just another Student.** There is no such thing as “just another student” at Minuteman—instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start.** From their first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as whom they once were.

### **SkillsUSA**

SkillsUSA, in partnership with business and industry, provides opportunities for members to develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition. SkillsUSA Massachusetts programs include local and state competitions in which students demonstrate occupational and leadership skills.

### **Student Access, Participation and Support**

An Executive Function initiative was launched in 2010. Study skills, pre-reading strategies, and time management training help students to develop habits and techniques to improve their planning and organization skills.

Minuteman continues to support a full-time Reading Specialist who consults with academic and CTE teachers to implement a school-wide reading program.

The Special Education Department provides services so that all students succeed. The department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among colleges and universities.

Respectfully submitted,

Edward A. Bouquillon, Ph.D.  
Superintendent-Director

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