

To: All Carlisle Boards and Departments
From: Carlisle Finance Committee
Date: December 15, 2015
Subject: Fiscal Year 2017 Guideline Budgets

Dear All:

Attached to this memo is a schedule of Fiscal Year 2017 departmental and board Guideline Budgets. These numbers are based on the discussions we have had with you over the past several months and allow for a “placeholder” 2.00% Cost of Living Adjustment (COLA) until the official number is finalized. The Guideline Budget does not require any overrides to the statutory 2.5% tax increase.

The Finance Committee (FinCom) is focused on achieving long-term sustainable growth in town spending. FY 2017 brings increased pressure to our taxpayers as the debt service for the CCRSD building project enters peak years. As a result, managing expenditures is increasingly important across all budget areas. We have looked carefully at each item and feel that this budget reflects the appropriate level of expenses given the demands from each department.

We ask that you prepare your departmental or board budget, using the standard templates and the Guideline amount from the attached table. As in past years, we also request that you identify the key metrics by which you measure the activity of your department. We intend to continue to track these metrics as a gauge of activity growth, and request that you provide us with the updated information for the last year if you have not done so already. If you have any questions about these key metrics, please contact your FinCom liaison.

We recognize that some departments have already requested budgets in excess of the Guideline. If these or any other groups would like to meet with FinCom to discuss their specific Guideline Budgets again, please contact Kevin Perkins (email below), Larry Barton, or Tim Goddard as soon as possible and no later than Monday, January 4th, 2016, so that we may schedule your meeting. These meetings are a critical step in the process for any board or department to ensure their requests are considered in the 2017 budget process. Information pertaining to your requests should be delivered to the Finance Committee not less than seven (7) days prior to your scheduled meeting date, by email to Kevin Perkins, with a copy to Larry Barton. The Finance Committee will be meeting as needed on Monday evenings in January and February to finalize our Fiscal Year 2017 budget recommendation to the Voters of Carlisle.

Please feel free to contact any member of FinCom with any questions.

Sincerely,

Kevin Perkins, Finance Committee Chair
Kevin.Perkins@emc.com

For the Finance Committee:

Jim Darr
Lynne Lipinsky
Jerry Lerman
John Keller
Mike Bishop
Scott Triola

cc: Finance Committee Members
Long Term Capital Requirements Committee Members
Larry Barton
Tim Goddard

Encl: Fiscal Year 2017 Guideline Budgets
FinCom Liaison assignments for FY 2017

Guideline Budgets for Fiscal Year 2017

General Government

General Expense and Town Hall	755,426
Citizen Recognition	275
Treasurer	151,547
Town Clerk	72,073
Registrar & elections	13,988
Assessors	109,789
Planning Board	94,240

Protection of Persons & Property

Police	1,427,104
Fire, including Ambulance Fund Transfer	465,396
Communications	352,088
Conservation	100,260
Dog & animal control	10,782
Inspection services	33,879
Street Lighting	24,000

Board of Health

91,085

Public Works

DPW (incl trees)	714,742
Snow & Ice	65,558
Transfer Station	262,003
Road maintenance	88,416

Public Assistance

Youth Commission	2,872
Council on Aging	180,319
Senior Tax Voucher Program	25,000
Veteran's Agent	11,600

Education

Carlisle public school	10,629,420
CCRSB (w/o debt)	6,107,238
CCRSB debt service	1,321,009
MMRSD (w/o debt)	140,590
MMRSD debt service	16,614

Library

594,054

Recreation

149,990

Long-term Capital Requirements

400,000

Insurance & Benefits, including Blanket insurance, Group insurance, OPEB, and Unemployment insurance	1,530,000
Unclassified (Reserve Fund, misc. interest & Public Celebrations	152,000
Middlesex County Retirement	820,032

FinCom Liaison Assignments for FY2017

Board of Health: Lynne Lipinsky

Carlisle Public Schools: Scott Triola

Community Preservation Committee: Lynne Lipinsky

Concord Carlisle Regional School: Michael Bishop

Conservation Commission: John Keller

Council on Aging: Jerry Lerman

Fire Department: Jim Darr

Housing Authority: Michael Bishop

Library: Scott Triola

Long Term Capital Requirements Committee: Jerry Lerman, Jim Darr, and John Keller

Minuteman Vocational School: Jerry Lerman

Personnel Board: Lynne Lipinsky

Planning Board: Scott Triola

Recreation Committee: Michael Bishop

Town Departments and DPW: John Keller

Police Department: Jim Darr

If you don't already know how to contact your department's FinCom liaison person, you can reach them via Town Administrator Tim Goddard (TGoddard@carlisle.mec.edu)