

**WARRANT  
ANNUAL TOWN MEETING – APRIL 25, 2022  
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 in the Corey Auditorium at the Carlisle Public School, 83 Church Street, in said Carlisle on Monday, April 25<sup>th</sup> next, at six o'clock in the afternoon, 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 make it more inviting to voters, the Select Board will propose a Consent Agenda. The Select Board, in consultation with the Moderator and Finance Committee, identifies 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.**

**ARTICLE 1 – Consent Agenda:** To see if the Town will vote to adopt certain procedures to govern the conduct of the 2022 Annual Town Meeting, or to take any other action related thereto. (SELECT BOARD)

*Summary: The Consent Agenda procedure speeds the passage of Articles that the Select Board 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. As of the publication of the warrant, the Select Board intends to recommend that the following Articles be acted upon under the Consent Agenda: Articles 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The Articles to be taken up under the Consent Agenda are identified by a double asterisk (\*\*).*

*If Town meeting approves the use 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.

**Finance Committee: Recommends passage of all the articles included in the Consent Agenda.**

**Select Board: The Select Board recommends passage of all the articles included in the Consent Agenda.**

**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. (SELECT BOARD)

*Summary: M.G.L. c. 40, § 49 requires that the Select Board 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 2023, beginning July 1, 2022, or to take any other action related thereto.

	Voted FY'21	Voted FY'22	Recommended FY'23
Moderator	\$50	\$50	\$50
Town Clerk	\$64,452	\$75,000	\$76,688
Assessors -	Chairman	\$100	\$100
	Second Member	\$100	\$100
	Third Member	\$100	\$100

(SELECT BOARD/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 Select Board 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. (SELECT BOARD/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 FY2023.*

**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. (SELECT BOARD/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. (SELECT BOARD/BOARD OF ASSESSORS)

*Summary: Town Meeting is asked to annually authorize 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 2023 Chapter 90 Authorization\*\*:** To see if the Town will vote to accept \$252,100 from the Commonwealth of Massachusetts 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. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: The Commonwealth of Massachusetts funds roadway repairs pursuant to M.G.L. c. 90. The Town will receive approximately \$252K in Chapter 90 funds in FY2023. The DPW again plans to expend FY2023 Chapter 90 funds for milling and paving portions of Acton Street, Curve Street and Pheasant Hill Lane as they were unable to complete these projects last year.*

**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 2023, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: M.G.L. c. 44, § 53 E1/2 requires annual authorization 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 \$100,000 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. (SELECT BOARD)

***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 FY2023 is approximately \$100,000.*

**ARTICLE 10 – FY23 Salary/Wage Table\*\*:** To see if the Town will vote to adopt the Town of Carlisle, Massachusetts FY 2023 Classification & Compensation Plan, as shown below, or take any other action in relation thereto. (SELECT BOARD)

***Summary:** The annual salary/wage tables used by non-union Town employees must be approved by Town Meeting each year. This article appears in the form of a classification table, listing all positions by pay grade and the actual wage/salary table that list all Grades/Steps for all fourteen classifications. This table expresses the wages effective July 1, 2022 when the 2.25% wage adjustment has been applied.*

**TOWN OF CARLISLE, MASSACHUSETTS**  
**FY 2023 CLASSIFICATION & COMPENSATION PLAN**  
**Permanent Full and Part-time Employees**  
Salaries shown are hourly and annual based on 52 weeks / year

**Grade 1**

*None*

**Grade 2**

*Library Assistant II*  
*Transfer Station Operator*  
*Van Driver*

**Grade 3**

*Administrative Assistant to Historical Commission*  
*Administrative Assistant to Zoning Board*  
*Driver/Operator/Laborer*  
*Library Assistant II*  
*Maintenance Custodian*

**Grade 4**

*Administrative Assistant to COA*  
*Administrative Assistant to Fire Chief*  
*Administrative Assistant to Police Chief*  
*Library Assistant I*  
*Transportation Coordinator*  
*Heavy Equipment Operator/Laborer*

**Grade 5**

*Administrative Assistant to BoH*  
*Administrative Assistant to Building Dept*  
*COA Program Manager*  
*Assistant Town Clerk*

**Grade 6**

*Administrative Assistant to Assessor*  
*Children Librarian*  
*Finance Clerk*  
*Mechanic*  
*Administrative Assistant to Conservation Comm*  
*Staff Librarian*

**Grade 7**

*Assistant to Treasurer/HR Assistant*  
*Executive Assistant to TA/SB*  
*Assistant to Planner*  
*Outreach Coordinator/Program Manager*  
*Assistant Health Agent*  
*General Foreman*

**Grade 8**

*COA Social Services Manager*

**Grade 9**

*Assistant Treasurer-Collector*  
*Assistant Library Director*  
*COA Director*  
*Conservation Administrator*  
*Planning Board Administrator*

**Grade 10**

*Building Commissioner*  
*Health Agent*  
*Recreation Director*

**Grade 11**

*Chief Assessor*  
*Library Director*  
*Town Accountant*

**Grade 12**

*DPW Superintendent*

**Grade 13**

*Finance Director/Treasurer*

**Grade 14**

*None*

FY23 Town of Carlisle Wage/Salary Schedule					
		FY23	1.0225		
STEP	1	2	3	4	5
Grade 1	\$19.22	\$19.55	\$19.89	\$20.22	\$20.55
Grade 2	\$20.95	\$21.32	\$21.68	\$22.04	\$22.40
Grade 3	\$22.84	\$23.24	\$23.63	\$24.03	\$24.43
Grade 4	\$24.91	\$25.34	\$25.77	\$26.20	\$26.63
Grade 5	\$27.14	\$27.61	\$28.08	\$28.55	\$29.02
Grade 6	\$61,524.77	\$62,586.53	\$63,648.28	\$64,710.04	\$65,771.80
	\$29.58	\$30.09	\$30.60	\$31.11	\$31.62
Grade 7	\$67,674.80	\$68,845.46	\$70,016.11	\$71,186.77	\$72,357.42
	\$32.54	\$33.10	\$33.66	\$34.22	\$34.79
Grade 8	\$74,437.39	\$75,725.11	\$77,012.83	\$78,300.55	\$79,588.27
	\$35.79	\$36.41	\$37.03	\$37.64	\$38.26
Grade 9	\$82,621.09	\$84,050.38	\$85,479.67	\$86,908.96	\$88,338.25
	\$39.72	\$40.41	\$41.10	\$41.78	\$42.47
Grade 10	\$91,711.36	\$93,298.55	\$94,885.74	\$96,472.94	\$98,060.13
	\$44.09	\$44.86	\$45.62	\$46.38	\$47.14
Grade 11	\$101,806.23	\$103,567.66	\$105,329.09	\$107,090.52	\$108,851.95
	\$48.95	\$49.79	\$50.64	\$51.49	\$52.33
Grade 12	\$113,003.67	\$114,958.40	\$116,913.12	\$118,867.85	\$120,822.57
	\$54.33	\$55.27	\$56.21	\$57.15	\$58.09
Grade 13	\$125,426.24	\$127,596.04	\$129,765.84	\$131,935.63	\$134,105.43
	\$60.30	\$61.34	\$62.39	\$63.43	\$64.47
Grade 14	\$139,220.93	\$141,627.59	\$144,034.24	\$146,440.89	\$148,847.54
	\$66.93	\$68.09	\$69.25	\$70.40	\$71.56

FY23 Town of Carlisle Wage/Salary Schedule (cont.)					
STEP	6	7	8	9	10
Grade 1	\$20.88	\$21.22	\$21.55	\$21.88	\$22.21
Grade 2	\$22.77	\$23.13	\$23.49	\$23.85	\$24.22
Grade 3	\$24.82	\$25.22	\$25.61	\$26.01	\$26.41
Grade 4	\$27.06	\$27.49	\$27.92	\$28.35	\$28.77
Grade 5	\$29.49	\$29.96	\$30.43	\$30.90	\$31.37
Grade 6	\$66,833.56	\$67,895.31	\$68,957.07	\$70,018.83	\$71,080.59
	\$32.13	\$32.64	\$33.15	\$33.66	\$34.17
Grade 7	\$73,528.08	\$74,698.73	\$75,869.39	\$77,040.04	\$78,210.70
	\$35.35	\$35.91	\$36.48	\$37.04	\$37.60
Grade 8	\$80,875.99	\$82,163.71	\$83,451.43	\$84,739.15	\$86,026.87
	\$38.88	\$39.50	\$40.12	\$40.74	\$41.36
Grade 9	\$89,767.54	\$91,196.82	\$92,626.11	\$94,055.40	\$95,484.69
	\$43.16	\$43.84	\$44.53	\$45.22	\$45.91
Grade 10	\$99,647.32	\$101,234.52	\$102,821.71	\$104,408.90	\$105,996.09
	\$47.91	\$48.67	\$49.43	\$50.20	\$50.96
Grade 11	\$110,613.37	\$112,374.80	\$114,136.23	\$115,897.66	\$117,659.09
	\$53.18	\$54.03	\$54.87	\$55.72	\$56.57
Grade 12	\$122,777.30	\$124,732.02	\$126,686.75	\$128,641.47	\$130,596.20
	\$59.03	\$59.97	\$60.91	\$61.85	\$62.79
Grade 13	\$136,275.23	\$138,445.02	\$140,614.82	\$142,784.62	\$144,954.42
	\$65.52	\$66.56	\$67.60	\$68.65	\$69.69
Grade 14	\$151,254.19	\$153,660.84	\$156,067.49	\$158,474.14	\$160,880.79
	\$72.72	\$73.88	\$75.03	\$76.19	\$77.35

**ARTICLE 11 – Accept fire protection easement Stillmeadow Farm North development\*\*:**

To see if the Town will vote to authorize the Select Board to accept a fire protection easement for Stillmeadow Farm North, or take any other action related thereto. (SELECT BOARD)

*Summary:* In a special permit decision filed with the Town Clerk on July 19, 2021, the Planning Board approved construction of a common driveway to serve four new house lots located on property known as Stillmeadow Farm. The approved plans for the common driveway included a 30,000 gallon fire cistern located at the first turnout off Acton Street for purposes of providing a fire protection water source to serve the four new lots. The Planning Board included a condition in the special permit requiring that the applicant grant a Fire Protection Easement to the Town, for nominal consideration, granting the Town and its agents (i.e., the Fire Department) access to and use of the fire

*cistern. Given that this easement is an interest in real property, acceptance of the easement requires Town Meeting approval.*

**ARTICLE 12 – Rescind \$864,742 in borrowing authority authorized under Article 17 of the 2019 ATM (Police Station)\*\*:**

To see if the Town will vote to rescind \$864,742 in borrowing authority originally authorized under Article 17 of the 2019 Annual Town Meeting, for the Select Board to design, construct, remodel, rehabilitate and/or modernize the Carlisle Police Station, or take any other action related thereto. (SELECT BOARD)

*Summary: It has been determined by the Town not to move forward the project as authorized in 2019, and any future projects/improvements will be re-evaluated under the Public Safety Facilities Task Force.*

**ARTICLE 13 - Fiscal Year 2022 Budget Transfers:** To see if the Town will vote to transfer sums of money into various line items of the Fiscal Year 2022 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. (SELECT BOARD/FINANCE COMMITTEE)

FY2022 Budget Transfers

Transfer from:

01914	Group Insurance	<u>101,477</u>
	Total	101,477

Transfer to:

01122	Selectmen	6,000
01129	Town Administrator	21,039
01135	Town Accountant	23,479
01136	Audit	5,500
01192	Town Hall	25,000
01610	Library	2,040
01919	Blanket Ins. & Workers Comp.	<u>18,419</u>
	Total	101,477

*Summary: This Article would permit the Town to transfer funds from line items running a surplus this fiscal year to other line items currently running a deficit in order to balance the operating budget at the end of FY22.*

**Finance Committee: Recommends passage of Article 13.**



**Select Board: Recommends passage of Article 13.**

**ARTICLE 14 – FY2023 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 2023, beginning July 1, 2022, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

	FY2022 Budget	FY2023 Recommended
<b>General Government</b>		
General Expense & Town Hall	\$ 931,720	\$ 1,149,836
Citizen Recognition	\$ 275	\$ 275
Treasurer	\$ 277,479	\$ 295,278
Town Clerk	\$ 114,888	\$ 123,689
Assessors	\$ 170,296	\$ 212,235
Planning Board	\$ 120,200	\$ 136,492
Energy Task Force	\$ 3,500	\$ 3,500
sub-total	\$ 1,618,358	\$ 1,921,305
<b>Protection of Persons &amp; Property</b>		
Police	\$ 1,825,226	\$ 1,895,874
Fire	\$ 675,349	\$ 698,162
Communications	\$ 438,847	\$ 456,480
Conservation	\$ 169,373	\$ 169,189
Dog & Animal Control	\$ 15,557	\$ 15,557
Inspection Services	\$ 40,348	\$ 41,123
Street Lighting	\$ 4,000	\$ 4,000
sub-total	\$ 3,168,700	\$ 3,280,385
<b>Public Works</b>		
Department of Public Works	\$ 820,273	\$ 838,456
Snow & Ice	\$ 90,000	\$ 90,000
Transfer Station	\$ 264,731	\$ 264,918
Road Maintenance	\$ 88,416	\$ 88,416
sub-total	\$ 1,263,420	\$ 1,281,790
<b>Health &amp; Human Services</b>		
Youth Commission	\$ 4,015	\$ 4,015
Board of Health	\$ 127,036	\$ 142,267
Council on Aging	\$ 245,585	\$ 238,697
Veteran's Agent	\$ 20,000	\$ 20,000
sub-total	\$ 396,636	\$ 404,979

	FY2022 Budget	FY2023 Recommended
<b>Education</b>		
Carlisle Public School	\$ 12,056,751	\$ 12,418,454
CCRSB (w/o debt)	\$ 6,199,628	\$ 6,356,769
CCRSB Debt Service	\$ 950,726	\$ 927,815
Vocational	\$ 123,119	\$ 130,000
Vocational Debt Service	\$ 4,702	\$ 4,702
sub-total	\$ 19,334,926	\$ 19,837,740
<b>Culture &amp; Recreation</b>		
Library	\$ 667,080	\$ 667,983
Recreation	\$ 198,011	\$ 201,072
sub-total	\$ 865,091	\$ 869,055
<b>Insurance &amp; Fringe</b>		
Blanket Insurance	\$ 299,000	\$ 328,900
Group Insurance & Medicare	\$ 1,418,138	\$ 1,460,111
OPEB Trust	\$ 215,000	\$ 215,000
County Retirement	\$ 1,192,106	\$ 1,265,339
Unemployment Insurance	\$ 50,000	\$ 50,000
sub-total	\$ 3,174,244	\$ 3,319,350
<b>Unclassified</b>		
Interest, Fees & Costs	\$ 1,000	\$ 1,000
Public Celebrations	\$ 1,000	\$ 1,000
Reserve Fund Balance	\$ 150,000	\$ 200,000
sub-total	\$ 152,000	\$ 202,000
<b>Debt</b>		
Debt Service	\$ 1,473,578	\$ 1,331,438
sub-total	\$ 1,473,578	\$ 1,331,438
<b>Total Operating Budget</b>		
	<b>\$ 31,446,953</b>	<b>\$ 32,448,042</b>

***Finance Committee: Recommends passage of Article 14.***

***Select Board: Recommends passage of Article 14.***

**ARTICLE 15 – Capital Equipment:** To see if the Town will vote to transfer from Free Cash the sum of \$269,000 to be used for capital equipment, or to take any other action related thereto. (FINANCE COMMITTEE)

## Long Term Capital Requirements

**FY2023**

Department	Project/Program	Amount	Appropriation Expires
Police Dept.	Hybrid Cruiser	\$60,000	June 30, 2025
Police Dept.	AFIS Machine	\$20,000	June 30, 2025
Police Dept.	Firearms	\$10,000	June 30, 2025
Fire Dept.	UTV/Trailer	\$45,000	June 30, 2025
DPW	One Ton Dump Truck	67,000	June 30, 2025
DPW	One Ton Dump Truck	67,000	June 30, 2025
	<b>Totals:</b>	<b>\$269,000</b>	

***Summary:** These capital items are recommended by the Finance Committee, who are now responsible for making both operating and capital budget recommendations. It is a sparse list of equipment considered to be the most necessary for FY23.*

***Finance Committee:** Recommends passage of Article 15.*

***Select Board:** Recommends passage of Article 15.*

**ARTICLE 16 – Municipal Facilities:** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute the sum of \$350,000 for the facilities maintenance and improvement projects to the Town Hall, Police Station, Gleason Library and Department of Public Works facilities, all of which projects being expected to be completed by June 30, 2024;

or to take any other action related thereto. (SELECT BOARD/MUNICIPAL FACILITIES COMMITTEE)

***Summary:** This article would authorize the expenditure of \$350,000 on essential facilities and capital projects. The Municipal Facilities Committee has been working to prioritize the Town's needs for the past several years and this funding would by no means address that need completely. Working with the Finance Committee, the MFC has adopted a strategy of working with a fixed amount of funding on an annual basis and getting as much work out to bid as possible in any given year, considering the backlog of possible projects.*

***Finance Committee:** Recommends passage of Article 16.*

***Select Board:** Recommends passage of Article 16.*

**ARTICLE 17 – Amend Ch.59, s.5, clause 41A Senior Tax Deferral program requirements:**

To see if the Town will vote to amend the parameters of the Senior Tax Deferral program, authorized under MGL Ch.59, Section 5, Clause 41A, by increasing the maximum income limit for participation from \$20,000 to \$62,000 annually and reducing the interest rate for repayment from 8% to 6%,

or take any other action related thereto. (SELECT BOARD)

*Summary: The Carlisle Council on Aging and the Carlisle Board of Assessors are proposing changes to the Town's Senior Tax Deferral Program. This program, which is authorized under Mass. General Law, Chapter 59, Section 5, Clause 41A, allows cities and towns to offer property tax deferrals to residents 65 and older who meet program requirements. Eligible seniors may defer up to 50% of the fair market value of their property. The taxes are repaid with interest when the property is sold, or the taxpayer dies.*

*To be eligible for this program, the taxpayer must be living at the property, have owned and occupied property in Massachusetts for at least 5 years, and have been a resident of Massachusetts for at least 10 consecutive years. The statute sets an interest rate of 8% but gives cities and towns the ability to set a lower rate by vote of the legislative body. The statute also sets annual income eligibility at \$20,000 but allows this limit to be increased to a maximum of \$62,000 by vote of the legislative body.*

*The program is intended to help seniors in financial need remain in their homes by providing relief from property taxes, which is often their most significant expense. Carlisle has had no participation in this program for the past few years and has not adjusted either the interest rate or the income eligibility for this program. The Council on Aging and the Board of Assessors share a commitment to making it easier for seniors in financial need to remain in Carlisle. To this end they propose increasing the annual income eligibility to \$62,000 and decreasing the annual interest rate to 6%. They also propose that these two parameters be reviewed annually. These adjustments will communicate to senior residents that they are highly valued members of the community while not creating cash flow issues for the town.*

**Select Board: Recommends passage of Article 17.**

#### **ARTICLE 18 – Amend Green Cemetery Fees per MGL Ch.114, s.22-36:**

To see if the Town will vote to approve amendments to the established fees at Green Cemetery as proposed by the Select Board acting in its capacity as Cemetery Commissioners, or take any other action related thereto. (SELECT BOARD)

*Summary: The Select Board, as Cemetery Commissioners, has not increased fees at the Green Cemetery for many years. The current cost of a burial plot is \$100, plus an additional \$100 for Perpetual Care. A survey of several area communities showed most cemeteries charging \$1000 or more. Additionally, the \$200 burial fee does not cover the actual labor expense incurred by the Town, particularly for burials occurring on a weekend. The Board will put forth its recommendation in the Town Meeting Motions handout, which will be available shortly.*

**Select Board: Recommendation deferred to Town Meeting.**

#### **ARTICLE 19 – Approve CCHS Access Road paving and lighting:**

To see if the Town will vote to approve \$853,665, or any other sum, of debt authorized by the Concord-Carlisle Regional School Committee for repaving and lighting of the access road as determined by the School

Committee; provided, however, that this approval shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Massachusetts General Laws c. 59, § 21C(k) to exempt the Town’s allocable share of the amounts required for the payment of interest and principal on said borrowing, or take any other action related thereto. (SELECT BOARD)

*Summary: This article provides Carlisle’s share of the cost for paving the campus entrance road and improving external lighting on Concord-Carlisle Regional School District land. These costs will be assessed annually over a period of years consistent with the term of bonds to be issued by the District with debt service expected to commence in FY23.*

**Finance Committee: Recommends passage of Article 19.**

**Select Board: Recommends passage of Article 19.**

**ARTICLE 20 – Amend the General Bylaws to Change the Name of Council on Aging to Council on Aging and Human Services:**

To see if the Town will vote to amend the General Bylaws by striking the term “Council on Aging” wherever it may appear in said bylaws, and inserting in place thereof, the term Council on Aging and Human Services, or take any other action related thereto. (SELECT BOARD)

*Summary: The Carlisle Council on Aging (COA) provides programs, services, and support to residents aged 60 and older, and helps residents of any age access public benefits, emergency financial assistance, and social services. While our programming is focused on the needs of the senior community, we provide transportation to residents with disabilities of any age, and assist younger residents and families with fuel assistance, nutrition support, and other social service needs.*

*In FY 2022 the COA was reorganized to include four full-time staff, including a Social Services Manager. At the same time, our grant from the Concord-Carlisle Community Chest included funds designated for residents under 60 in addition to the funds to support seniors.*

*While most seniors in Carlisle are familiar with the Council on Aging, non-senior residents are not fully aware of the scope of our services. In order to more accurately reflect this scope and reach more residents under 60, the COA Board of Directors proposes to change the department’s name to the Carlisle Council on Aging and Human Services. This is consistent with what a number of other Massachusetts towns have done, as COA’s are often the human services department within the town.*

*This name change will not alter our ongoing commitment to meeting the needs of Carlisle’s seniors but is intended to communicate that our services and support are available to all residents in need.*

**Select Board: Recommends passage of Article 20.**

**ARTICLE 21 – Accept MGL Ch.33, s.59 re Military pay for Town Employees called to Active Duty:**

To see if the Town will vote to accept the provisions of M.G.L. c. 33, §59, to provide for pay for Town employees during terms of military service as permitted by statute, or take any other action related thereto. (SELECT BOARD)

*Summary: The current policy is to pay employees on military leave up to 2 weeks in each calendar year, but the pay is the employee's regular salary minus the amount received from the military. If we vote to accept this statute, then we will be giving employees on military leave up to 40 days' paid leave and no loss of benefits in a fiscal year for training and drills, and continued pay and no loss of benefits for up to 30 consecutive days if called out for state or national emergency or disaster, to repel invasion, or to suppress insurrection. Employees on military leave more than those periods of time are still entitled to pay from the Town but it is decreased by the amount of military pay the employee receives.*

**Select Board: Recommends passage of Article 21.**

**ARTICLE 22 – Accept MGL Ch.32B, s.9D ¾; Town to provide up to 50% of health insurance premium cost for surviving spouse of insured employee:**

To see if the Town will vote to accept the provisions of M.G.L. c. 32B, §9D¾, to provide for continued health insurance premium contributions to the surviving spouses of insured Town employees, or take any other action related thereto. (SELECT BOARD)

*Summary: Currently, the surviving spouse of an insured Town employee who passes away must pick up 100% of the cost of health insurance after the employee's death which the Select Board believes is an unfair burden to a family that has already suffered a loss. Passage of this article will allow the Town to continue to pay its share of the health insurance premium.*

**Select Board: Recommendation deferred until Town Meeting.**

**ARTICLE 23 – Appropriation for MUNIS CASH module:** To see if the Town will vote to raise and appropriate, the sum of \$7,500 to be expended by the Treasurer to acquire an additional software module for the MUNIS accounting system, or to take any other action related thereto. (SELECT BOARD)

*Summary: MUNIS is an enterprise resource planning software package that the town uses to manage various accounting, financial management, and related functions. The purchase and implementation of the MUNIS Cash Management module will automatically integrate the Treasurer's cash book with the MUNIS general ledger. This integration will provide real-time insight into financial transactions for strategic decision making; provide operational efficiency, effectiveness, and responsiveness; provide consistency of data and processes; improve financial controls; and increase compliance with local, state, and federal requirements.*

**Finance Committee: Recommends passage of Article 23.**

**Select Board: Recommends passage of Article 23.**

**ARTICLE 24 – 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, for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year, and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments

necessary to acquire, convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the General Laws, to be in compliance with the requirements of Chapter 44B, Section 12 of the General Laws of the Commonwealth, or to take any other action related thereto. (COMMUNITY PRESERVATION COMMITTEE)

*Summary: Specific Community Preservation Committee recommendations will be available in the Motions handout at the April 25, 2022 Annual Town Meeting.*

***Finance Committee: Recommendation deferred until Town Meeting.***

***Select Board: Recommendation deferred until Town Meeting.***

**ARTICLE 25 – Bylaw Amendment Fall Special Town Meeting:** To see if the Town will amend its General Bylaws by adding a new Section 2.1.1 to provide for a regular fall Special Town Meeting, or take any action related thereto. (CARLISLE GOVERNANCE TASK FORCE)

*Summary: The purpose of this Warrant Article is to create a second town meeting to be held in the fall to consider non-budgetary warrant articles. This change could enable the Select Board to better manage the number of Warrant Articles considered during the spring Annual Town Meeting and allow non-budget related issues that come up in the spring and summer to be heard in a more timely manner. This change will likely reduce the need for multi-night Annual Town Meetings in the spring and increase the chances that busy citizens will be able to attend at least one Town Meeting each year. The Select Board would not be required to call a fall Special Town Meeting if there is no pressing business to discuss.*

***Select Board: Recommends passage of Article 25.***

**ARTICLE 26 – Term of Town Governance Task Force:** To see if the Town will vote to authorize the continued operation of the Town Governance Task Force through the earlier of a fall Town Meeting in 2022, or December 31, 2022, after which time it shall be dissolved, or take any action related thereto. (CARLISLE GOVERNANCE TASK FORCE)

*Summary: Passage of this article would create an extended term for the Carlisle Governance Task Force which was not included in the Motion that was adopted at the 2021 Annual Town Meeting and allows for some unfinished work to be completed.*

***Select Board: Recommends passage of Article 26.***

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 10<sup>th</sup> day of May, 2022 between the hours of seven o'clock in the morning and eight o'clock in the afternoon and there to vote on the following:

**TOWN ELECTION**

**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:

Select Board	two for a term of three years
Board of Assessors	one for a term of three years
Board of Health	two for a term of three years
Library Trustees	one for a term of three years
Planning Board	three for a term of three years
School Committee	two for a term of three years

**Question 1:** Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the bond issued by the Concord-Carlisle Regional School District for improvements including the design and reconstruction of the High School access road?

YES\_\_\_\_\_ NO\_\_\_\_\_

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 29th day of March in the Year of Our Lord 2022.

DocuSigned by:  
SELECT BOARD  
*Barbara T. Arnold*

DocuSigned by:  
*Barbara T. Arnold*, Chair  
*David Model*

DocuSigned by:  
David S. Model, Vice Chairman

\_\_\_\_\_  
Nathan C. Brown, Clerk

DocuSigned by:  
*Luke R. Ascolillo*  
*Katherine J. Reid*  
\_\_\_\_\_  
Katherine J. Reid



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: \_\_\_\_\_