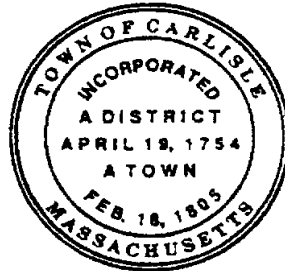


Town of Carlisle



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 23, 2012
Town Hall, 7:30 p.m.

Annual Town Meeting

Monday, April 30, 2012
Corey Auditorium, 7:00 p.m.

Town Elections

Tuesday, May 8, 2012
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

TABLE OF CONTENTS

| | |
|---|-------------------|
| To the Voters of Carlisle | 1 |
| Table I - Finance Committee FY 2013 Budget | 4 |
| ARTICLE 1 - Consent Agenda | 6 |
| ARTICLE 2 - Town Reports | 7 |
| ARTICLE 3 - Salaries of Elected Officials | 7 |
| ARTICLE 4 - Revaluation | 7 |
| ARTICLE 5 - Actuarial Valuation | 7 |
| ARTICLE 6 - Department Revolving Funds Authorization | 8 |
| ARTICLE 7 - Real Estate Tax Exemption | 9 |
| ARTICLE 8 - Transfer from Stabilization Fund to Support Debt Service | 9 |
| ARTICLE 9 - Transfer of Free Cash to Stabilization Fund | 9 |
| ARTICLE 10 - FY 2013 Chapter 90 Authorization | 9 |
| ARTICLE 11 - Concord-Carlisle RSD Technology Stabilization Fund Transfer | 9 |
| ARTICLE 12 - Fiscal Year 2012 Budget Transfers | 10 |
| ARTICLE 13 - FY13 Operating Budget | 10 |
| ARTICLE 14 - Capital Equipment | 17 |
| ARTICLE 15 - Capital Expenditure – DPW Dump Truck | 17 |
| ARTICLE 16 - Capital Expenditure – Fire Dept. Pickup Truck | 18 |
| ARTICLE 17 - Procurement Bylaw Amendment | 18 |
| ARTICLE 18 - Camp Fees Bylaw Amendment | 18 |
| ARTICLE 19 - Professional Services for Council on Aging | 19 |
| ARTICLE 20 - Professional Services for Board of Health | 19 |
| ARTICLE 21 - Community Septic Management Program – Repayment of Debt | 19 |
| ARTICLE 22 - Community Septic Management Program - Reauthorization | 20 |
| ARTICLE 23 - Community Preservation Act – Annual Authorization | 20 |
| ARTICLE 24 - Elliott Preserve – Acquisition of Conservation Restriction | 21 |
| | |
| Chart - Revenue and Expenditures by Category | 23 |
| Chart - Long Term Debt Service | 24 |
| Table III - Long Term Capital Requirements 2013 - 2017 | 25 |
| Volunteer Response Form | 27 |
| Everything You've Always Wanted To Know About Town Meeting | 28 |
| Glossary of Terms | 29 |
| Chart - Summary of Expenditures | Inside Back Cover |

To the Voters of Carlisle:

The Carlisle Finance Committee has completed its budget review and presents its recommendations concerning the Fiscal Year 2013 (“FY13”) 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 (CCRS).

The Town is in the fifth successive year of minimal-growth budgeting. The Finance Committee does not expect this pressure to abate in the upcoming years, as rising costs are expected to exceed revenue from new growth. We expect no growth in new housing construction, remaining at about \$15,000,000 for the twelve-month period ending on June 30, 2012. Because the Town relies on housing for virtually 100% of its tax 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 FY13 revenue from all sources available will grow only 0.6% over FY12. Although revenue raised through the property tax will grow by approximately 1.5%, including “new growth”, state aid is forecast to increase by only .5% against the prior year and local receipts are forecast to increase by only 2.2%.

Transfers from our free cash balance are also considered revenue. While the Finance committee does not recommend any free cash transfers to support the FY13 operational budgets, we are recommending that \$75,000 be transferred to the Town’s Stabilization Fund, \$53,000 be applied toward a Fire Department pickup truck, \$95,000 be applied toward a DPW dump truck, and \$66,000 be applied to repay loans from the state for the residential septic system repair program. All told this will leave the Town with over \$1,855,000 in free cash before the July 1, 2012 certification, which, along with the almost \$1,000,000 in the Stabilization Fund, represents a prudent reserve for future operational and capital expansion needs.

Generally, the Finance Committee recommends free cash for “one-time” expenses and not to support ongoing operational items, because free cash does not permanently increase the levy limit, as an override would.

Levy Limit Spending

Total operational spending within the levy limit, excluding town debt service and capital expenditures increased 0.6% as compared with FY12 (See Table 1). The debt service for FY13 will decrease by 31.1%. The FY13 long term capital budget is unchanged from last year at \$250,000. Free cash will be applied toward a Fire Department pickup truck (\$53,000), a DPW dump truck (\$95,000) and to repay loans from the state for the residential septic system repair program (\$66,000).

Operating Budget

The Town operating budget breaks down as follows:

The balanced budget for education will decrease .14%, which reflects a 2.5% increase in the CPS budget, but a decrease in Carlisle's assessment for CCRSD for operations and debt service of 4.29%. The assessment for Minute Man Regional High School (MMRHS) is up 56.7%, representing a dollar increase of \$ 68,802. 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 FY12 with the exception of salary increases due to contractual obligations and/or cost of living adjustments. The Finance Committee supported modest increases in the following areas:

The cost of insurance and retirement benefits the Town provides to employees (including CPS) decreased by 4.9%. This one-time decrease in insurance costs is due to a re-structuring of the town's health insurance plan.

Excess Levy Capacity

This year, for the first time in recent history, 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 and the reduction in health insurance costs, FY13's balanced budget requires \$ 416, 451 less than the levy limit.

Debt and Capital Exclusions

The proposed Warrant Articles do not include any capital or debt exclusions for FY13.

Debt

In FY13, net excluded debt levy will decrease by 13.2%. Though our excluded debt has been decreasing for the past 3 years, this trend is about to end as financing for the CPS building project is expected to start appearing in Fiscal Year 2014.

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;
- The completion of the new CPS building will be reflected in higher debt payments starting next year;

- and
- The new CCHS building will further add to our debt payments in the near future.

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.

Meanwhile, please 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 23rd.

Sincerely,

The Carlisle Finance Committee

Jerome Lerman, Chair
Michael Bishop
Barbara Bjornson
David Guarino
David Model
Kevin Perkins
David Verrill

**Table 1 - Town of Carlisle Finance Committee
FY'13 Summary Budget Presentation**

| <u>SUMMARY</u> | FY'12 | FY'13 | |
|--|-------------------|--|--------------------------------------|
| | Budget | Levy Limit Operating Budget (Articles 4,5,8,9,12,13,14,15,18,19,20, & 22) | % Change from FY'13 |
| | | Budget | |
| Revenue: | | | |
| Property Taxes - Prop. 2 1/2 levy limit | \$20,696,942 | 21,416,647 | 3.5% |
| Excess levy capacity | \$0 | (416,361) | |
| Net Property Tax Levy | \$20,696,942 | \$21,000,286 | 1.5% |
| Property Taxes - excluded debt | 974,938 | 845,977 | -13.2% |
| Property Taxes - capital exclusion | - | - | |
| State aid | 1,076,964 | 1,082,144 | 0.5% |
| Local Receipts | 1,043,200 | 1,066,000 | 2.2% |
| Fund Transfers | 564,014 | 499,905 | -11.4% |
| Total Revenue | 24,356,058 | 24,494,312 | 0.6% |
| Expenditures: | | | |
| State, County & Other | 146,331 | 158,000 | 8.0% |
| LTCRC Warrant Articles | 250,000 | 250,000 | 0.0% |
| Operating Budgets | | | |
| General Government | 1,002,227 | 1,037,142 | 3.5% |
| Protection of Persons & Property | 1,945,746 | 2,072,412 | 6.5% |
| Board of Health | 73,889 | 82,148 | 11.2% |
| Public Works | 1,067,233 | 1,080,862 | 1.3% |
| Public Assistance | 139,194 | 161,983 | 16.4% |
| Education | 15,744,393 | 15,722,876 | -0.1% |
| Library | 524,980 | 549,930 | 4.8% |
| Recreation | 119,897 | 121,187 | 1.1% |
| Insurance & Benefits | 1,316,000 | 1,228,240 | -6.7% |
| Unclassified | 151,645 | 151,645 | 0.0% |
| County Retirement | 660,453 | 652,344 | -1.2% |
| Debt Service | 1,105,570 | 916,459 | -17.1% |
| Total Operating Budgets | 23,851,227 | 23,777,228 | -0.3% |
| Capital Exclusion | - | - | |
| Separate Articles | 108,500 | 95,084 | -12.4% |
| Capital purchases funded by Free Cash | - | 148,000 | |

**WARRANT
ANNUAL TOWN MEETING – APRIL 30, 2012
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 Thirtieth 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, 9, and 10). 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 call 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 2012 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 2013, beginning July 1, 2012, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

| | <u>Voted FY'11</u> | <u>Voted FY'12</u> | <u>Recommended FY'13</u> |
|----------------------|--------------------|--------------------|--------------------------|
| Moderator | \$50 | \$50 | \$50 |
| Town Clerk | \$53,640 | \$54,713 | \$55,807 |
| 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 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 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 2013, beginning July 1, 2012, or take any other action related thereto. (BOARD OF SELECTMEN)

| 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 Inspector | User Fees | Board of Selectmen | To cover inspectional services and administrative expenses. | \$75,000 |
| Council on Aging | User Fees | Council on Aging | To provide for events sponsored by the Council on Aging | \$10,000 |

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 2013 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, resulting in the FY 2013 long-term debt service appropriation to \$761,499.

ARTICLE 9 – Fiscal Year 2013 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 9.

ARTICLE 10 - FY 2013 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 Recommendation: The Finance Committee recommends approval of Article 10 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 11 - Concord-Carlisle Regional School District Technology Stabilization Fund Transfer: To see if the Town will vote to authorize the Concord-Carlisle Regional School District treasurer to appropriate sum of \$250,000 from the available yearend balance of June 30, 2011 and transfer said funds into the Stabilization Fund created July 1, 2010 pursuant to Massachusetts General Laws, Chapter 71, section 16G1/2, and Chapter 40, section 5B, for the purpose of reserving funds to lower future tax levy impacts of operating budgets for Concord-Carlisle Regional School District technology equipment replacements and networking service upgrades; said Stabilization Fund to be invested and to retain its own interest earnings as provided by law or take any other action.

(BOARD OF SELECTMEN/CONCORD-CARLISLE REGIONAL SCHOOL COMMITTEE)

ARTICLE 12 – Fiscal Year 2012 Budget Transfers: To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2012 operating budget from other line items of said budget 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 13 - 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 2013, beginning July 1, 2012, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 13, in the total amount of \$23,622,268 as further detailed below.*

Article 13

| | FY 2012 Budget | ARTICLE 13 FY 2013 Levy Limit Budget | ARTICLES 8 & 9 FY 2013 Transfers Budget |
|----------------------------------|-------------------|---|--|
| General Government | 1,002,227 | 1,037,142 | 1,037,142 |
| Protection of Persons & Property | 1,945,746 | 2,072,411 | 2,072,411 |
| Board of Health | 73,889 | 82,148 | 82,148 |
| Public Works | 1,067,233 | 1,080,862 | 1,080,862 |
| Public Assistance | 139,194 | 161,983 | 161,983 |
| Education | 15,744,393 | 15,722,876 | 15,722,876 |
| Library | 524,980 | 549,930 | 549,930 |
| Recreation | 119,987 | 121,187 | 121,187 |
| Insurance & Benefits | 1,316,000 | 1,228,240 | 1,228,240 |
| Unclassified | 151,645 | 151,645 | 151,645 |
| Retirement & Tax Title | 660,453 | 652,344 | 652,344 |
| Long Term Debt | 910,160 | 746,554 | 761,499 |
| Total | 23,646,817 | 23,607,323 | 23,622,268 |

General Government

| | ARTICLE 13 FY 2013 | ARTICLES 8 & 9 FY 2013 |
|--|-----------------------|---------------------------|
|--|-----------------------|---------------------------|

| | FY 2012 Budget | Levy Limit Budget | Transfers Budget |
|---------------------------|---------------------------|------------------------------|-----------------------------|
| General Government | | | |
| General Expense | 449,986 | 458,947 | 458,947 |
| Citizen Recognition | 175 | 175 | 175 |
| Treasurer/Collector | 132,719 | 137,477 | 137,477 |
| Town Clerk | 64,975 | 67,434 | 67,434 |
| Registrars & Elections | 10,176 | 12,102 | 12,102 |
| Assessors | 99,472 | 101,261 | 101,261 |
| Town Hall | 163,824 | 177,253 | 177,253 |
| Planning Board | 80,900 | 82,493 | 82,493 |
| sub-total | 1,002,227 | 1,037,142 | 1,037,142 |

General Expenses: *The Finance Committee recommends a balanced budget appropriation of \$458,947 for this budget item.*

Citizen Recognition: *The Finance Committee recommends a balanced budget appropriation of \$175 for this budget item.*

Treasurer/Tax Collector: *The Finance Committee recommends a balanced budget appropriation of \$137,477 for this budget item.*

Town Clerk: *The Finance Committee recommends a balanced budget appropriation of \$67,434 for this budget item.*

Registrars and Elections: *The Finance Committee recommends a balanced budget appropriation of \$12,102 for this budget item.*

Assessors: *The Finance Committee recommends a balanced budget appropriation of \$101,262 for this budget item.*

Town Hall: *The Finance Committee recommends a balanced budget appropriation of \$177,253 for this budget item.*

Planning Board: *The Finance Committee recommends a balanced budget appropriation of \$82,493 for this budget item.*

Protection of Persons and Property

| | FY 2012 Budget | ARTICLE 13 FY 2013 Levy Limit Budget | ARTICLES 8 & 9 FY 2013 Transfers Budget |
|---|---------------------------|---|--|
| Protection of Persons & Property | | | |
| Police | 1,240,500 | 1,275,536 | 1,275,536 |
| Fire | 281,012 | 334,548 | 334,548 |

| | | | |
|-----------------------|------------------|------------------|------------------|
| Communications | 292,657 | 309,019 | 309,019 |
| Conservation | 65,824 | 86,952 | 86,952 |
| Dog & Animal Control | 9,925 | 9,925 | 9,925 |
| Inspectional Services | 32,266 | 32,870 | 32,870 |
| Street-Lighting | 23,562 | 23,562 | 23,562 |
| sub-total | 1,945,746 | 2,072,412 | 2,072,412 |

Police: The Finance Committee recommends a balanced budget appropriation of \$1,275,536 for this budget item.

Fire: The Finance Committee recommends a balanced budget appropriation of \$334,548 for this budget item, with \$293,548 to be raised from taxation or other available funds of the town and \$41,000 to be transferred from the Ambulance Fund.

Communications: The Finance Committee recommends a balanced budget appropriation of \$309,019 for this budget item.

Conservation: The Finance Committee recommends a balanced budget appropriation of \$86,952 for this budget item.

Dog & Animal Control: The Finance Committee recommends a balanced budget appropriation of \$9,925 for this budget item.

Inspectional Services: The Finance Committee recommends a balanced budget appropriation of \$32,870 for this budget item.

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

Board of Health

| | ARTICLE 13 | ARTICLES 8 & 9 |
|------------------------|---------------|----------------|
| | FY 2013 | FY 2013 |
| FY 2012 | Levy Limit | Transfers |
| Budget | Budget | Budget |
| Board of Health | 82,148 | 82,148 |

Board of Health: The Finance Committee recommends a balanced budget appropriation of \$82,148 for this budget item.

Public Works

| | <u>FY 2012</u> <u>Budget</u> | <u>ARTICLE 13</u> <u>FY 2013</u> <u>Levy Limit</u> <u>Budget</u> | <u>ARTICLES 8 & 9</u> <u>FY 2013</u> <u>Transfers</u> <u>Budget</u> |
|---------------------|---------------------------------|---|--|
| Public Works | | | |
| DPW (incl. trees) | 656,629 | 669,103 | 669,103 |
| Snow & Ice | 65,132 | 65,228 | 65,228 |
| Transfer Station | 257,056 | 258,115 | 258,115 |
| Road Maintenance | 88,416 | 88,416 | 88,416 |
| sub-total | 1,067,233 | 1,080,862 | 1,080,862 |

***DPW:** The Finance Committee recommends a balanced budget appropriation of \$669,103 for this budget item.*

***Snow & Ice:** The Finance Committee recommends a balanced budget appropriation of \$65,228 for this budget item.*

***Transfer Station:** The Finance Committee recommends a balanced budget appropriation of \$258,115 for this budget item.*

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

Public Assistance

| | <u>FY 2012</u> <u>Budget</u> | <u>ARTICLE 13</u> <u>FY 2013</u> <u>Levy Limit</u> <u>Budget</u> | <u>ARTICLES 8 & 9</u> <u>FY 2013</u> <u>Transfers</u> <u>Budget</u> |
|----------------------------|---------------------------------|---|--|
| Public Assistance | | | |
| Youth Commission | 2,650 | 2,703 | 2,703 |
| Council on Aging | 117,469 | 140,205 | 140,205 |
| Senior Tax Voucher Program | 17,500 | 17,500 | 17,500 |
| Veteran's Agent | 1,545 | 1,575 | 1,575 |
| sub-total | 139,194 | 161,983 | 161,983 |

***Youth Commission:** The Finance Committee recommends a balanced budget appropriation of \$2,703 for this budget item.*

***Council on Aging:** The Finance Committee recommends a balanced budget appropriation of \$140,205 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

| | <u>FY 2012 Budget</u> | <u>ARTICLE 13 FY 2013 Levy Limit Budget</u> | <u>ARTICLES 8 & 9 FY 2013 Transfers Budget</u> |
|-------------------------|---------------------------|---|--|
| Education | | | |
| Carlisle Public Schools | 9,274,945 | 9,506,541 | 9,506,541 |
| CCRS | 6,211,506 | 5,926,146 | 5,926,146 |
| CCRS debt service | 136,513 | 99,958 | 99,958 |
| MMRHS | 121,429 | 190,231 | 190,231 |
| sub-total | 15,744,393 | 15,722,876 | 15,722,876 |

Carlisle Public Schools: *The Finance Committee recommends a balanced budget appropriation of \$9,506,541 for this budget item.*

Concord Carlisle Regional High School: *The Finance Committee recommends a balanced budget appropriation of \$5,926,146 for this budget item.*

Concord Carlisle Regional High School Debt Service: *The Finance Committee recommends a balanced budget appropriation of \$99,958 for this budget item.*

Minuteman Regional High School: *The Finance Committee recommends a balanced budget appropriation of \$190,231 for this budget item.*

Library

| | <u>FY 2012 Budget</u> | <u>ARTICLE 13 FY 2013 Levy Limit Budget</u> | <u>ARTICLES 8 & 9 FY 2013 Transfers Budget</u> |
|----------------|---------------------------|---|--|
| Library | 524,980 | 549,930 | 549,930 |

Library: *The Finance Committee recommends a balanced budget appropriation of \$549,930 for this budget item.*

Recreation

| | ARTICLE 13 | ARTICLES 8 & 9 |
|-------------------|-------------------|---------------------------|
| FY 2012 | FY 2013 | FY 2013 |
| Budget | Levy Limit | Transfers |
| Budget | Budget | Budget |
| Recreation | 119,897 | 121,187 |

***Recreation:** The Finance Committee recommends a balanced budget appropriation of \$121,187 for this budget item.*

Insurance & Benefits

| | ARTICLE 13 | ARTICLES 8 & 9 |
|---------------------------------|-------------------|---------------------------|
| FY 2012 | FY 2013 | FY 2013 |
| Budget | Levy Limit | Transfers |
| Budget | Budget | Budget |
| Insurance & Benefits | | |
| Blanket Insurance | 160,000 | 160,000 |
| Group Insurance and Mitigation | 1,106,000 | 1,018,240 |
| Unemployment Insurance | 50,000 | 50,000 |
| sub-total | 1,316,000 | 1,228,240 |

***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 \$1,018,240 for this budget item.*

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

Unclassified

| | ARTICLE 13 | ARTICLES 8 & 9 |
|--|-------------------|---------------------------|
|--|-------------------|---------------------------|

| | FY 2012 Budget | FY 2013 Levy Limit Budget | FY 2013 Transfers Budget |
|-------------------------|-------------------|---------------------------------|--------------------------------|
| Unclassified | | | |
| Interest, fees, & costs | 1,000 | 1,000 | 1,000 |
| Public Celebrations | 645 | 645 | 645 |
| Reserve Fund Balance | 150,000 | 150,000 | 150,000 |
| sub-total | 151,645 | 151,645 | 151,645 |

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 \$645 for this budget item.

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

County Retirement

| | ARTICLE 13 FY 2013 Levy Limit Budget | ARTICLES 8 & 9 FY 2013 Transfers Budget |
|--------------------------|---|--|
| County Retirement | 660,453 | 652,344 |

County Retirement: The Finance Committee recommends a balanced budget appropriation of \$652,344 for this budget item.

Long Term Debt Service

| | ARTICLE 13 FY 2013 Levy Limit Budget | ARTICLES 8 & 9 FY 2013 Transfers Budget |
|-----------------------|---|--|
| Long Term Debt | 901,160 | 761,499 |

Long Term Debt: The Finance Committee recommends a balanced budget appropriation of \$761,499 for this budget item with the passage of transfer funds under Articles 8 and 9.

ARTICLE 14 – 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. (BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS COMMITTEE)

**Long Term Capital Requirements
FY'13
Article 14**

| | | |
|----------------|----------------------------|----------------|
| CPS | Technology Replacement | 80,000 |
| CPS | Annual Maintenance | 25,000 |
| CPS | Stage Curtain Refurb | 15,000 |
| Police | Cruiser Replacement | 41,000 |
| Police | Computer Replacement | 7,600 |
| Communications | UPS Battery Replacement | 4,588 |
| Communications | Tower improvements | 15,000 |
| Finance | Upgrade MUNIS | 15,000 |
| Town Hall | IT Upgrades | 13,412 |
| Library | Misc. Maintenance Projects | 8,400 |
| Fire | Repave Parking Lot | 25,000 |
| | | <u>250,000</u> |

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: Both Committees recommend approval of the preceding amounts for the items described under Article 14 for \$250,000.

ARTICLE 15 - Capital Expenditure – DPW Dump Truck: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute for the Board of Selectmen to expend to purchase a Dump Truck for the Department of Public Works (DPW), or provide by any combination of these methods, or take any other action related thereto. (BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 15 to transfer the sum of \$95,000 from Free Cash to purchase a new Dump Truck for the Dept. of Public Works.*

ARTICLE 16 - Capital Expenditure - Fire Department Pickup Truck: To see what sums the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to provide funding, to be expended by the Board of Selectmen, to purchase a new pickup truck for the Fire Department, or take any other action related thereto. (BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 16 to transfer the sum of \$53,000 from Free Cash to purchase a new Pickup Truck for the Fire Dept.*

ARTICLE 17 - Procurement By-law amendment: To see if the Town will vote to amend Article III of the General Bylaws of the Town by adding to Section 3.1.3 as follows:

(The language below is in the current bylaw. The changes are in ***bold italics***)

3.1.3 Unless otherwise provided by a vote of Town meeting, the Board of Selectmen is authorized to enter into any contract for the exercise of the Town's corporate powers, on such terms and conditions as are deemed appropriate. Within such authorization, the Board of Selectmen may delegate contracting authority to the Chief Procurement Officer designated pursuant to M.G. L. Ch. 30B.

Any Town officer or board authorized by the General Laws or the General Bylaws of the Town to enter into contracts for the procurement of goods or services is hereby authorized, pursuant to General Laws Chapter 30B, section 12, to enter into such contracts for terms not to exceed five (5) years, unless a longer term is specifically authorized by a vote of Town Meeting.

Notwithstanding the foregoing, neither the Board of Selectmen nor the Chief Procurement Officer shall contract for any purpose, on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.

or take any other action related thereto. (BOARD OF SELECTMEN/SCHOOL COMMITTEE)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 17.*

ARTICLE 18 – Bylaw Amendment re: Camp Fees (Section 3.24.4) To see if the Town will vote to amend Section 3.24.4 of the General Bylaws as follows:

(The language below is in the current bylaw. The changes are in ***bold italics***)

3.24.4 The fee to be charged by the Board of Health for recreational camp licenses and other facilities to be licensed by the Board of Health pursuant to section 32B of Chapter 140 of the General Laws of the Commonwealth shall be **established by the Board of Health from time to time in accordance with G. L. Chapter 40, section 22F.** \$50 (fifty dollars) for ~~an original application and \$10 (ten dollars) for a renewal.~~ Or to take any other action related thereto. (BOARD OF HEALTH)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 18.*

ARTICLE 19 – Professional Services - Council on Aging: 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 Council on Aging for the purpose of Council on Aging professional services to aid the residents of Carlisle, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 19 for \$9,084 for the Council of Aging for professional services.*

ARTICLE 20 – Appropriation for Board of Health: 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 Health, in consultation with the Board of Selectmen, for the purpose of disease prevention, or to take any other action related thereto. (BOARD OF HEALTH)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 20 for \$2,000 for the Board of Health to be spent after consultation with the Selectmen for disease prevention programs and activities.*

ARTICLE 21 – Community Septic Management Program – Repayment of Debt: To see if the Town will vote to raise and appropriate or to transfer from available funds pursuant to any applicable statute, the sum of \$66,000, to repay to the Massachusetts Water Pollution Abatement Trust funds borrowed and spent by the Board of Health in connection with loans to homeowners for the design, construction, repair, replacement and/or upgrade of septic systems and other water-pollution abatement work and projects undertaken pursuant to G.L. Chapter 111, s. 127B1/2 and authorized pursuant to written agreements between the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of Massachusetts General Laws; or to take any action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 21 to transfer the sum of \$66,000 from Free Cash for the purpose of loan repayment to the MWPAT.*

ARTICLE 22 – Community Septic Management Program - Reauthorization: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute from the Massachusetts Water Pollution Abatement Trust, or otherwise from any source, a sum or sums of money for the purposes of the Board of Health to expend directly or indirectly, pursuant to G.L. Chapter 111, s. 127B1/2 or any other applicable statute, as loans to homeowners for the design, construction, repair, replacement and/or upgrade of septic systems and any other work related to water-pollution abatement projects authorized pursuant to written agreements between the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of Massachusetts General Laws; or to take any action related thereto. (BOARD OF SELECTMEN/BOARD OF HEALTH)

Finance Committee Recommendation: The Finance Committee **does not** recommend Article 22.

ARTICLE 23 – 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. (BOARD OF SELECTMEN/COMMUNITY PRESERVATION COMMITTEE)

It is anticipated that four motions as summarized below will be made under this article.

Motion 1

That upon the recommendation of the Community Preservation Committee the sum of \$455,360 be appropriated from the Fiscal Year 2013 Community Preservation Fund estimated revenues to various Community Preservation Fund accounts:

Motion 2

That upon the recommendation of the Community Preservation Committee the sum of \$6,406.73 in unexpended funds from previously approved Community Preservation projects be restored to appropriate Community Preservation fund accounts.

Motion 3

That upon the recommendation of the Community Preservation Committee the sum of \$47,000 be appropriated, for the First Religious Society, with the approval of the Board of Selectmen, to expend to restore and preserve the steeple of the church which houses the Town Clock, and to meet this appropriation that \$47,000 be transferred from the Community Preservation Historic Reserve Fund balance.

Motion 4

That upon the recommendation of the Community Preservation Committee the sum of \$150,000 be appropriated 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 2,300 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.

***Finance Committee Recommendation:** The Finance Committee recommends approval of Article 23 as recommended by the Community Preservation Committee.*

ARTICLE 24 – Elliott Preserve - Acquisition of Conservation Restriction: To see if the Town will vote to authorize the Conservation Commission to acquire by negotiated purchase and pursuant to M.G.L. Chapter 40, Section 8C 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 and known as “Lot 6” consisting of 8.98 acres, more or less, and Parcel C consisting of 2,300 s.f. more or less, as shown on a 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 all the conservation area to be under the care, custody and control of the Conservation Commission; to see if the Town will vote to raise and appropriate, borrow pursuant to any applicable statute or transfer from available funds a sum of money for such purposes, with the expenditure of such sum to be contingent 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; or to take any actions related thereto. (BOARD OF SELECTMEN)

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

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 8th day of May, 2012 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 8, 2012

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 |
| Town Clerk | one for a term of three years |
| Selectmen | 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 |
| Housing Authority | one for a term of five years |
| Library Trustees | one for a term of three years |
| Planning Board | two for a term of three years |
| School Committee | one 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 27th day of March in the Year of Our Lord 2012.
BOARD OF SELECTMEN

Douglas A.G. Stevenson, Chairman

Peter Scavongelli, Vice Chairman

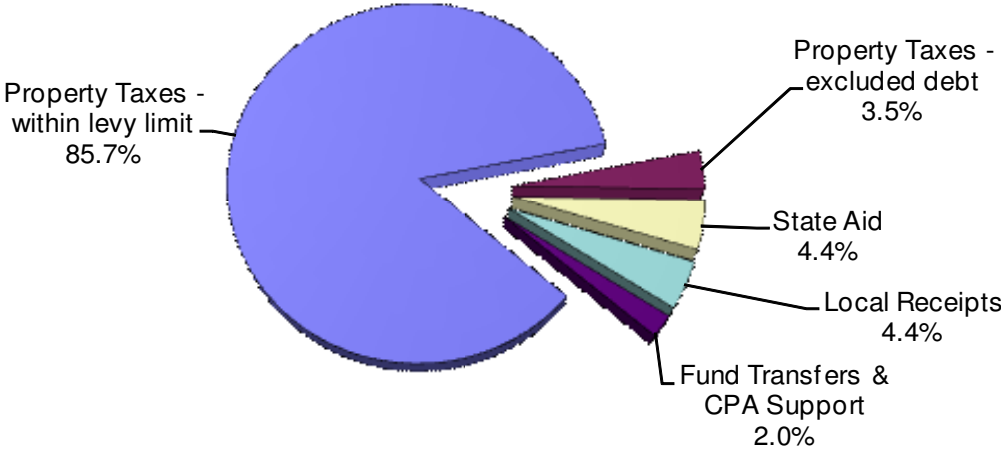
John Gorecki, Clerk

John D. Williams, Member

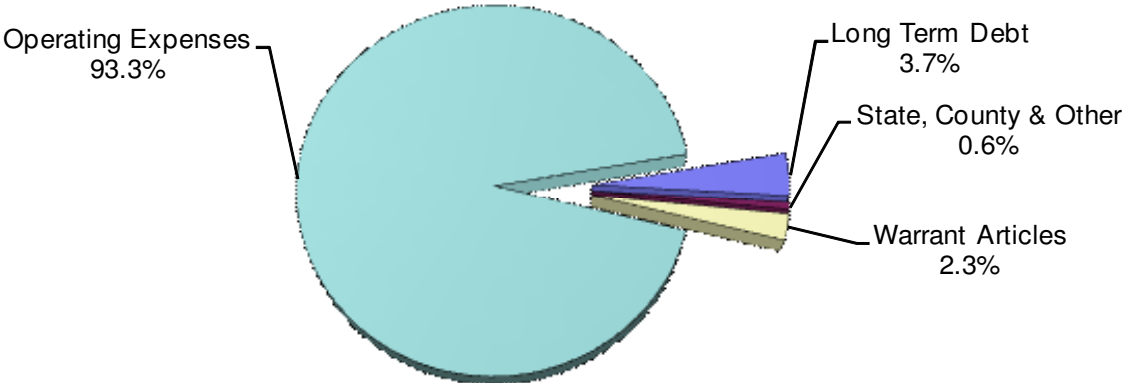
Timothy F. Hult, Member

REVENUES & EXPENDITURES

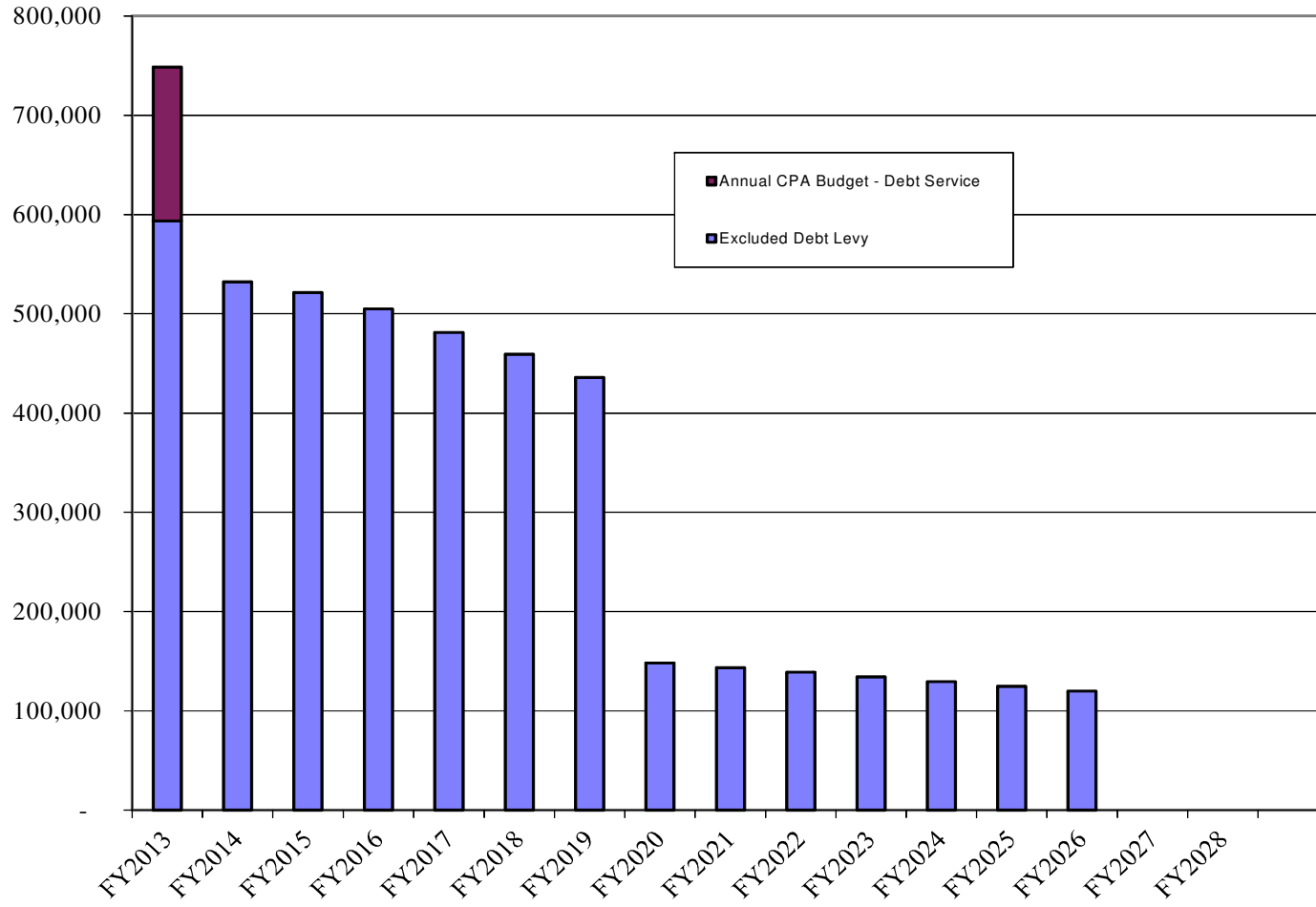
Sources of Revenue FY'13 Balanced Budget



Expenditures by Category FY'13 Balanced Budget



Long Term Debt Service FY'13 thru FY'28



Future Long Term Capital Projects

| | <u>Project/Program</u> | <u>FY14</u> | <u>FY15</u> | <u>FY16</u> | <u>FY17</u> | <u>Unknown Year</u> |
|------------------|--|-------------|-------------|-------------|-------------|-------------------------|
| Carlisle Schools | Technology Replacement - Desktop/Laptop | 80,000 | 80,000 | 80,000 | 80,000 | |
| Carlisle Schools | Annual Maintenance (misc projects) | 25,000 | 25,000 | 25,000 | 25,000 | |
| Police | Cruiser Replacement | 35,000 | 37,000 | 37,000 | 37,000 | |
| Library | Misc Maintenance Projects | 8000 | 8,000 | 8,000 | 8,000 | |
| Carlisle Schools | Auditorium Seat Refurb (2/3 phases left) | 22,000 | | 22,000 | | |
| Carlisle Schools | Repave Lower Parking Lot | 200,000 | | | | |
| Fire | Repave parking lot | 25,000 | | | | |
| Fire | Generator replacement | 35,000 | | | | |
| Communications | Municipal Fire Alarm Control | 40,000 | | | | |
| Police | Flooring | 9,828 | | | | |
| Police | interior painting | 62,250 | | | | |
| Town Hall | ADA | 5,000 | 5,000 | 5,000 | 5,000 | |
| Carlisle Schools | Annual Furniture Replacement | 7,500 | 7,500 | 7,500 | 7,500 | |
| Town Hall | IT Upgrade | 3,000 | 10,000 | 5,000 | 5,000 | |
| Carlisle Schools | Stage Curtain Refurb (1/2 phases left) | | 15,000 | | | |

| | | | | | |
|------------------|--------------------------------|----------------|----------------|----------------|----------------|
| Fire | SCBA bottles/packs replacement | 7,000 | 7,000 | | |
| Library | Computer Replacement | 10,000 | 10,000 | | |
| Carlisle Schools | School Management Software | | 25,000 | | |
| DPW | Sweeper ('97) | | 150,000 | | |
| | TOTALS | 557,578 | 204,500 | 381,500 | 167,500 |

| | | | | | |
|------------------|-----------------------------------|--|--|--|---------|
| DPW | DPW Roof | | | | 250000 |
| Police | Antenna (Westford Rd) | | | | 12,000 |
| Fire | Cisterns | | | | 130,000 |
| Fire | Additional Tanker | | | | 450,000 |
| Fire | Replace Water Rescue Boat | | | | 35,000 |
| DPW | Tractor w/ Road Side Mower | | | | 75,000 |
| DPW | Pathway plow/snowblower | | | | 75,000 |
| Finance | Payroll Software (saves 2K/yr) | | | | 30,000 |
| ConsCom | Greenough Dam | | | | 120,000 |
| Police | Outdoor Handicap elevator | | | | ? |
| Fire | Underground Fuel Tank Replacement | | | | ? |
| Carlisle Schools | Wastewater Treatment Plant | | | | ? |

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.

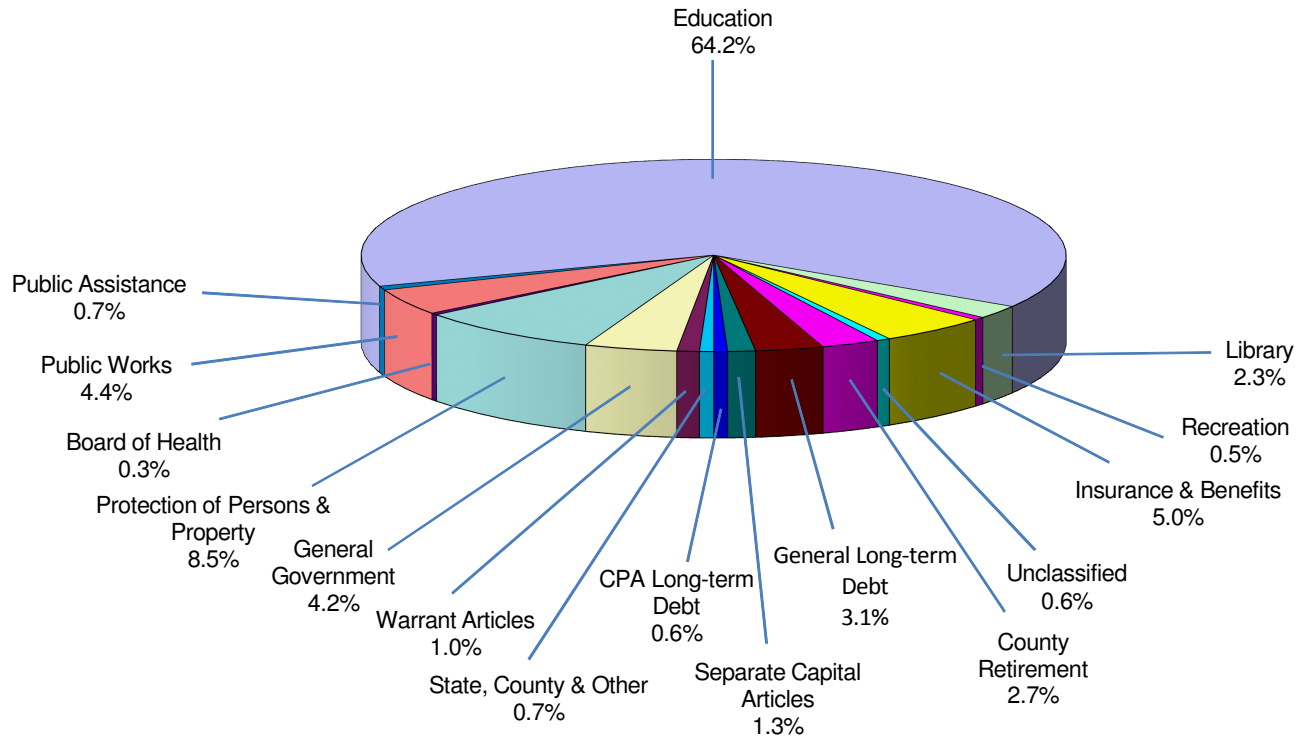
Revolving Fund: A Revolving Fund allows the town to receive revenues for a specific service, which can then used for that specific purpose without appropriation. Revolving Funds must be reauthorized by town meeting each year and a limit on the total amount that can be spent from each fund is established 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'13 Balanced Budget**



**BOARD OF SELECTMEN
66 WESTFORD ST.
CARLISLE, MA 01741**

NONPROFIT
AUTO
U. S. POSTAGE
PAID
CARLISLE, MA
PERMIT NO. 1

POSTAL PATRON
CARLISLE, MA 01741

