

*A True Copy Attest
Margaret Wang
Town Clerk Carlisle*

**WARRANT
ANNUAL TOWN MEETING – JUNE 20, 2020
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any 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 outdoor plaza adjacent to the Spalding Building at the Carlisle Public School at 83 Church Street in said Carlisle on Saturday, June 20th next, at ten o'clock in the morning, and thereafter continuing from day to day until completed, then and there to act on the following Articles:

CONSENT AGENDA

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will propose a Consent Agenda. The Selectmen, in consultation with the Moderator and Finance Committee, identify warrant articles that are unlikely to generate controversy and can be voted on without debate. These uncontroversial warrant articles are then grouped together as a Consent Agenda 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 Town Meeting 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, 7, 8 and 9. The Articles to be taken up under the Consent Agenda are identified by a double asterisk ().**

At the call of the Consent Agenda, the Moderator will call out the article numbers one by one. If you object to any particular article being included in the Consent Agenda, please say the word "Hold" in a loud voice when the article number is called. That article will then be 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 Articles 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 Agenda 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 2020 Annual Town Meeting, or to take any other action related thereto. (BOARD OF SELECTMEN)

Summary: The Consent Agenda procedure 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.

Board of Selectmen: Voted unanimously to support Article 1, the Consent Agenda, (5-0), inclusive of the affirmative motions for Article 2 through 9.

Finance Committee: Voted unanimously to support Article 1, the Consent Agenda, (7-0), inclusive of the affirmative motions for Article 2 through 9.

ARTICLE 2 - Town Reports:** To see if the Town will vote 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)

Summary: M.G.L. c. 40, § 49 requires that the Board of Selectmen publish an Annual Town Report containing reports and information from all Town Departments. Town Meeting is asked to accept the annual report as a routine matter.

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 M.G.L. c. 41, §108, as amended, for the Fiscal Year 2021, beginning July 1, 2020, or to take any other action related thereto.

	Voted FY'19	Voted FY'20	Recommended FY'21
Moderator	\$50	\$50	\$50
Town Clerk	\$63,188	\$64,452	\$64,452
Assessors - Chairman	\$100	\$100	\$100

Second Member	\$100	\$100	\$100
Third Member	\$100	\$100	\$100

(BOARD OF SELECTMEN/FINANCE COMMITTEE)

Summary: M.G.L. c. 41, § 108 requires that the salaries of all elected officials be set by Town Meeting. The Moderator and the members of the Board of Assessors receive a stipend; the Town Clerk is the only elected official that is paid a salary.

ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits:** 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 spent by the Board of Selectmen for professional services in connection with GASB 45 actuarial valuation of post-employment benefits for the Town, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Summary: This Article plans for and budgets a percentage of the cost of the actuarial valuation that the Treasurer must do every two years. Historically, we have appropriated \$3,000 annually. The Finance Committee recommends an appropriation of \$3,000 for FY2021.

ARTICLE 5 – Revaluation **: 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 spent by the Board of Assessors for professional services and other related expenses in connection with revaluation of real estate and personal property in the Town, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Summary: The Town must now perform a full revaluation of all property every five years. These funds are used to retain the services of consultants who assist in the full revaluation. It has been recommended to increase this amount to \$10,000 annually.

ARTICLE 6 – Real Estate Tax Exemption **: To see if the Town will vote to authorize the Board of Assessors, pursuant to M.G.L. c. 59, §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)

Summary: Town Meeting is asked to annually reauthorize the Board of Assessors to grant the maximum real estate tax exemption allowable under statute to qualified applicants, e.g., seniors, veterans and the disabled.

ARTICLE 7 - FY 2021 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 M.G.L. c. 90, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Summary: The Commonwealth of Massachusetts funds roadway repairs pursuant to M.G.L. c. 90. The Town should receive \$252,301 in Chapter 90 funds in FY2021. Examples of how the DPW may expend FY2021 Chapter 90 funds include milling and paving the Town Center and for roadway improvements such as Complete Streets.

ARTICLE 8 - Department Revolving Funds Authorization:** To see if the Town will vote to amend Article XVI, of the Town Bylaw, Revolving Funds, in order to reauthorize certain revolving funds in accordance with M.G.L. c. 44, §53E1/2, and to set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2021, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Summary: M.G.L. c. 44, § 53 E1/2 requires annual reauthorization of departmental revolving funds which are self-supporting and pay for departmental expenses from user fees and charges.

ARTICLE 9 – PEG (Public, Educational, Government) Local Access Appropriation:** To see if the Town will vote to appropriate the sum of \$75,000 from the PEG (Public, Educational, Governmental) Local Access Receipts reserved for appropriation special revenue account for the purpose of providing local cable access services, equipment and programming for the Town of Carlisle, or to take any other action related thereto. (BOARD OF SELECTMEN)

Summary: The General Laws require us to deposit all revenue we receive under the subscriber provisions of our license agreement with Comcast into a special revenue fund for PEG Local Access and then withdraw funds as necessary at a Town Meeting. Since October 2018, the Town has contracted with the Town of Concord for local cable access programming. The estimated cost to provide service to Carlisle in FY2021 is \$75,000.

ARTICLE 10 - Fiscal Year 2020 Budget Transfers: To see if the Town will vote to transfer sums of money into various line items of the Fiscal Year 2020 operating budget from other line items of said budget, from unexpended funds in various accounts or from other available funds, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Summary: This Article permits the Town to transfer funds from line items running a surplus in the fiscal year to other line items currently running a deficit in order to balance the operating budget at Fiscal 2020 year end. There is only one such transfer recommended for the June 20 Town Meeting – refunding the unused sum of \$14,945 from Debt Service back to the Stabilization fund from which it was originally transferred.

Board of Selectmen: Voted unanimously to support Article 10 (5-0).

Finance Committee: Voted unanimously to support Article 10 (7-0).

ARTICLE 11 – FY2021 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 2021, beginning July 1, 2020, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

	<i>FY2020</i>	<i>FY2021</i>
<i>Department</i>	<i>Budget</i>	<i>COVID Budget Recommendation</i>
General Government		
General Expense & Town Hall	825,079	825,079
Citizen Recognition	275	275
Treasurer	247,749	247,749
Town Clerk	104,928	104,928
Assessors	150,559	150,559
Planning Board	113,985	113,985
Energy Task Force	3,500	3,500
sub-total	1,446,075	1,446,075
Protection of Persons & Property		
Police	1,696,035	1,696,035
Fire	620,345	620,345
Communications	394,036	394,036
Conservation	144,147	144,147
Dog & animal control	15,274	15,274
Inspection services	38,183	38,183
Street Lighting	4,000	4,000
sub-total	2,912,020	2,912,020
Public Works		
DPW	795,312	795,312
Snow & Ice	65,785	65,785
Transfer Station	264,852	264,852
Road maintenance	88,416	88,416
sub-total	1,214,365	1,214,365

Health & Human Services		
Youth Commission	3,859	3,859
Board of Health	111,619	111,619
Council on Aging	224,939	224,939
Veteran's Agent	11,600	11,600
sub-total	352,017	352,017
Education		
Carlisle Public School	11,559,266	11,559,266
CCRSB (w/o debt)	6,577,045	6,577,045
CCRSB debt service	1,101,207	1,101,207
Vocational	123,119	123,119
Vocational Debt Service	6,130	6,130
sub-total	19,366,767	19,366,767
Culture & Recreation		
Library	637,231	637,231
Recreation	193,828	193,828
sub-total	831,059	831,059
Insurance & Fringe		
Blanket Insurance	240,000	240,000
Group Insurance & Medicare	1,373,864	1,373,864
OPEB Trust	425,000	209,004
County Retirement	991,823	1,057,819
Unemployment insurance	50,000	50,000
sub-total	3,080,687	2,930,687
Unclassified		
Interest, fees, & costs	1,000	1,000
Public Celebrations	1,000	1,000
Reserve fund balance	150,000	300,000
sub-total	152,000	302,000
Debt		
Debt Service	1,516,928	1,344,640
sub-total	1,516,928	1,344,640
Total Operating Budget	30,871,918	30,699,630

Board of Selectmen: Voted unanimously to support Article 11 (5-0).

Finance Committee: Voted unanimously to support Article 11 (7-0).

ARTICLE 12 – Funding for CoA Outreach/Social Worker: To see if the Town will vote to raise and appropriate the sum of \$10,000, to fund a 19.5 hour per week outreach/social worker position in the Council on Aging, provided, however, that said funding to be contingent upon receipt of grant from the Concord-Carlisle Community Chest, or to take any other action related thereto. (BOARD OF SELECTMEN)

Summary: This Article would fund a Selectmen-supported, new part-time social worker position within the Council on Aging. The funding is currently not within the Finance Committee-recommended FY21 operating budget but passage of this article would essentially fund this position. This is a new position not to be confused with the existing social worker funded under Article 13.

Driving this need is the growing percentage of older adults within Carlisle's population. Between 2009 and 2018 the number of Carlisle residents aged 60 and older increased by 50%. Residents 60 and older currently make up 30% of the Town's population, with these numbers continuing to expand. As a result, COA Outreach and Social Service Contacts increased 80% between 2014 and 2019 as more residents are experiencing declining health, loss of a spouse, housing instability, financial and mental health issues. The demand for case management, advocacy and social services exceeds our current capacity. The additional part-time social worker will enable the Council on Aging to better meet the needs of the Town's seniors.

Board of Selectmen: Voted to support Article 12 (4-1).

Finance Committee: Voted not to support Article 12 (6-1).

ARTICLE 13 – Special Appropriations: 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 to conduct studies, provide services and facilitate projects for the following departments:

<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Council on Aging	\$6,500	Social Worker

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

Summary: This Article would permit special appropriations outside of the Town operating budget for consultants' services and other unanticipated expenses. In years past, the Council on Aging has used these funds to supplement grants from the Concord-Carlisle Community Chest to fund the current social worker position.

This position was budgeted at 8 hours per week for FY 20, but was expanded to 12 hours per week during the year because of increased community need. The social worker handles complex and sensitive cases,

where advanced clinical judgment and expertise are required. As described in Article 12, current staffing levels at the COA are not sufficient to serve Carlisle's senior population.

Board of Selectmen: Voted unanimously to support Article 13 (5-0).

Finance Committee: Voted unanimously to support Article 13 (7-0).

ARTICLE 14 – Establish Capital Stabilization Fund per MGL Ch.40, section 5B:

To see if the Town will establish a stabilization fund to be known as the Capital Stabilization Fund for the purpose of defraying the cost of capital projects and further to raise and appropriate or transfer a sum of money from available fund to the Capital Stabilization Fund, or to take any other action related thereto. (BOARD OF SELECTMEN)

Summary: This article if voted is a long term funding tool used to establish a special purpose stabilization fund. Monies may be appropriated into the fund for a future capital expenditure. A 2/3 vote is required to establish the fund. A majority vote is required to vote monies into the fund and a 2/3 vote out. This is in addition to the stabilization fund the town already has.

Board of Selectmen: Voted unanimously to support Article 14 (5-0).

Finance Committee: Voted unanimously to support Article 14 (7-0).

ARTICLE 15 – Increase Income Limit for Senior Tax Deferral Program: To see if the Town will accept M.G.L. c. 59, §5 (clause 41D), to authorize an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under M.G.L. c. 59, §5 (clause 41C), by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020, or to take any other action related thereto. (BOARD OF SELECTMEN)

Summary: Passage of this article would raise the income eligibility limit with respect to participation in the Town's property tax deferral program for qualifying older adults in Carlisle. This program enables residents aged 60 and older who meet income eligibility guidelines to delay payment of property taxes. The taxes, with interest, must be repaid to the community upon the death of the taxpayer or sale of the property. By state statute, the maximum income limit to participate in the program may not exceed the current individual income eligibility limit for the Massachusetts State Circuit Breaker Tax Credit, which is set annually by the Massachusetts Department of Revenue according to the Consumer Price Index. The Circuit Breaker Tax Credit income limit for the 2019 tax year is \$60,000.

Board of Selectmen: Voted unanimously to support Article 15 (5-0).

Finance Committee: Voted unanimously to support Article 15 (7-0).

ARTICLE 16 – Increase Town Moderator’s Term to Three Years: To see if the Town will vote to increase the term of the Town Moderator from one year to three years, provided that if this article is approved, the office of the Moderator shall appear on the ballot for the 2021 Town Election for a term of three years, or to take any other action related thereto. (BOARD OF SELECTMEN)

Summary: The General Laws provide for either a one or three year term for the Town Moderator. Currently, the Moderator is the only office with a one year term. The Selectmen believe that passage of this article would put the position of Moderator on equal footing with other elected officials.

Board of Selectmen: Voted unanimously to support Article 16 (5-0).

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 Carlisle Town Hall at 66 Westford Street in said Carlisle on Tuesday, the 30th day of June, 2020 between the hours of eleven o'clock forenoon and seven o'clock in the afternoon and there to vote on the following:

TOWN ELECTION

11:00 A.M. TO 7:00 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
Town Clerk	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
Library Trustees	one for a term of three years
Library Trustees	one for a term of two years
Planning Board	two for a term of three years
Planning Board	one for a term of one year
School Committee	two for a term of three years
School Committee	one for a term of one year

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 26th day of May in the Year of Our Lord 2020.

BOARD OF SELECTMEN

DocuSigned by:
Kate Reid
Kate Reid, Chairman

DocuSigned by:
Alan Lewis
Alan Lewis

DocuSigned by:
Barbara T. Arnold
Barbara T. Arnold

DocuSigned by:
Luke Ascolillo
Luke Ascolillo


DocuSigned by:
Nathan Brown
Nathan Brown

A True Copy Attest:

 _____, 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: JUNE 8, 2020