

Town of Carlisle



TOWN WARRANT

With Finance Committee & Long Term
Capital Requirements Committee
Recommendations

and Including Four-Year Capital Summary Plan

Finance Committee Hearing on the Warrant

Monday, April 22, 2013
Town Hall, 7:30 p.m.

Annual Town Meeting

Monday, April 29, 2013
Corey Auditorium, 7:00 p.m.

Town Elections

Tuesday, May 7, 2013
Town Hall
Polls Open 7:00 a.m. to 8:00 p.m.

Please bring this report with you to Town Meeting

Town of Carlisle

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To the Voters of Carlisle:

The Carlisle Finance Committee has completed its budget review and presents its recommendations concerning the Fiscal Year 2014 (“FY14”) budget contained in the attached Warrant Book. Please refer to the glossary at the end of this Warrant Book for an explanation of the terms used in this letter.

Introduction

The Finance Committee, appointed by the Board of Selectmen, advises the Town Meeting on financial matters. The Committee, as required by law, presents a balanced budget to the annual Town Meeting. In this budget, Town expenditures are fully funded by revenues from property taxes within the levy limit, state aid, forecasted local receipts, and transfers from available funds such as free cash. Revenue from potential overrides may not be used to fund the balanced budget.

Balancing the Budget

The balanced budget presented in the attached Warrant meets the basic municipal and educational needs of the Town of Carlisle (the “Town”), including the Carlisle Public Schools (CPS) and the Concord-Carlisle Regional School District (CCRSD).

The Town is in the first year of paying down substantial amounts of debt from our two school building projects. In addition, we expect new growth to continue at the same low level as the past several years. The Finance Committee does not expect this pressure to abate in the upcoming years, as rising costs are expected to continue to exceed revenue from new growth. Because the Town relies on real estate tax for nearly all of its revenue, the slowdown in residential construction affects Carlisle more than other Commonwealth towns. On the positive side, Carlisle is less dependent on state aid than most communities.

Revenue

The Finance Committee forecasts that FY14 revenue from all sources available will grow by 6.5% over FY13. This includes property taxes as well as fund transfers (including free cash). Revenue raised through the property tax will grow by 2.0%, including “new growth”, while state aid and local receipts are expected to remain unchanged from the prior year.

Transfers from our free cash balance are also considered revenue. Generally, the Finance Committee recommends using free cash for “one-time” expenses and not to support ongoing operational items, since use of free cash does not permanently increase the levy limit, as an override would. This year, however, due to a sharp increase in the net excluded debt levy (\$1,444,888 more than last year), we are recommending a transfer of \$390,000 from free cash to reduce the burden on taxpayers.

We are also recommending the following transfers of free cash: \$75,000 to the Town’s Stabilization Fund, \$34,000 to repair the Library septic system and \$76,105 toward purchase of record management software for the Police Department. This will leave the Town with over \$1,812,426 in free cash before the July 1, 2013 certification, which, along with more than \$1,000,000 in the Stabilization Fund, represents a prudent reserve for future operational and capital expansion needs.

Levy Limit Spending

Total operational spending within the levy limit increased 6.5% as compared with FY13 (See Table 1). Removing the contribution from town debt, the total operating budget increased by 3.8% over FY13.

The debt service for FY14 will increase by 166.2% (before applying free cash). The FY14 long term capital budget is slightly less than last year at \$233,000. Free cash will be applied toward reducing the debt service (\$390,000), repairing the Library septic system (\$34,000) and purchasing record management software for the Police Dept. (\$76,105).

Excess Levy Capacity

For the second year in a row, the Town has significant excess levy capacity. Proposition 2 1/2 places a limit on the amount of tax the Town can levy without an override. In past years, the Town has levied taxes up to this limit. Because of the decrease in the Town's CCRSD assessment, slowed growth in health insurance and retirement costs, and the application of free cash to reduce debt service, FY14's balanced budget requires \$984,111 less than the levy limit.

Operating Budget

The Town operating budget breaks down as follows:

- Education 62.4%
- Other Town Departments 21.1%
- Debt Service and Other 9.2%
- Insurance, Benefits & Retirement 7.3%

The balanced budget for education will increase by 3.7%, which reflects a 2.5% increase in the CPS budget, and an increase in Carlisle's assessment for CCRSD for operations and debt service of 4.8%. Even though Carlisle's assessment ratio has decreased again this year, and our share of operational costs has decreased, we are starting to see assessments for the new building project at the high school, causing our cost for CCRSD debt service to jump from \$99,958 in FY13 to \$578,346. The assessment for Minuteman Regional High School (MMRHS) is up 29.4%, representing a dollar increase of \$55,992. This large increase is due to increased enrollment of Carlisle students as well as increased operating costs.

Most non-education Town departments were held flat against FY13 with the exception of salary increases due to contractual obligations and/or cost of living adjustments. The Finance Committee supported increases in the following areas:

- Protect Persons and Property (Police/Fire/Communications) \$ 56,640
- General Government (primarily salaries) \$ 51,883
- Public Assistance (primarily Council on Aging) \$ 25,045
- Recreation Commission \$ 24,002

Debt and Capital Exclusions

The proposed Warrant Articles do not include any capital or debt exclusions for FY14.

Debt

In FY14, the net excluded debt levy will increase by 121.3% due to financing for the completed CPS building project and the start of the CCRSD project. We project the debt service to reach its peak in Fiscal Year 2015, and remain at a high level for 4 more years before starting to decline.

Finance Committee Conclusions

The Finance Committee has ongoing concerns about the overall growth of spending relative to revenue, now and in the future. In particular:

- New growth of residential housing is expected to remain below historic levels
- State aid may continue to decrease as the Commonwealth struggles with its own budget issues
- Debt service due to the completion of the new CPS building and start of construction at CCHS will reach a peak in Fiscal Year 2015 and remain high for 4 more years before starting to decline

The Finance Committee and the Board of Selectmen have sought new sources of revenue and alternative ways to deliver Town services. Some of the focal areas continue to be:

- New, nontraditional sources of revenue
- Sharing with, or purchasing services from, adjacent towns
- Sharing resources and staff between town departments.

We welcome citizen input into the process beyond the annual Town Meeting and its associated hearings. Committee meetings are posted in the [Mosquito](#) and we urge you to attend or e-mail your thoughts to us at

fincom@carlisle.mec.edu.

We invite you to review the material in this booklet and attend the Finance Committee hearing on the Warrant at 7:30 pm in the Town Hall on Monday, April 22nd.

Sincerely,

The Carlisle Finance Committee

Jerome Lerman, Chair
Michael Bishop
David Guarino
Karen Huntress
Peter Karle
David Model
Kevin Perkins

SUMMARY

	FY'13 Budget	FY'14 Levy Limit Operating Budget (Articles 4,5,8,10,12,14,15,16,17,18,19, & 20)	
		Budget	% Change from FY'13
Projected Revenue:			
Property Taxes - Prop. 2 1/2 levy limit	21,437,006	22,238,131	3.7%
Excess levy capacity	(598,144)	(984,111)	64.5%
Net Property Tax Levy	\$20,838,862	\$21,254,020	2.0%
Property Taxes - excluded debt	869,486	1,924,374	121.3%
Property Taxes - capital exclusion	-	-	
State aid	1,212,538	1,212,538	0.0%
Local Receipts	1,102,500	1,102,500	0.0%
Fund Transfers	498,972	631,050	26.5%
Total Projected Revenue	24,522,358	26,124,482	6.5%
Expenditures:			
State, County & Other	162,579	163,849	0.8%
LTCRC Warrant Articles	250,000	233,000	-6.8%
Operating Budgets			
General Government	1,037,142	1,109,761	7.0%
Protection of Persons & Property	2,072,412	2,176,040	5.0%
Board of Health	82,148	86,620	5.4%
Public Works	1,080,862	1,097,099	1.5%
Public Assistance	161,983	192,994	19.1%
Education	15,722,876	16,304,867	3.7%
Library	549,930	560,005	1.8%
Recreation	121,187	145,189	19.8%
Insurance & Benefits	1,228,240	1,221,500	-0.5%
Unclassified	151,645	152,000	0.2%
County Retirement	652,344	683,120	4.7%
Debt Service	939,926	1,771,508	88.5%
Total Operating Budgets	23,800,695	25,500,703	7.1%
Capital Exclusion	-	-	
Separate Articles	95,084	116,825	22.9%
Capital purchases funded by Free Cash	148,000	110,105	-25.6%
MWPAT Debt Service funded by Free Cash	66,000	-	-100.0%
Total Budgeted Expenditures	24,522,358	26,124,482	6.5%
Surplus/(Deficit)	\$ -	\$ -	

**WARRANT
ANNUAL TOWN MEETING – APRIL 29, 2013
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-ninth 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:

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore 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 which the Selectmen feel, in consultation with the Moderator and Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit 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 on the Consent Agenda (Articles 2, 3, 4, 5, 6, 7, 8, and 9). The articles to be taken up on 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 removed automatically 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 ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed 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 2013 Annual Town Meeting, or 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 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 2014, beginning July 1, 2013, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

	<u>Voted FY'12</u>	<u>Voted FY'13</u>	<u>Recommended FY'14</u>
Moderator	\$50	\$50	\$50
Town Clerk	\$54,713	\$55,807	\$57,063
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 – Revaluation **: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Assessors for the purpose of professional services in connection with revaluation of real estate and personal property in the Town, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 4 for \$5,000 to be spent by the Board of Assessors for professional services connected with revaluation. The intent of this article is to plan for and budget a portion of the cost for the revaluation that must be done every three years by the Assessors, in each of the years leading up to the revaluation.*

ARTICLE 5 – Actuarial Valuation of Post-Employment Benefits:** To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute 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 for the Town, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 5 for \$4,000 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 6 - Department Revolving Funds Authorization **: To see what revolving funds the Town may authorize or reauthorize pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ for the Fiscal Year 2014, beginning July 1, 2013, or 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 th and 8 th 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.	\$5,000
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 Recommendation: *The Finance Committee recommends approval of Article 6 that authorizes the existence of the following revolving special revenue funds: 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 7 – Real Estate Tax Exemption **: To see if the Town will vote to authorize the Board of Assessors, pursuant to G.L. Chapter 59, Section 5 (clause 41C), to

grant an additional real estate tax exemption of up to one hundred (100%) percent of the amount permitted by this statute, or take any other action related thereto. (BOARD OF SELECTMEN/BOARD OF ASSESSORS)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 7.

ARTICLE 8 - Fiscal Year 2014 Stabilization Account Transfer **: To see if the Town will vote to transfer from the Stabilization Account a sum of money to be applied to the payment of principal and interest on Debt Service or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 8 to transfer from the Stabilization Fund a sum of \$14,945 to be used to repay the principal and interest on a portion of the debt service for the Wang Coombs land purchase.

ARTICLE 9 - FY 2014 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 Chapter 90 of the Massachusetts General Laws, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 9 to fund road reconstruction and improvement of public ways. Under the General Laws, the Commonwealth of Massachusetts will reimburse the Town for these monies.

ARTICLE 10 – Fiscal Year 2014 Free Cash Transfer to Stabilization Fund: To see what sum the Town will vote to transfer from Free Cash (Surplus Revenue) in the treasury of the Town to increase the Stabilization Account or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends the transfer of \$75,000 from Free Cash to the Stabilization Fund as described in Article 10.

ARTICLE 11 – Fiscal Year 2013 Budget Transfers: To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2013 operating budget from other line items of said budget, from unexpended funds in various accounts or from other available funds, or take any other action related thereto. (BOARD OF SELECTMEN)

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

ARTICLE 12 – Transfers from Overlay Accounts: To see if the Town will vote to transfer from fund balance reserved for overlay (overlay surplus) released by the Assessors the sum of \$19,780.98 and reallocate as follows:

\$13,692.58 to FY2009 Overlay Account

\$ 6,088.40 to FY2013 Operating Budget, Unclassified – Short Term Interest

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

***Finance Committee Recommendation:** The Finance Committee recommends the transfer of \$19, 780.98 from Overlay Surplus to the FY09 Overlay Account and the FY13 Short Term Interest Account as described in Article 12.*

ARTICLE 13 – Approve/Fund Collective Bargaining Agreements: To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding a successor collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 201, or to take any other action in relation thereto. (BOARD OF SELECTMEN)

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

ARTICLE 14 – Fiscal Year 2014 Transfer of Free Cash to Support Operating Budget/Debt Service: To see what sum the Town will vote to transfer from Free Cash (Surplus Revenue) in the treasury of the Town to meet the appropriations for Fiscal Year 2014, beginning July 1, 2013 or to authorize the Assessors to use to establish the tax rate, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

***Finance Committee Recommendation:** The Finance Committee recommends the transfer of \$390,000 from Free Cash to mitigate the significant increase in the Excluded Debt Levy in FY14 due primarily to borrowings previously authorized by Town Meeting for the Carlisle School renovation/addition and the new Concord-Carlisle High School projects.*

ARTICLE 15 – FY14 Transfer from Ambulance Receipts: To see what sum the Town will vote to transfer from Ambulance Receipts in the treasury of the Town to defray the operating expenses of the Carlisle Fire Department, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

***Finance Committee Recommendation:** The Finance Committee recommends the transfer of \$41,000 from Ambulance Receipts to defray the operating expenses of the Carlisle Fire Department as described in Article 15.*

ARTICLE 16 – FY14 Operating Budget: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, to fund the various departments, boards, commissions, and operating expenses of the town for the Fiscal Year 2014, beginning July 1, 2013, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 16, in the total amount of \$25,444,758 as further detailed below:*

FY2014 Operating Budget Summary

	FY 2013 Budget	ARTICLE 16 FY 2014 Levy Limit Budget	ARTICLES 8, 15 FY 2014 Transfers Budget
General Government	1,037,142	1,109,761	1,109,761
Protection of Persons & Property	2,072,412	2,135,040	2,176,040
Board of Health	82,148	86,620	86,620
Public Works	1,080,862	1,097,099	1,097,099
Public Assistance	161,983	192,994	192,994
Education	15,722,876	16,304,867	16,304,867
Library	549,930	560,005	560,005
Recreation	121,187	145,189	145,189
Insurance & Benefits	1,228,240	1,221,500	1,221,500
Unclassified	151,645	152,000	152,000
Retirement & Tax Title	652,344	683,120	683,120
Long Term Debt	761,499	1,756,563	1,771,508
Total	23,622,268	25,444,758	25,500,703

General Government

	FY 2013 Budget	ARTICLE 16 FY 2014 Levy Limit Budget	ARTICLES 8, 15 FY 2014 Transfers Budget
General Government			
General Expense	458,947	520,008	520,008
Citizen Recognition	175	250	250
Treasurer/Collector	137,477	140,497	140,497
Town Clerk	67,434	69,062	69,062
Registrars & Elections	12,102	13,457	13,457
Assessors	101,261	103,564	103,564
Town Hall	177,253	178,609	178,609
Planning Board	82,493	84,314	84,314
sub-total	1,037,142	1,109,761	1,109,761

General Expenses: *The Finance Committee recommends a balanced budget appropriation of \$520,008 for this budget item.*

Citizen Recognition: *The Finance Committee recommends a balanced budget appropriation of \$250 for this budget item.*

Treasurer/Tax Collector: *The Finance Committee recommends a balanced budget appropriation of \$140,497 for this budget item.*

Town Clerk: *The Finance Committee recommends a balanced budget appropriation of \$69,062 for this budget item.*

Registrars and Elections: *The Finance Committee recommends a balanced budget appropriation of \$13,457 for this budget item.*

Assessors: *The Finance Committee recommends a balanced budget appropriation of \$103,564 for this budget item.*

Town Hall: *The Finance Committee recommends a balanced budget appropriation of \$178,609 for this budget item.*

Planning Board: *The Finance Committee recommends a balanced budget appropriation of \$84,314 for this budget item.*

Protection of Persons and Property

	<u>FY 2013</u>	<u>ARTICLE 16</u>	<u>ARTICLES 8, 15</u>
	<u>Budget</u>	<u>FY 2014</u>	<u>FY 2014</u>
		<u>Levy Limit</u>	<u>Transfers</u>
		<u>Budget</u>	<u>Budget</u>
Protection of Persons & Property			
Police	1,275,536	1,324,433	1,324,433
Fire	334,548	336,225	377,225
Communications	309,019	315,955	315,955
Conservation	86,952	91,145	91,145
Dog & Animal Control	9,925	10,099	10,099
Inspectional Services	32,870	33,621	33,621
Street-Lighting	23,562	23,562	23,562
sub-total	2,072,412	2,135,040	2,176,040

Police: *The Finance Committee recommends a balanced budget appropriation of \$1,324,433 for this budget item.*

Fire: *The Finance Committee recommends a balanced budget appropriation of \$377,225 for this budget item, with \$336,225 to be raised from taxation or other available funds of the town and \$41,000 to be transferred from the Ambulance Fund per Article 15.*

Communications: The Finance Committee recommends a balanced budget appropriation of \$315,955 for this budget item.

Conservation: The Finance Committee recommends a balanced budget appropriation of \$91,145 for this budget item.

Dog & Animal Control: The Finance Committee recommends a balanced budget appropriation of \$10,099 for this budget item.

Inspectional Services: The Finance Committee recommends a balanced budget appropriation of \$33,621 for this budget item.

Street Lighting: The Finance Committee recommends a balanced budget appropriation of \$23,562 for this budget item.

Board of Health

	<u>FY 2013 Budget</u>	<u>ARTICLE 16 FY 2014 Levy Limit Budget</u>	<u>ARTICLES 8, 15 FY 2014 Transfers Budget</u>
Board of Health	82,148	86,620	86,620

Board of Health: The Finance Committee recommends a balanced budget appropriation of \$86,620 for this budget item.

Public Works

	<u>FY 2013 Budget</u>	<u>ARTICLE 16 FY 2014 Levy Limit Budget</u>	<u>ARTICLES 8, 15 FY 2014 Transfers Budget</u>
Public Works			
DPW (incl. trees)	669,103	683,919	683,919
Snow & Ice	65,228	65,340	65,340
Transfer Station	258,115	259,424,	259,424
Road Maintenance	88,416	88,416	88,416
sub-total	1,080,862	1,097,099	1,097,099

DPW: The Finance Committee recommends a balanced budget appropriation of \$683,919 for this budget item.

Snow & Ice: The Finance Committee recommends a balanced budget appropriation of \$65,340 for this budget item.

Transfer Station: The Finance Committee recommends a balanced budget appropriation of \$259,424 for this budget item.

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

Public Assistance

	FY 2013 Budget	ARTICLE 16 FY 2014 Levy Limit Budget	ARTICLES 8, 15 FY 2014 Transfers Budget
Public Assistance			
Youth Commission	2,703	2,751	2,751
Council on Aging	140,205	171,168	171,168
Senior Tax Voucher Program	17,500	17,500	17,500
Veteran's Agent	1,575	1,575	1,575
sub-total	161,983	192,994	192,994

Youth Commission: The Finance Committee recommends a balanced budget appropriation of \$2,751 for this budget item.

Council on Aging: The Finance Committee recommends a balanced budget appropriation of \$171,168 for this budget item.

Senior Tax Voucher Program: The Finance Committee recommends a balanced budget appropriation of \$17,500 for this budget item.

Veteran's Agent: The Finance Committee recommends a balanced budget appropriation of \$1,575 for this budget item.

Education

	FY 2013 Budget	ARTICLE 16 FY 2014 Levy Limit Budget	ARTICLES 8, 15 FY 2014 Transfers Budget
Education			
Carlisle Public Schools	9,506,541	9,744,311	9,744,311
CCRSB	5,926,146	5,736,057	5,736,057

CCRSB debt service	99,958	578,346	578,346
MMRHS	190,231	246,153	246,153
sub-total	15,722,876	16,304,867	16,304,867

Carlisle Public Schools: *The Finance Committee recommends a balanced budget appropriation of \$9,744,311 for this budget item.*

Concord Carlisle Regional High School: *The Finance Committee recommends a balanced budget appropriation of \$5,736,057 for this budget item.*

Concord Carlisle Regional High School Debt Service: *The Finance Committee recommends a balanced budget appropriation of \$578,346 for this budget item.*

Minuteman Regional High School: *The Finance Committee recommends a balanced budget appropriation of \$246,153 for this budget item.*

Library

	<u>ARTICLE 16</u>	<u>ARTICLES 8, 15</u>
	FY 2014	FY 2014
FY 2013	Levy Limit	Transfers
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Library	549,930	560,005

Library: *The Finance Committee recommends a balanced budget appropriation of \$560,005 for this budget item.*

Recreation

	<u>ARTICLE 16</u>	<u>ARTICLES 8, 15</u>
	FY 2014	FY 2014
FY 2013	Levy Limit	Transfers
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Recreation	121,187	145,189

Recreation: *The Finance Committee recommends a balanced budget appropriation of \$145,189 for this budget item.*

Insurance & Benefits

	<u>FY 2013</u> <u>Budget</u>	<u>ARTICLE 16</u> <u>FY 2014</u> <u>Levy Limit</u> <u>Budget</u>	<u>ARTICLES 8, 15</u> <u>FY 2014</u> <u>Transfers</u> <u>Budget</u>
Insurance & Benefits			
Blanket Insurance	160,000	160,000	160,000
Group Insurance and Mitigation	1,018,240	1,011,500	1,011,500
Unemployment Insurance	50,000	50,000	50,000
sub-total	1,228,240	1,221,500	1,221,500

***Blanket Insurance:** The Finance Committee recommends a balanced budget appropriation of \$160,000 for this budget item.*

***Group Insurance & Mitigation:** The Finance Committee recommends a balanced budget appropriation of \$1,011,500 for this budget item.*

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

Unclassified

	<u>FY 2013</u> <u>Budget</u>	<u>ARTICLE 16</u> <u>FY 2014</u> <u>Levy Limit</u> <u>Budget</u>	<u>ARTICLES 8, 15</u> <u>FY 2014</u> <u>Transfers</u> <u>Budget</u>
Unclassified			
Interest, fees, & costs	1,000	1,000	1,000
Public Celebrations	645	1,000	1,000
Reserve Fund Balance	150,000	150,000	150,000
sub-total	151,645	152,000	152,000

***Interest, Fees, & Costs:** 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: The Finance Committee recommends a balanced budget appropriation of \$150,000 for this budget item.

County Retirement

	<u>ARTICLE 16</u>	<u>ARTICLES 8, 15</u>
	<u>FY 2043</u>	<u>FY 2014</u>
<u>FY 2013</u>	<u>Levy Limit</u>	<u>Transfers</u>
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
County Retirement	652,344	683,120

County Retirement: The Finance Committee recommends a balanced budget appropriation of \$683,120 for this budget item.

Long Term Debt Service

	<u>ARTICLE 16</u>	<u>ARTICLES 8, 15</u>
	<u>FY 2014</u>	<u>FY 2014</u>
<u>FY 2013</u>	<u>Levy Limit</u>	<u>Transfers</u>
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Long Term Debt	761,499	1,771,508

Long Term Debt: The Finance Committee recommends a balanced budget appropriation of \$1,771,508 for this budget item.

ARTICLE 17– Additional Appropriations for Professional Services: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute 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>
Town Administrator Study	\$20,000	Update Compensation/Classification
Accountant	\$3,000	Financial Consulting services

Council on Aging	\$6,500	Social Worker
Assessors	\$3,325	Updates to GIS Maps

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

Finance Committee Recommendation: *The Finance Committee recommends the appropriation of \$32,825 for professional services as described in Article 17.*

ARTICLE 18 – 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'14
Article 18**

CPS	Technology Replacement	80,000
CPS	Annual Maintenance	25,000
CPS	Auditorium Seats Refurbishment	13,000
Police	Cruiser Replacement	37,000
Fire	Generator Replacement	35,000
Fire	Misc. Building Projects	5,000
Fire	Municipal Fire Alarm System	30,000
Library	Misc. Maintenance Projects	5,600
Library	Chairs	2,400
		233,000

(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 18 for \$233,000.*

ARTICLE 19 – Library Septic System: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Selectmen upon the recommendation of the Library Trustees for the purpose of repair or replacement of the septic system for the Gleason Library, or take any other action related thereto. (BOARD OF SELECTMEN)

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: *Both Committees recommend the transfer of \$34,000 from Free Cash to support this appropriation.*

ARTICLE 20 – Police Dept. – Records Management System: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Selectmen upon the recommendation of the Chief of Police for the purpose of purchasing and installing a records management system for the Carlisle Police Department, or take any other action related thereto. (BOARD OF SELECTMEN)

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: Both Committees recommend the transfer of \$76,105 from Free Cash to support this appropriation.

ARTICLE 21 – Approve PEG Access Provider contract term: To see if the Town will vote to authorize the Board of Selectmen to enter into a contract not to exceed a term of ten years with the most qualified respondent to a request for proposals (RFP) for public, educational, and government (PEG) access services issued by the Town’s Chief Procurement Officer, pursuant to the provisions of MGL Ch. 30B, or to take any other action related thereto. (BOARD OF SELECTMEN)

ARTICLE 22 – CPA Annual Authorization: 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.

It is anticipated that the following motions will be made under Article 22:

“I move that the Community Preservation Committee recommendations for transfers and expenditures for Fiscal Years 2013 and 2014 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. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Community Housing Reserve Fund.
- b. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Historic Reserve Fund.
- c. Forty Six Thousand Nine Hundred Nine Dollars (\$46,909) be appropriated to the Open Space Reserve Fund.
- d. Two Thousand Dollars (\$2,000) be appropriated for Administrative Expenses
- e. Two Hundred Seven Thousand Forty Dollars (\$326,361) be appropriated to the fiscal year 2014 Community Preservation Budget Reserve account.

Motion 2:

That the appropriation made by the Annual Town Meeting of May 4, 2009, appropriating \$445,000 for the Board of Selectmen to expend for the preservation of the Highland Building, which appropriation provided that any portion of such appropriation which is unexpended by June 30, 2013 shall revert to the Community Preservation Fund, be amended by extending the date for expenditure for such purpose to and including December 31, 2013 and by providing that any portion of such appropriation which remains unexpended after that date shall revert to the Community Preservation Fund.

Motion 3:

That the appropriation made by the Annual Town Meeting of May 10, 2010, appropriating \$5,000 for the Board of Selectmen to expend for the Bruce Freeman Rail Trail, which appropriation provided that any portion of such appropriation which is unexpended by June 30, 2013 shall revert to the Community Preservation Fund, be amended by extending the date for expenditure for such purpose to and including December 31, 2017 and by providing that any portion of such appropriation which remains unexpended after that date shall revert to the Community Preservation Fund.

Motion 4:

In addition to the appropriation made in Motion 4 of Article 22, approved at the Annual Town Meeting on April 30, 2012, that One Hundred Fifty Thousand Dollars (\$150,000) be appropriated from the Community Preservation Undesignated Fund balance, and authorize the Treasurer with the approval of the Board of Selectmen, to expend for the purchase by the Conservation Commission of a permanent Conservation Restriction with Public Access in accordance with M.G.L. Chapter 184 on certain property known as "Lot 6" consisting of 8.98 acres, more or less and Parcel C. consisting of 2300 s.f. more or less, as shown on a plan entitled "Plan of Land in Carlisle Massachusetts for the Rachel Webster Elliott Trust – 2004" made by Stamski and McNary, Inc. dated March 21, 2011; for conservation and passive recreational purposes, and further that after June 30, 2014, any residual unexpended portion of such sum be returned to the Community Preservation Undesignated Fund balance.

Motion 5:

That One Hundred Fifty Two Thousand Dollars (\$152,000) be appropriated, for the Recreation Committee, for the fees, engineering, design, and construction of a raised boardwalk connecting Spaulding Field to the Banta Trail and to meet this appropriation that One Hundred Fifty Two Thousand Dollars (\$152,000) be transferred from the Community Preservation Undesignated Fund balance and further that after December 31, 2015 any residual unexpended funds be returned to the Community Preservation Undesignated Fund balance.

Motion 6:

That Ten Thousand Dollars (\$10,000) be appropriated, for the Board of Selectmen, to expend beginning, July 1, 2013 to make only capital improvements at Center Park including pathways, parking, and other capital improvements deemed necessary and appropriate by the Board of Selectmen, (funds will not be used for maintenance of any kind), and to meet this appropriation that Ten Thousand Dollars (\$10,000) be transferred from the Community Preservation Undesignated Fund balance, and further that after June 30, 2017, any residual unexpended funds be returned to the Community Preservation Undesignated Fund balance.

Motion 7:

That Sixty Seven Thousand Five Hundred Dollars (\$67,500) be appropriated, for the Carlisle Housing Trust, for the following purposes on the Goff land; for proposals for management/stabilization expenses, to analyze and compare using a tie-in to the wastewater treatment facility versus a Title V septic system, for a traffic study at the Goff property, for administrative expenses including procurement, and to fund the search for and evaluation of parcels other than Banta-Davis which may be suitable for affordable housing, and to meet this appropriation that Sixty Seven Thousand Five Hundred (\$67,500) be transferred from the Community Preservation Community Housing Reserve Fund; and further that after December 31, 2016, any residual unexpended portion of such sums shall be returned to the Community Preservation Community Housing Reserve Fund balance.

Motion 8:

That Twenty Seven Thousand Five Hundred (\$27,500) be appropriated, for the Carlisle Housing Trust, for the following purposes on the Banta-Davis land: for consulting services and evaluations regarding the possible tie-in for the Banta-Davis property to the wastewater treatment facility, contingent upon the approval of the Carlisle School Committee or if the Carlisle School Committee votes to allow a portion of the Banta-Davis property to be made available for housing, for a traffic study at Banta-Davis, contingent upon the approval of the Carlisle School Committee, and, for administrative expenses including procurement, oversight and approvals; and to meet this appropriation that Twenty Seven Thousand Five Hundred (\$27,500) be transferred from the Community Preservation Community Housing Reserve Fund; and further that after December 31, 2016, any residual unexpended portion of such sums shall be returned to the Community Preservation Community Housing Reserve Fund balance.”

(BOARD OF SELECTMEN/COMMUNITY PRESERVATION COMMITTEE)

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

ARTICLE 23 - Elliott Preserve - Acquisition of Conservation Restriction: To see if the Town will vote to authorize the Town, acting by and through its Conservation

Commission pursuant to M.G.L. Chapter 40, Section 8C, to purchase for the sum of \$560,000 a permanent Conservation Restriction with public access for conservation and public passive recreational purposes in accordance with M.G.L. Chapter 184 on two parcels of land located off Skelton Road adjacent to the Concord River, containing approximately 8.98 acres and 2,300 square feet and shown as “Lot 6” and “Parcel C” on the plan entitled “Plan of Land in Carlisle, Massachusetts (Middlesex County) For: The Rachel Webster Elliott Trust – 2004,” made by Stamski and McNary, Inc. and dated March 21, 2011, with such Conservation Restriction held by and such conservation area to be under the care, custody and control of the Conservation Commission; to make the expenditure of said sum of \$560,000 for the purchase of such Conservation Restriction contingent upon the receipt by the Town from the Town’s Community Preservation Fund a total of \$300,000 toward the purchase of the Conservation Restriction and funds totaling not less than \$260,000 from grants or other reimbursements by the Commonwealth of Massachusetts or from private or other sources and upon approval by the Board of Selectmen; to authorize the Conservation Commission to file applications in the Town’s name for grants and/or reimbursements by the Commonwealth of Massachusetts under M.G.L. Chapter 132A, Section 11 and/or any other available grants or programs for which the Town may qualify for the purposes of this article and as the Conservation Commission may deem necessary; to see if the Town will vote to appropriate, borrow pursuant to any applicable statute or transfer from available funds, a sum of money for such purposes; or to take any actions related thereto. (BOARD OF SELECTMEN)

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

ARTICLE 24 – General By-law Amendment re: Town Meetings: To see if the Town will vote to amend Article II, Section 2, of the Town Code, “Town Meetings”, as follows: (Changes are underlined and *italicized*)

ARTICLE II

2. TOWN MEETINGS

- 2.1 The warrant for the annual town meeting shall be directed to the Constables who shall post attested copies thereof at least seven (7) days, and in the case of a special town meeting, at least fourteen (14) days, before the meeting in two or more public places in the town, one of which shall be the post office, and the Selectmen shall send notice of any and all special town meetings by mail to every household.
- 2.2 The Selectmen shall insert in the warrant for the annual town meeting articles requested in writing by ten (10) or more registered voters, and for special town meetings, articles requested in writing by one hundred (100) or more registered voters.
- 2.3 One hundred and fifty (150) of the registered voters shall constitute a quorum.
- 2.4 The polls for all elections will be opened at 7:00 o'clock A.M. and will close at 8:00 o'clock P.M. *unless an earlier opening of the polls between 5:45 o'clock*

A.M. and 7:00 o'clock A.M.is authorized by the Selectmen consistent with the provisions of the Massachusetts General Laws and the rules and regulations of the Elections Division of the Office of the Secretary of the Commonwealth.

- 2.5 Whenever a two-thirds vote is required by statute for adoption of any action by a town meeting, such vote may be declared as such by the moderator without a count and to be recorded as such by the Clerk upon such declaration provided, however, that seven or more voters at a town meeting may challenge such declaration, all as provided by Chapter 39, Section 15 of the general laws at which time a count shall be held.

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

ARTICLE 25 – General Bylaw Amendment re: Long Term Capital Requirements Committee: To see if the Town will vote to amend Section 3.10 of the General Bylaws by deleting Section 3.10.3 in its entirety and replacing it with the following:

3.10 Long-Term Capital Requirements Committee

3.10.1 The Long-Term Capital Requirements Committee was established under Article 20 of the warrant for the annual town meeting held March 14, 1966, and further amended under Article 38 of the warrant for the annual town meeting held March 8, 1971.

3.10.2 There shall be a committee known as the Long-Term Capital Requirements Committee, the function of which shall be to evaluate the long-term capital requirements of the town and to make recommendations on the same at each annual town meetings. A capital requirements program for the next five (5) years shall be presented at each annual town meeting. Every anticipated capital outlay of more than \$10,000 for any item having a useful life of more than three (3) years shall be considered by the committee in preparation of their recommendations.

~~3.10.3 The committee shall consist of seven (7) members, four (4) appointed by the Board of Selectmen one (1) appointed by the Finance Committee, one (1) appointed by the Planning Board, and one (1) appointed by the Carlisle School Committee. Members of the committee appointed by the Board of Selectmen shall be registered voters of the Town who do not hold elective office in the town and who are otherwise eligible for membership on the committee. Within thirty (30) days after the final adjournment of each annual town meeting, the Board of Selectmen shall appoint two (2) members in the first year and one (1) member in each of the next two years to serve for a three (3) year term which expires on the final adjournment of the annual town meeting held for the third year ensuing after the date of such appointment. In addition to the four members so appointed, the Finance Committee, Planning Board, and Carlisle School Committee shall as soon as may be after each annual town meeting appoint one of their members to the Committee for a term of one (1) year.~~

3.10.3 The committee shall consist of seven (7) members. One (1) shall be appointed by the Board of Selectmen; three (3) shall be appointed by the Finance Committee; one (1) shall be appointed by the Carlisle School Committee; one (1) shall be appointed by the Finance Director; and one (1) shall be appointed by the Town Administrator. Upon expiration of the terms of persons who are currently members of the committee at the time of adoption of this amendment, the member appointed by the Board of Selectmen, one (1) member appointed by the Finance Committee, and the member appointed by the Finance Director shall be appointed for a term of one (1) year. One (1) member appointed by the Finance Committee and the member appointed by the School Committee shall be appointed for a term of two (2) years. One (1) member appointed by the Finance Committee and the member appointed by the Town Administrator shall be appointed for a term of three (3) years. Thereafter, all appointments shall be for a term of three (3) years, except that in the case of a vacancy prior to expiration of a term that position shall be appointed by the respective appointing authority for the remainder of the unexpired term.

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

Finance Committee Recommendation: The Finance Committee supports the proposed general bylaw amendment which changes the composition of the Long Term Capital Requirements Committee.

ARTICLE 26 – Zoning Bylaw Amendment – Section 5.6, Accessory Apartments: To see if the Town will vote to amend Section 5.6 of the Zoning By-laws as follows:

Amend the existing Section 5.6.9.2 of the Carlisle Zoning Bylaw which currently reads as follows:

“The Agreement will terminate upon sale of the property,”

by deleting such existing language in its entirety and substituting the following therefor:

“The Agreement will terminate upon sale of the property, provided, however, that the new owner may elect to keep the Agreement in force and effect by executing a notice to that effect, provided that said new owner applies for and is or has been granted reapproval of the special permit in accordance with the provisions of Section 5.6.10. Such re-approval of the special permit shall be recorded with the Registry of Deeds simultaneously with the above notice. Absent such reapproval of the special permit by the Planning Board pursuant to an application by the new owner or owners, the apartment must be removed.”

Amend the existing Section 5.6.9.4 of the Carlisle Zoning Bylaw, which currently reads as follows:

“Upon termination of this Agreement, additional restrictions shall apply regarding repayment to the Town of any funds received from the Town pursuant to a grant or loan agreement,”

by deleting such existing language in its entirety and substituting the following therefor:

“Upon termination of this Agreement, additional restrictions may apply regarding repayment to the Town of any funds received from the Town pursuant to a grant or loan agreement,”

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

ARTICLE 27 – Establish Agricultural Commission: To ask the Town to vote to establish an Agricultural Commission in Carlisle to represent the Agricultural/Farming Community, including Hobby Farming in said Town.

The Department of Agricultural Resources is encouraging communities to establish such Commissions. The Commissions would not have statutory authority, but would provide a forum for farmers and citizens concerned with agriculture to organize educational programs and promote agricultural activities.

The purpose of the Carlisle Agricultural Commission will be to represent the agricultural interests of the farming community in Carlisle. Said Commission will develop a work plan to guide activities including but not limited, to the following: encouraging the continued pursuit of agriculture in Carlisle; promoting agricultural-based economic opportunities in Town; mediating, advocating, educating and/or negotiating on farming issues; working for preservation of agricultural lands; and pursuing all initiatives appropriate to retaining farming in Carlisle.

The Agricultural Commission will consist of 5 Carlisle residents, appointed by the Board of Selectmen. At least 3 members of the Commission shall be engaged in farming and two who are interested in farming issues.

Terms of Service will be one member for one year, two members for two years and two members for 3 years with extensions determined by the Board of Selectmen.

Any vacancy shall be filled by the Board of Selectmen based upon recommendations from the Agricultural Commission.

Or take any other action related thereto. (CITIZENS’ PETITION)

ARTICLE 28 – Zoning Bylaw Amendment – Medicinal Marijuana Moratorium: To see if the Town will adopt the following new section in the Zoning By-laws:

3.5 INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

3.5.1 Purpose:

This section is intended to provide restrictions that will allow the Town adequate time to consider whether to allow facilities associated with the medical use of marijuana, to the extent that such facilities are permitted under state laws and regulations, and, if so, where and under what conditions. Given that a law permitting the medical use of marijuana in the Commonwealth of Massachusetts is in effect beginning January 1, 2013, and that the Massachusetts Department of Public Health has yet to promulgate the regulations by which facilities that produce or dispense medical marijuana shall be registered and administered, a restriction on the establishment of such facilities in the Town shall provide the opportunity to study their potential impacts on adjacent uses and on general public health, safety and welfare, and to develop zoning and other applicable regulations that appropriately address these considerations consistent with the statewide regulations and permitting procedures.

3.5.2 Definition:

A Medical Marijuana Treatment Center shall mean any medical marijuana treatment center, as defined under state law as a Massachusetts not-for-profit entity 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 qualifying patients or their personal caregivers, which is properly licensed and registered by the Massachusetts Department of Public Health pursuant to all applicable state laws and regulations.

3.5.3 Exclusion of Other Marijuana Uses:

Any establishment 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 qualifying patients or their personal caregivers shall not be permitted if such establishment has not been properly registered and licensed in accordance with applicable state and local laws and regulations, or is not operated as a not-for-profit entity, or otherwise fails to meet the definition of a Medical Marijuana Treatment Center.

3.5.4 Exclusion of Accessory Uses:

In no case shall the acquisition, cultivation, possession, processing, transference, transportation, sale, distribution, dispensing, or administration of marijuana, products containing or derived from marijuana, or related products, be considered accessory to any use.

3.5.5 Interim Restrictions:

Medical Marijuana Treatment Centers shall not be permitted in any zoning district in the Town so long as this Section 3.5 is effective, as set forth in Section 3.5.6 below. Use variances shall be strictly prohibited.

3.5.6 Expiration:

This Section 3.5 shall be in effect for a period of twelve (12) months beginning the date of the annual Town Meeting in 2013.

3.5.7 Study Committee:

The Board of Selectmen, Planning Board, Board of Health, and Board of Zoning Appeals, each acting through a member designated by the respective board, and the Chief of Police shall constitute a study committee to monitor developments in the regulation of Medical Marijuana Treatment Centers by the Commonwealth of Massachusetts and to assess the potential impacts of locating any such centers in the Town. The study committee shall submit a public report stating its conclusions to the respective boards no later than three (3) months in advance of the expiration date of this Section 3.5.

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

ARTICLE 29 – Zoning Bylaw Amendment – Section 3.3, Business Uses: To see if the Town will vote to amend section 3.3.1.2.8 of the Zoning By-laws as follows:

By adding the following phrase to section 3.3.1.2.8:

“(but excluding Medical Marijuana Treatment Centers as defined in section 3.5.2 of these by-laws)”

so that section 3.3.1.2.8 reads as follows:

“3.3.1.2.8 drugs and pharmaceuticals (but excluding Medical Marijuana Treatment Centers as defined in section 3.5.2 of these by-laws).”

Or 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 7th day of May, 2013 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 7, 2013

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	one 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
Planning Board	one for a term of two 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 26th day of March in the Year of Our Lord 2013.
BOARD OF SELECTMEN

Peter M. Scavongelli, Chairman

John Gorecki, Vice Chairman

John D. Williams, Clerk

Douglas A.G. Stevenson, Member

Timothy F. Hult, Member

A True Copy Attest:

_____, Constable

Middlesex, ss.

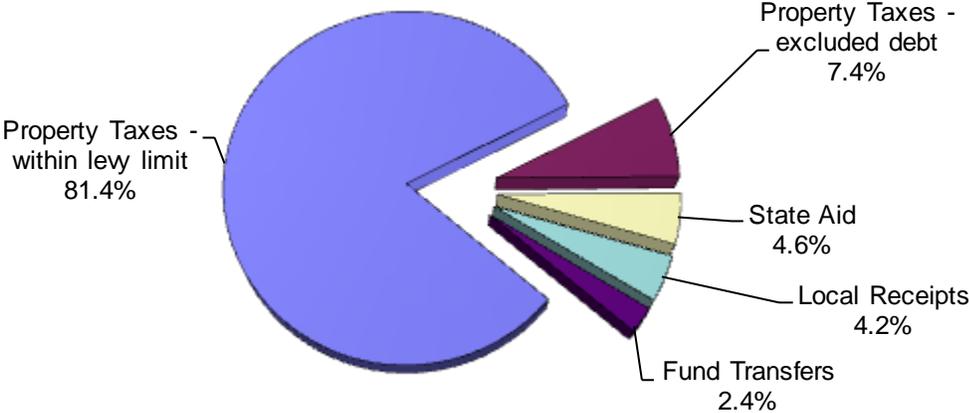
PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of Carlisle by posting up attested copies of the same at the United States Post Office and on the Town Bulletin Board in said town at least seven (7) days before the date of the meeting, as within directed.

Constable of Carlisle

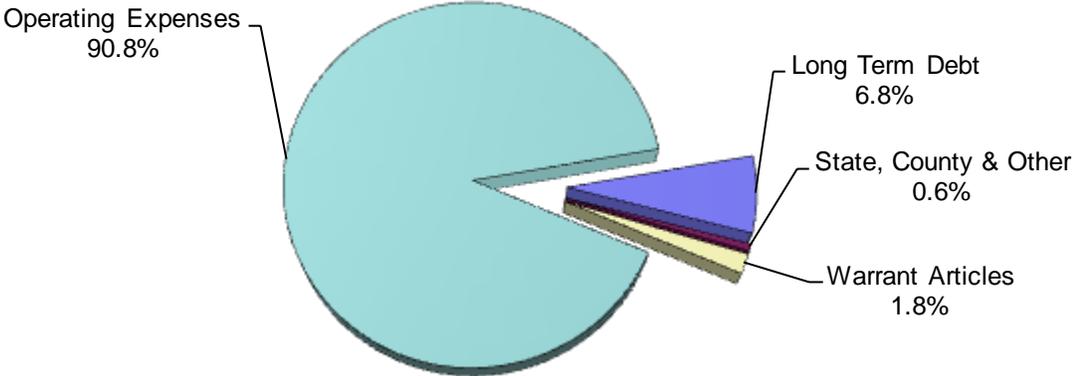
Date Posted: _____

REVENUES & EXPENDITURES

Sources of Revenue FY'14 Balanced Budget



Expenditures by Category FY'14 Balanced Budget



Long Term Debt Service
FY'14 thru FY'29
(Does Not Include CCRSD)

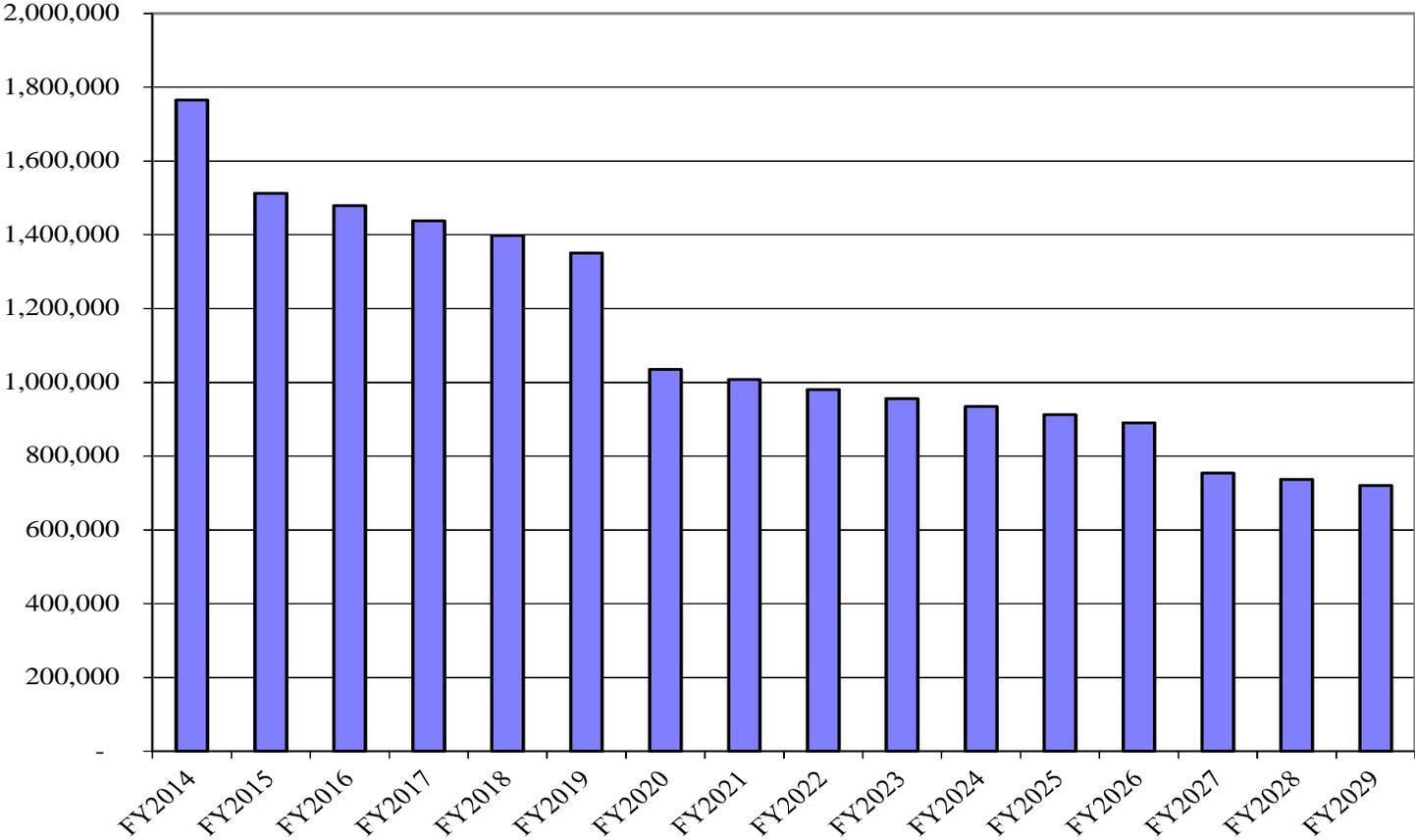


TABLE II - LONG TERM DEBT SERVICE & EXCLUDED DEBT LEVY

<u>LONG TERM DEBT SERVICE</u>	<u>FY'13 Budget</u>	<u>FY'14 Budget</u>	<u>% Change</u>
4/1/06 Wastewater Treatment	92,045	91,725	
4/1/06 Wastewater Treatment	84,202	84,082	
4/5/06 Land (Benefield Parcel A)	154,960	-	
3/18/10 R/I - Athletic Facility	40,170	-	
3/18/10 R/I -Building Construction	5,150	-	
3/18/10 R/I - Building Construction	15,220	13,830	
3/18/10 R/I - Land Acquisition	138,543	130,003	
3/18/10 R/I - Building Addition	93,955	91,555	
3/18/10 School Boiler	36,813	35,883	
3/18/10 Fire Truck	60,393	58,863	
3/18/10 Cisterns	27,058	26,368	
11/18/12 CPS Building Project - FSA	-	19,554	
11/18/12 DPW Roll-off Truck	-	16,188	
11/18/12 Cisterns	-	6,600	
11/18/12 Fire Truck	-	49,020	
11/18/12 CPS Building Project - D&C	-	1,127,962	
11/18/12 DPW Dump/Sander	-	13,275	
Total Long Term Debt Service - Carlisle	748,509	1,764,908	135.79%
Net CCRSD Debt Levy (Carlisle's Assessment)	99,958	578,346	478.59%
Gross Debt Service	848,467	2,343,254	176.18%
<u>EXCLUDED DEBT LEVY</u>	<u>FY'13 Budget</u>	<u>FY'14 Budget</u>	<u>% Change</u>
Long term debt - Carlisle	748,509	1,764,908	
Free cash used to reduce excluded debt levy	-	(390,000)	
CCRSD Long term debt	99,958	578,346	
Short Term Interest	191,417	6,600	
Wang Coombs Stabilization Transfe	(14,945)	(14,945)	
Amortization of Premiums & Grants	(493)	(20,535)	
Paid by CPA contribution	(154,960)	-	
Net Excluded Debt Levy	869,486	1,924,374	121.32%

**Long Term Capital Requirements Committee
FY'14 Recommended Appropriations
and
Four Year Capital Summary Plan**

<u>Levy Limit Funding</u>		Recommended FY'14	<u>Four Year Capital Summary Projection</u>			
	<u>Project/Program</u>	Appropriation	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Carlisle Schools	Technology Replacement - Desktop/Laptop	80,000	80,000	80,000	80,000	80,000
Carlisle Schools	Annual Maintenance (misc projects)	25,000	25,000	25,000	25,000	25,000
Carlisle Schools	Security Upgrades					
Carlisle Schools	Auditorium Seat Refurb (2/3 phases left)	13,000		13,000		
Carlisle Schools	Stage Curtain Refurb (1/2 phases left)		15,000			
Carlisle Schools	Corey Elevator			75,000		
Carlisle Schools	Library Carpet			14,250		
Carlisle Schools	Exercise Room Flooring				25,611	
Carlisle Schools	School Management Software			25,000		
Police	Cruiser Replacement	37,000	40,000	40,000	40,000	40,000
Police	Computer Replacement		4,000	4,000	4,000	4,000
Police	Flooring		9,828			
Police	Outdoor Handicap elevator		50,000			
Police	Firearms		20,000			
Fire	Generator replacement	*	35,000			
Fire	Misc Building Projects	5,000				
Fire	SCBA bottles/packs replacement		7,000	7,000		
Communications	Municipal Fire Alarm Control	*	30,000			
Library	Chairs	2,400				
Library	Misc Maintenance Projects	5,600	8,000	8,000	8,000	8,000
Library	Computer Replacement		10,000	10,000		
Library	Replace Carpeting		25,000			
Town Hall	ADA		5,000	5,000	5,000	5,000
Town Hall	IT Upgrade		10,000	5,000	5,000	
Totals		233,000	308,828	311,250	192,611	162,000

**Long Term Capital Requirements Committee
FY'14 Recommended Appropriations
and
Four Year Capital Summary Plan**

<u>Service Level Improvement Projects Funded from Other Sources</u>		Recommended FY'14	<u>Four Year Capital Summary Projection</u>			
<u>Project/Program</u>		Appropriation	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>
Carlisle Schools	School Management Software			25,000		
Police	RMS software	76,105				
Library	Septic	34,000				
Carlisle Schools	Remove/Repair Carlisle Castle				150,000	
Fire	Repave parking lot					
DPW	Sweeper ('97)			150,000		
Total Expected to be Funded from Other Sources		110,105	-	150,000	150,000	-

Town of Carlisle

Volunteer Response Form

GOOD GOVERNMENT STARTS WITH YOU

Town government needs citizens who are willing to give time in the service of their community. If you are interested in serving on a town committee or board, please fill out this form, indicating your preference and return to: *The Board of Selectmen, P.O. Box 827, Carlisle, Massachusetts 01741.*

Name: _____

Home Phone: _____

Address: _____

Occupation: _____

Background: _____

LIST IN ORDER OF PREFERENCE

PLANNING AND PRESERVATION

Conservation Commission
Planning Board Activities
Board of Appeals
Historical Commission
Metropolitan Area Planning Council
Other

HOUSING

Housing Authority
Other

EDUCATION

Scholarship Advisory Committee
School Building Committee
Other

PERSONNEL

Personnel Board
Other

RECREATION

Recreation Commission
Trails Committee
Youth Commission
State Park Advisory Committee
Other

GENERAL GOVERNMENT

Finance Committee
Long-Term Capital Requirements
Other

OTHER

Council on Aging
Town Building Committee
Bylaw Review Committee
Cable TV Committee
Animal Control Officer
Hanscom Field Advisory Committee
Americans with Disabilities Task Force
Household Waste Committee
Arts Council
Memorial Day Committee

Help Promote Good Government By Serving Your Community

EVERYTHING YOU'VE ALWAYS WANTED TO KNOW ABOUT TOWN MEETING

By Carlisle 2000

Each qualified inhabitant of the town has an indisputable right to vote upon every question presented, as well as to discuss it, or there is no town meeting. This is universally understood as the vital feature of the town system of government as practiced from a long time before the Declaration of Independence until the present. -Opinion of the Justices, 229 Mass. 601, 1918

Town Meeting is a gathering of all people in the town who are eligible to vote. Voters who do not attend must abide by the decision of those who do attend. Its decisions affect the lives and pocketbooks of all the citizens, therefore, there are very special requirements, which must be followed in calling and conducting the meeting. Failure to meet these requirements may invalidate the action of the meeting.

Important items of business of the town meeting are:

1. Deciding what officers the town shall have, what salary it will pay for these officers and their terms of office.
2. Electing citizens to fill these offices.
3. Deciding for what purposes the town will spend money and how much may be spent for each purpose.
4. Adopting and changing bylaws to govern the conduct of business.
 - a. Regulating the government of the town, i.e., the conduct of town meetings
 - b. Regulating the organization and procedures for administration of town business
 - c. Regulating the conduct of citizens
 - d. Regulating the use of land
 - e. Regulating certain occupations

Only registered voters are admitted to the floor of the meeting. Visitors are customarily permitted to observe the meeting, but are separated from the voters. A quorum must be attained before the meeting is called to order.

The Moderator presides at Town Meeting, keeps order and makes a public declaration of all votes. She presents the articles in the order in which they appear on the Warrant. She first reads the article, then, calls for a motion, which is customarily made by the sponsor of the article. If money is involved, the Finance Committee is given an opportunity to state its recommendations early in the discussion. Any voter may discuss an article, may amend an article, amend an amendment, and vote on all motions and amendments.

The Warrant. Every town meeting is called by the issuing of a warrant. The warrant is a legal document that notifies the voters and states (1) the time of the meeting, (2) the place of the meeting, (3) the business to be taken up at the meeting.

Voting. Although most matters are settled with simple voice votes, there are times when a voice vote is not sufficient. If the vote is questioned, the moderator may appoint tellers and then ask for a rising vote or a show of hands to be counted by the tellers. On matters which require an unusual majority - such as a two-thirds vote to borrow money - the vote must be counted unless it is unanimous.

GLOSSARY OF TERMS

Conservation Fund: Raised by the Town and expended by vote of the Conservation Committee for land purchases or any other conservation use. This fund may be invested and accrue interest.

Capital Exclusion: A town may assess taxes in excess of its Levy Limit by voting a Capital Exclusion. Capital exclusions do not become part of the Levy Limit base but increase the property tax for only the year in which they are passed. This can be used only for capital outlay expenditures.

Chapter 90: Chapter 90 is a 100% reimbursable program. Each year an amount approved by the State is authorized at Town Meeting to be expended for maintaining, repairing, improving, and constructing Town roads and bridges (pathways are also included) that qualify under State Aid Highway Guidelines. All projects must be pre-approved by the State and work completed before the State will reimburse the Town 100% for its expenditures.

Community Preservation Act: The Community Preservation Act is statewide enabling legislation to allow cities and towns to levy a property tax surcharge of up to 3.0% on real property for the purpose of creating a local community preservation fund and qualifying for state matching funds. Carlisle voted to levy a 2% surcharge. CPA funds can be used to acquire and protect open space, preserve historic buildings and landscapes, and create and maintain affordable housing. Annually, at least 10 percent of the funds must be earmarked for each of these areas with the remaining 70 percent available to allocated among the three areas, plus active recreation, or set aside for future spending.

Debt Exclusion: A town may assess taxes in excess of its Levy Limit by voting a Debt Exclusion. Debt exclusions are temporary property tax increases. The amount of this excluded debt does not become part of the Levy Limit base but is added on for the duration of the debt. Most of Carlisle's bonded indebtedness is excluded debt outside the levy limit.

Free Cash: A budgetary fund balance built up over time if town receipts exceed expenditures. Once a year the Town's Free Cash balance is certified by the State (reserving amounts we know have been committed to spend), and this balance can be used to reduce the tax levy. Credit rating agencies and other members of the financial community use this, in conjunction with a Stabilization Fund and other factors, to make judgments regarding a community's fiscal stability.

Levy: The total amount the Town raises through property taxes.

Levy Limit: This is the maximum amount a community can raise through taxes without an override. Under Proposition 2 1/2 the Levy can be raised only 2 1/2 % over the previous year's Levy plus an amount reflecting new growth in the total tax base in the Town. The Assessors must document this new growth and receive approval from the Department of Revenue before it can be added. A town may also increase its levy limit by voting an override.

Long Term Debt: Loans and obligations with a maturity of longer than one year;

usually accompanied by interest payments. Long Term Debt represents a commitment of taxable resources over the period of debt repayment. In Town budgets it represents a line item expense that local governments must budget to support voted debt.

New Growth: The taxing capacity added by new construction and other increases in the property tax base. New Growth is calculated by multiplying the value associated with the new construction by the tax rate of the previous fiscal year. Increases as a result of revaluation or appreciation do not factor into new growth.

Override: A Levy Limit Override provides a community with flexibility to levy more than their levy limit and is used to obtain additional funds for annual operating budgets and fixed costs. An Override is a permanent increase in the amount of property taxes a community may levy. The Override becomes a permanent part of the Levy Limit base in future years.

Proposition 2 1/2: A State law that restricts the amount of taxes that a City or Town can raise and the amount taxes can increase each year without an override.

Regional School Debt: Under Proposition 2 ½ a member of a regional governmental unit may exclude its assessed share of debt service on district borrowings. This form of debt exclusion is proportionally assessed to each community over the life of the debt. It does not become part of the Levy Limit base.

Reserve Fund: This fund is established by the voters at the Annual Meeting and may be added to at a Special Town Meeting. It may not exceed 5% of the tax levy of the preceding year. Transfers from this fund are within the exclusive control of the Finance Committee and are for “extraordinary or unforeseen expenditures” by various town departments.

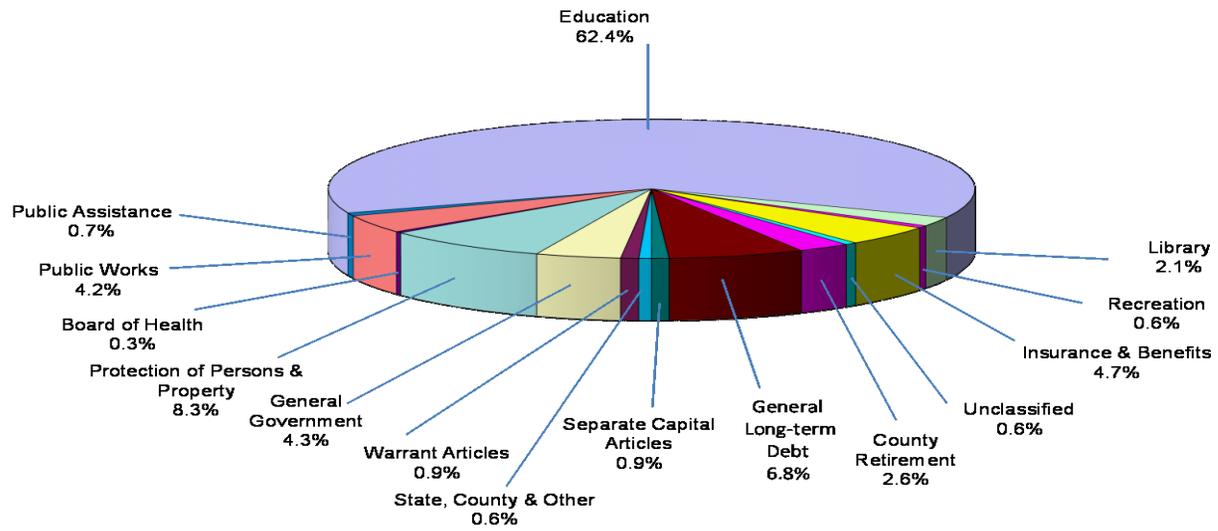
Revolving Fund: A Revolving Fund allows the town to receive revenues for a specific service, which can then used for that specific purpose without appropriation. Revolving Funds must be reauthorized by town meeting each year and a limit on the total amount that can be spent from each fund is established at that time.

Stabilization Fund: A stabilization fund is analogous to a bank account, town meeting can appropriate (make deposits) into for use at a future time. Sometimes seen as a “rainy day” fund, this fund is used to stabilize the financial picture of the community and can be appropriated from by a two-thirds vote at town meeting for any legitimate municipal purpose. Credit rating agencies and other members of the financial community use this, in conjunction with Free Cash and other factors, to make judgments regarding a community’s fiscal stability.

Tax Rate: The dollars paid by the taxpayer per thousand dollars of the taxpayer’s assessed property value.

NOTES

**Town of Carlisle
Summary of Expenditures
FY'14 Balanced Budget**



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