

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 25, 2011
Town Hall, 7:30 p.m.

Annual Town Meeting

Monday, May 9, 2011
Corey Building, 7:00 p.m.

Town Elections

Tuesday, May 17, 2011
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 2012 (“FY 2012”) 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 FY 2012 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 fourth 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 a slight increase in new housing value, from \$15,979,309 in the twelve-month period ending on June 30, 2010 to \$18,000,000 for the same period ending June 30, 2011. 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, so the forecast reduction in this aid is less burdensome.

Revenue

The Finance Committee forecasts that FY 2012 revenue from all sources available, including fund transfers, will grow only 2.14% over FY 2011. Although revenue raised through the property tax will grow by approximately 3.1%, including “new growth”, state aid is forecast to drop 10% against the prior year and local receipts are forecast to decline by 7.23%.

Transfers from our free cash balance are also considered revenue. The recommended free cash transfer for FY 2012 to support operational budgets is \$222,852. The Finance Committee also recommends \$75,000 be transferred to the Town’s Stabilization Fund. All told this will leave the Town with over \$1,600,000 in free cash before the FY 2012 certifications, which, along with the almost \$1,000,000 in the Stabilization Fund, represents a prudent reserve for future operational and capital expansion needs. These reserves will help Carlisle secure a favorable bond rating when seeking funds for the school building project.

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. However, in order to avoid placing an override request on the taxpayers at this time, we do recommend the above-described nominal use of free cash to provide a workable budget without raising taxes beyond the statutory 2 1/2% limit.

Levy Limit Spending

Total operational spending within the levy limit, excluding town debt service and capital expenditures increased 2.1% as compared with FY 2011 (See Table 1). The debt service for FY 2012 will decrease by 14%. The FY 2012 capital budget is increase by 8.25%.

Operating Budget

The Town operating budget breaks down as follows:

- Education 64.6%
- Other Town Departments 20.7%
- Insurance & Benefits & Retirement 8.1%
- Debt Service and Other 6.6%

The balanced budget for education will grow 2.3%, which reflects a 3% increase in the CPS budget, and a 2.2% increase the appropriation for Carlisle's assessment at CCRSD. The appropriation for the assessment at Minute Man Regional High School (MMRHS) is down by 27.8%, representing a dollar decrease of \$46,846.

Most non-education Town departments were held to no more than a 2% increase over FY 2011. The Finance Committee supported modest increases in the following areas:

- Protect Persons and Property (Police/Fire/Communications) 3.9%
- Public Works (DPW/Snow & Ice/Road Maintenance/Transfer Station) 3.0%
- Public Assistance 16.1%
- Library 2.6%

The cost of insurance and retirement benefits the Town provides to employees (including CPS) increased by 3.4%.

Debt and Capital Exclusions

The proposed Warrant Articles do not include any capital exclusions for FY 2012. The Warrant does include one debt exclusion articles as follows:

- Dump Truck for the DPW \$ 134,000

Although this amount does not affect the FY 2012 budget, we recommend this debt exclusion as necessary to maintain and improve the town infrastructure.

Debt

In FY 2012, net excluded debt will decrease by 13.2%.

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 will likely be further decreased as the Commonwealth struggles with its own budget issues;
- The completion of the new CPS building will be reflected in higher debt payments going forward; and
- The proposed new high school building, plus other infrastructure investments, while necessary, will result in increased budgetary pressure.

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 25th.

Sincerely,

The Carlisle Finance Committee

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

SUMMARY

	FY'11 Budget	FY'12 Levy Limit Operating Budget (Articles 4,5,8,11,12,18,19,20,22,23)	
		Budget	% Change from FY'11
Revenue:			
Property Taxes - within levy limit	\$19,892,923	20,696,942	4.0%
Property Taxes - excluded debt	1,123,492	974,938	-13.2%
Property Taxes - capital exclusion	-	-	
State aid	1,165,241	1,076,964	-7.6%
Local Receipts	1,115,800	1,043,200	-6.5%
Fund Transfers	550,217	564,014	2.5%
Total Revenue	23,847,673	24,356,058	2.1%
Expenditures:			
State, County & Other	136,564	146,331	7.2%
LTCRC Warrant Articles	218,680	250,000	14.3%
Operating Budgets			
General Government	977,359	1,002,227	2.5%
Protection of Persons & Property	1,872,035	1,945,746	3.9%
Board of Health	72,440	73,889	2.0%
Public Works	1,035,921	1,067,233	3.0%
Public Assistance	119,879	139,194	16.1%
Education	15,508,679	15,744,393	1.5%
Library	511,586	524,980	2.6%
Recreation	112,635	119,897	6.4%
Insurance & Benefits	1,316,000	1,316,000	0.0%
Unclassified	151,632	151,645	0.0%
County Retirement	594,740	660,453	11.0%
Debt Service	1,107,023	1,105,570	-0.1%
Total Operating Budgets	23,379,929	23,851,227	2.0%
Capital Exclusion	-	-	
Separate Articles	112,500	108,500	-3.6%
Total Budgeted Expenditures	23,847,673	24,356,058	2.1%
Surplus/(Deficit)	\$ -	\$ -	

**WARRANT
ANNUAL TOWN MEETING – MAY 9, 2011
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 Ninth of May 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, they should 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 2011 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 2012, beginning July 1, 2011, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

	<u>Voted FY'10</u>	<u>Voted FY'11</u>	<u>Recommended FY'12</u>
Moderator	\$50	\$50	\$50
Town Clerk	\$52,588	\$53,640	\$54,713
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 \$15,000 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 2012, beginning July 1, 2011, or take any other action related thereto. (BOARD OF SELECTMEN)

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 Wetlands, 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.*

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 Wetlands	Fees from Carlisle Wetland Protection Bylaw	Conservation Commission	Specific expert engineering and consulting services to review Wetland Bylaw filings and other appropriate reimbursable expenses.	\$30,000
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

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 2012 Reserve for Debt Services – MSBA Transfer **: To see what sums the Town will vote to transfer from Reserve for Debt Services – MSBA to be applied to the payment of principal on Debt Service or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of a transfer of \$46,807 from Reserve for Debt Services – MSBA to be applied to the payment of principal and interest on Debt Service Article 8.

ARTICLE 9 - FY 2012 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 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 2011 Budget Transfers: To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2011 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 11 - 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 2012, beginning July 1, 2011, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 11, in the total amount of \$23,585,065 as further detailed below subject to approval of \$222,852 in free cash transfer under Article 22.

Article 11

	<u>FY 2011</u> <u>Budget</u>	<u>ARTICLES 11&22</u> <u>FY 2012</u> <u>Levy Limit</u> <u>Budget</u>	<u>ARTICLES 8 & 20</u> <u>FY 2012</u> <u>Transfers</u> <u>Budget</u>
General Government	977,359	1,002,227	1,002,227
Protection of Persons & Property	1,872,035	1,945,746	1,945,746
Board of Health	72,440	73,889	73,889
Public Works	1,035,921	1,067,233	1,067,233
Public Assistance	119,879	139,194	139,194
Education	15,508,679	15,744,393	15,744,393
Library	511,586	524,980	524,980
Recreation	112,635	119,897	119,897
Insurance & Benefits	1,316,000	1,316,000	1,316,000
Unclassified	151,632	151,645	151,645
Retirement & Tax Title	594,740	660,453	660,453
Long Term Debt	910,653	839,408	901,160
Total	23,183,559	23,585,065	23,646,817

General Government

	<u>FY 2011</u> <u>Budget</u>	<u>ARTICLES 11&22</u> <u>FY 2012</u> <u>Levy Limit</u> <u>Budget</u>	<u>ARTICLES 8 & 20</u> <u>FY 2012</u> <u>Transfers</u> <u>Budget</u>
General Government			
General Expense	433,132	449,986	449,986
Citizen Recognition	170	175	175
Treasurer/Collector	135,659	132,719	132,719
Town Clerk	63,272	64,975	64,975
Registrars & Elections	8,229	10,176	10,176
Assessors	97,522	99,472	99,472
Town Hall	160,632	163,824	163,824
Planning Board	78,743	80,900	80,900
sub-total	977,359	1,002,227	1,002,227

General Expenses: *The Finance Committee recommends a balanced budget appropriation of \$449,986 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 \$132,719 for this budget item.

Town Clerk: The Finance Committee recommends a balanced budget appropriation of \$64,975 for this budget item.

Registrars and Elections: The Finance Committee recommends a balanced budget appropriation of \$10,176 for this budget item.

Assessors: The Finance Committee recommends a balanced budget appropriation of \$99,472 for this budget item.

Town Hall: The Finance Committee recommends a balanced budget appropriation of \$163,824 for this budget item.

Planning Board: The Finance Committee recommends a balanced budget appropriation of \$80,900 for this budget item.

Protection of Persons and Property

	FY 2011 Budget	ARTICLES 11&22 FY 2012 Levy Limit Budget	ARTICLES 8 & 20 FY 2012 Transfers Budget
Protection of Persons & Property			
Police	1,189,278	1,240,500	1,240,500
Fire	270,722	281,012	281,012
Communications	285,980	292,657	292,657
Conservation	61,592	65,824	65,824
Dog & Animal Control	9,730	9,925	9,925
Inspectional Services	31,633	32,266	32,266
Street-Lighting	23,100	23,562	23,562
sub-total	1,872,035	1,945,746	1,945,746

Police: The Finance Committee recommends a balanced budget appropriation of \$1,240,500 for this budget item.

Fire: The Finance Committee recommends a balanced budget appropriation of \$281,012 for this budget item.

Communications: The Finance Committee recommends a balanced budget appropriation of \$292,657 for this budget item.

Conservation: The Finance Committee recommends a balanced budget appropriation of \$65,824 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 \$32,266 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>ARTICLES 11&22</u>	<u>ARTICLES 8 & 20</u>
	FY 2012	FY 2012
	Levy Limit	Transfers
<u>FY 2011</u>	<u>Budget</u>	<u>Budget</u>
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Board of Health	72,440	73,889

Board of Health: The Finance Committee recommends a balanced budget appropriation of \$73,889 for this budget item.

Public Works

	<u>ARTICLES 11&22</u>	<u>ARTICLES 8 & 20</u>
	FY 2012	FY 2012
	Levy Limit	Transfers
<u>FY 2011</u>	<u>Budget</u>	<u>Budget</u>
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Public Works		
DPW (incl. trees)	632,088	656,629
Snow & Ice	65,132	65,132
Transfer Station	252,018	257,056
Road Maintenance	86,683	88,416
sub-total	1,035,921	1,067,233

DPW: The Finance Committee recommends a balanced budget appropriation of \$656,629 for this budget item.

Snow & Ice: The Finance Committee recommends a balanced budget appropriation of \$65,132 for this budget item.

Transfer Station: The Finance Committee recommends a balanced budget appropriation of \$257,056 for this budget item.

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

Public Assistance

	FY 2011 Budget	ARTICLES 11&22 FY 2012 Levy Limit Budget	ARTICLES 8 & 20 FY 2012 Transfers Budget
Public Assistance			
Youth Commission	2,594	2,650	2,650
Council on Aging	104,490	117,469	117,469
Senior Tax Voucher Program	11,250	17,500	17,500
Veteran's Agent	1,545	1,575	1,575
sub-total	119,879	139,194	139,194

Youth Commission: The Finance Committee recommends a balanced budget appropriation of \$2,650 for this budget item.

Council on Aging: The Finance Committee recommends a balanced budget appropriation of \$117,469 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 2011 Budget	ARTICLES 11&22 FY 2012 Levy Limit Budget	ARTICLES 8 & 20 FY 2012 Transfers Budget
Education			
Carlisle Public Schools	9,007,421	9,274,945	9,274,945
CCRS	6,080,142	6,211,506	6,211,506
CCRS debt service	252,841	136,513	136,513
MMRHS	168,275	121,429	121,429
sub-total	15,508,679	15,744,393	15,744,393

Carlisle Public Schools: The Finance Committee recommends a balanced budget appropriation of \$9,274,945 for this budget item.

Concord Carlisle Regional High School: The Finance Committee recommends a balanced budget appropriation of \$6,211,506 for this budget item.

Concord Carlisle Regional High School Debt Service: The Finance Committee recommends a balanced budget appropriation of \$136,513 for this budget item.

Minuteman Regional High School: The Finance Committee recommends a balanced budget appropriation of \$121,429 for this budget item.

Library

	ARTICLES 11&22	ARTICLES 8 & 20
FY 2011	FY 2012	FY 2012
Budget	Levy Limit	Transfers
Budget	Budget	Budget
Library	511,586	524,980

Library: The Finance Committee recommends a balanced budget appropriation of \$524,980 for this budget item.

Recreation

	ARTICLES 11&22	ARTICLES 8 & 20
FY 2011	FY 2012	FY 2012
Budget	Levy Limit	Transfers
Budget	Budget	Budget
Recreation	112,635	119,897

Recreation: The Finance Committee recommends a balanced budget appropriation of \$119,897 for this budget item.

Insurance & Benefits

	<u>FY 2011</u>	<u>ARTICLES 11&22</u>	<u>ARTICLES 8 & 20</u>
		<u>FY 2012</u>	<u>FY 2012</u>
		<u>Levy Limit</u>	<u>Transfers</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Insurance & Benefits			
Blanket Insurance	160,000	160,000	160,000
Group Insurance	1,106,000	1,106,000	1,106,000
Unemployment Insurance	50,000	50,000	50,000
sub-total	1,316,000	1,316,000	1,316,000

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

***Group Insurance:** The Finance Committee recommends a balanced budget appropriation of \$1,106,000 for this budget item.*

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

Unclassified

	<u>FY 2011</u>	<u>ARTICLES 11&22</u>	<u>ARTICLES 8 & 20</u>
		<u>FY 2012</u>	<u>FY 2012</u>
		<u>Levy Limit</u>	<u>Transfers</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Unclassified			
Interest, fees, & costs	1,000	1,000	1,000
Public Celebrations	632	645	645
Reserve Fund Balance	150,000	150,000	150,000
sub-total	151,632	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

	<u>ARTICLES 11&22</u>	<u>ARTICLES 8 & 20</u>
FY 2011	FY 2012	FY 2012
Budget	Levy Limit	Transfers
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
County Retirement	<u>594,7400</u>	<u>660,453</u>

County Retirement: The Finance Committee recommends a balanced budget appropriation of \$660,453 for this budget item.

Long Term Debt Service

	<u>ARTICLES 11&22</u>	<u>ARTICLES 8 & 20</u>
FY 2011	FY 2012	FY 2012
Budget	Levy Limit	Transfers
<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Long Term Debt	<u>910,653</u>	<u>901,160</u>

Long Term Debt: The Finance Committee recommends a balanced budget appropriation of \$901,160 for this budget item with the passage of transfer funds under Articles 8 and 20.

ARTICLE 12 – 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'12

CPS	Technology Replacement	80,000
CPS	Annual Maintenance	25,000
CPS	Hot Water Heater (Corey)	15,000
CPS	Auditorium Seat Refurb (Phase 1)	13,000
Police	Cruiser Replacement	32,000
Communications	Radio System Upgrade	17,000
DPW	Transmitter	25,000

Library	Computer Replacement	10,000
Library	Misc. Maintenance Projects	10,000
Fire	Repave Parking Lot	<u>23,000</u>
		250,000

Combined Finance Committee and Long Term Capital Requirements Committee

Recommendations: Both Committees recommend approval of the preceding amounts for the items described under Article 12 for \$250,000.

ARTICLE 13 – Closeout of Unexpended Warrant Articles: To see if the Town will vote to close out the following accounts and to transfer the remaining unexpended appropriated funds to the General Fund:

<u>Acct. No.</u>	<u>Description</u>	<u>Remaining Balance</u>
01147 57830	Munis Software	9,000.14
01147 57831	Treasurer-Equipment	55.00
01147 57832	Treasurer-HR Software	4,932.50
01195 54300	Town Hall - Paint	4,401.43
01195 57870	Town Hall - 2nd Floor Carpeting	6,968.21
01195 57877	Town Hall - 1st Floor Carpeting	5,745.06
01211 57850	Police Articles/Police Station Security	0.63
01211 57884	Police Articles/Replace Windows	100.00
01211 57890	Police Articles/Replacement Boiler	5,125.00
01223 58525	Fire Dept Article/Pagers	1.00
01229 58600	Fire Station Roof	405.84
01229 58700	Fire Station Repairs	112.92
01296 58540	Communications/Radio Receiver	14.30
01298 58500	Communications/Additional Equipment	<u>9.07</u>
		36,871.10

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

ARTICLE 14 – Capital Expenditure – DPW Sander/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 DPW Sander/Dump Truck, or provide by any combination of these methods, provided however, that such borrowing shall be contingent upon passage of a ballot question debt exclusion override of the limits on taxation pursuant to G. L. Chapter 59, section 21C(k) ("Proposition Two and One Half" so called) or take any other action related thereto. . (BOARD OF SELECTMEN)

Finance Committee Recommendation: On 3/14/11 the Finance Committee recommended approval of a Debt Exclusion in the amount of \$120,000 for a new Sander/Dump Truck for the Department of Public Works. New information has become available indicating that the cost of the sander will be approximately \$134,000. The Finance Committee has re-voted its

recommendation and will present it at Town Meeting. This Debt Exclusion is contingent upon passage of Ballot Question 1.

ARTICLE 15 – Authorization of OPEB Trust: To see if the town will vote to accept Chapter 32B section 20 of the General Laws in order to establish separate fund, to be known as an Other Post Employment Benefits Liability Trust Fund and a funding schedule for the fund, or to take any other action related thereto, which statute provides:

Section 20. A city, town, district, county or municipal lighting plant that accepts this section, may establish a separate fund, to be known as an Other Post Employment Benefits Liability Trust Fund, and a funding schedule for the fund. The schedule and any future updates shall be designed, consistent with standards issued by the Governmental Accounting Standards Board, to reduce the unfunded actuarial liability of health care and other post-employment benefits to zero as of an actuarially acceptable period of years and to meet the normal cost of all such future benefits for which the governmental unit is obligated. The schedule and any future updates shall be: (i) developed by an actuary retained by a municipal lighting plant or any other governmental unit and triennially reviewed by the board for a municipal lighting plant or by the chief executive officer of a governmental unit; and (ii) reviewed and approved by the actuary in the public employee retirement administration commission.

The board of a municipal lighting plant or the legislative body of any other governmental unit may appropriate amounts recommended by the schedule to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that a governmental unit receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. 1395w-132 may be added to and become part of the fund.

The custodian of the fund shall be: (i) a designee appointed by the board of a municipal lighting plant; or (ii) the treasurer of any other governmental unit. Funds shall be invested and reinvested by the custodian consistent with the prudent investor rule set forth in chapter 203C.

This section may be accepted in a city having a Plan D or Plan E charter by vote of the city council; in any other city by vote of the city council and approval of the mayor; in a town by vote of the town at a town meeting; in a district by vote of the governing board; in a municipal lighting plant by vote of the board; and in a county by vote of the county commissioners.
(BOARD OF SELECTMEN)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 15.*

ARTICLE 16 – Rescind Authorized and Unissued Debt: To see if the Town will vote to rescind any amounts of authorized and unissued debt, or to take any other action related thereto.
(BOARD OF SELECTMEN)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 16.*

ARTICLE 17 – CCRSD Technology Stabilization Fund: To determine whether the Town will vote to authorize the Concord-Carlisle Regional School District treasurer to transfer the sum of \$37,587, or any other sum, from available funds encumbered by the District at June 30, 2010 for technology purposes, said sum to be transferred into the Concord-Carlisle Regional School District Technology Stabilization Fund authorized by vote under Article 15 of the 2010 Annual Town Meeting, or take any other action related thereto. (BOARD OF SELECTMEN/CONCORD-CARLISLE REGIONAL SCHOOL COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 17 for the transfer of \$37,587 to the CCRSD Technology Stabilization Fund.

ARTICLE 18 – 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 18 for \$3,500 for the Council of Aging for professional services.

ARTICLE 19 – Professional Services - Planning Board: 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 Planning Board in consultation with the Board of Selectmen for the purpose of professional planning, architectural and engineering services, or to take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 19 for \$5,000 for the Planning Board for professional services.

ARTICLE 20 - Fiscal Year 2012 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 20 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 2012 long-term debt service appropriation to \$901,160.

ARTICLE 21 – Fiscal Year 2012 Free Cash Transfer: 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.*

ARTICLE 22 – Fiscal Year 2012 Transfer Free Cash: 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 2012, beginning July 1, 2011 or to authorize the Assessors to use in establishing 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 \$222,852 from Free Cash to be used to support the FY12 Town Operating Budget.*

ARTICLE 23–Mannis Land Survey: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum or sums of money to be spent by the Town Administrator with the approval of the Conservation Commission to pay for the costs of land surveying and related services to the survey of the Mannis Conservation Land, an approximately 27.88 acre parcel of land acquired by the Town as a gift in 1982 and located on Rutland Street; or to take any other action related thereto. (CONSERVATION COMMISSION)

Finance Committee Recommendation: *The Finance Committee recommends approval of Article 23 for \$6,000 for the Conservation Commission for land surveying services.*

ARTICLE 24 – 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)

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

ARTICLE 25 –Solar Bylaw: **To see if the Town will vote** to amend the Town of Carlisle Zoning Bylaws for the purpose of establishing a solar photovoltaic facilities overlay district as follows:

I. Add a new Section 5.8 as follows:

5.8 - SOLAR PHOTOVOLTAIC FACILITY OVERLAY DISTRICT

5.8.1 The purpose of this Section 5.8 is to promote the creation of new large-scale Ground-Mounted Solar Photovoltaic Facilities by: establishing a Solar Photovoltaic Facility Overlay

District for construction of a Ground-Mounted Solar Photovoltaic Facility; providing standards for the placement, design, construction, operation, monitoring, modification and removal of such facilities, which standards address public safety and minimize impacts on scenic, natural and historic resources; and providing adequate financial assurance for the eventual decommissioning of such facilities.

5.8.2 Definitions. As used in this Section, the following terms shall have the meanings indicated:

Ground-Mounted Solar Photovoltaic Facility or “Facility”– A solar photovoltaic system and all associated equipment and structures which has a minimum nameplate capacity of 250 kW DC that is structurally mounted on the ground, not larger than 1.5 acres in aggregate and is not roof-mounted, unless it is located on the roof of a structure that is not designed for human occupancy.

5.8.3 Modifications. All provisions of this Section also pertain to physical modifications that materially alter the type, configuration, or size of a Ground-Mounted Solar Photovoltaic Facility.

5.8.4 Location. The Solar Photovoltaic Facility Overlay District shall consist of an area of approximately 7 acres comprised of Assessor's Map 21 Parcels 10 & 11 and a 200 ft x 200 ft portion of Map 20 Parcel 1 along its boundaries with Map 21 Parcels 10 & 9, which shall be shown on a map entitled “Property Maps, Carlisle, Massachusetts.” The location of renewable energy generation facilities in the form of a Ground-Mounted Solar Photovoltaic Facility shall be permitted as of right in this district.

5.8.5 Site Plan Review. No building permit shall be issued for a Ground-Mounted Solar Photovoltaic Facility and no modifications as described in Section 5.8.3 above shall be allowed without prior approval by the Board of Selectmen pursuant to the Site Plan Review process set forth in Section 7.6 of these Bylaws. Notwithstanding Section 7.6.2 of these Bylaws, (1) the Board of Selectmen shall not take final action on an application for a Ground-Mounted Solar Photovoltaic Facility until it has received a report and recommendation from the Planning Board and (2) a Site Plan shall be deemed constructively approved if not acted upon within one year after submission of complete plans and other materials required by Section 7.6 of these Bylaws.

5.8.5.1 Applications for Site Plan Review shall include evidence that the utility company that operates the electrical grid where the Facility is to be located has been informed and consents to the Ground-Mounted Solar Photovoltaic Facility owner’s or operator’s plan to connect to the electrical grid. Off-grid systems are exempt from this requirement.

5.8.6 Compliance with Laws. The construction and operation of a Ground-Mounted Solar Photovoltaic Facility shall be consistent with all applicable local, state, and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of or associated with a Ground-Mounted Solar Photovoltaic Facility shall be constructed in accordance with the State Building Code.

5.8.7 Dimensional and Other Requirements. The height of all structures comprising a Ground-Mounted Solar Photovoltaic Facility shall not exceed 20 feet above the pre-existing natural grade or, if mounted on a structure, shall be no higher than 7 feet above the roof of the structure. For a Ground-Mounted Solar Photovoltaic Facility, all setbacks from lots lines shall be at least 40 feet. As part of Site Plan Review, the Board of Selectmen may require larger setbacks if appropriate for screening, provided, however, that such larger setbacks shall not have the effect of rendering a Ground-Mounted Solar Photovoltaic Facility infeasible.

5.8.7.1 All structures included within a Ground-Mounted Solar Photovoltaic Facility shall be subject to reasonable regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking, and building coverage requirements. All such structures, including but not limited to equipment shelters, storage facilities, transformers, and substations shall be architecturally compatible with each other. Whenever reasonable, structures should be screened from view by vegetation and/or joined or clustered to minimize adverse visual impacts.

5.8.7.2 All utility connections to the Ground-Mounted Solar Photovoltaic Facility shall be via underground lines. Electrical transformers for utility interconnections may be above ground if required by the utility provider; however, they shall be screened from view.

5.8.7.3 Lighting of a Ground-Mounted Solar Photovoltaic Facility shall be consistent with local, state, and federal law. Lighting of other parts of the Facility, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the Facility shall be directed downward and away from residential structures and shall incorporate full cut-off fixtures to reduce light pollution.

5.8.7.4 A sign at the Facility shall be required to identify the owner and operator of the Facility and provide a 24-hour emergency contact phone number. The Facility shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the Facility.

5.8.7.5 The Facility owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Carlisle Fire Department. Upon request, the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the Facility shall be clearly marked. The owner or operator shall identify and provide the Town with contact information for a responsible person for public inquiries throughout the life of the Facility.

5.8.7.6 Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Ground-Mounted Solar Photovoltaic Facility, or otherwise prescribed by applicable laws, regulations, and bylaws.

5.8.8 Maintenance. The owner, operator, successors, and assigns of the Ground-Mounted Solar Photovoltaic Facility shall maintain the Facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and ensuring the integrity of security measures, and otherwise shall be maintained as set forth in any Operations and Maintenance Plan approved pursuant to Site Plan Review. Site access shall be maintained by the owner or operator of the Facility at its sole cost, unless any access road(s) are accepted as a public way.

5.8.9 Abandonment or Decommissioning

5.8.9.1. Removal Requirements: Any Ground-Mounted Solar Photovoltaic Facility that has reached the end of its useful life or has been abandoned consistent with sub-section 5.8.9.2 of this section shall be removed. The owner or operator shall physically remove the Facility no more than 180 days after the date of discontinued operations. The owner or operator shall notify the Building Commissioner by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning of the Facility shall consist of:

- a. Physical removal of the Facility and all associated structures, equipment, security barriers, and transmission lines from the site;
- b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations; and
- c. Stabilization or re-vegetation of the site as necessary to minimize erosion. With prior written authorization from the Board of Selectmen, the owner or operator of the Facility may leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

5.8.9.2 Abandonment: Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the Facility shall be considered abandoned when it fails to operate for more than one year without the written consent of the Board of Selectmen. If the owner or operator of the Facility fails to remove the Facility in accordance with the requirements of this section within 180 days of abandonment or the proposed date of decommissioning, the Town may enter the property and physically remove the Facility.

5.8.9.3 Financial Surety: The owner or operator of the Facility shall provide a form of surety acceptable to the Board of Selectmen, either through escrow account, bond or otherwise, to cover the cost of removal in the event the Town must remove the Facility and restore the landscape, in an amount and form determined to be reasonable by the Board of Selectmen, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein. Such surety will not be required for a municipally- or state-owned Facility. The project owner or operator shall submit a fully inclusive estimate of the costs associated with removal of the Facility, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

II. Amend Section 2.1, Types of Districts, by adding a new subsection 2.1.7 as follows:
2.1.7 Solar Photovoltaic Facility Overlay District

III. Amend Section 2.2, Location of Districts, by deleting the first sentence thereof and replacing it with the following:

“All districts except the Wetland/Flood Hazard District and the Solar Photovoltaic Facility Overlay District are located and bounded as shown on a map entitled “Zoning District Map of Carlisle, Mass.”, dated March 1962 (as revised to date), signed by the Planning Board, and filed with the Town Clerk, together with any and all amendments thereto subsequently adopted by the Town.”

And by adding the following new paragraph three:

“The Solar Photovoltaic Facility Overlay District is shown on sheets 20 and 21 of a map entitled “Property Maps, Carlisle, Massachusetts,” consisting of an index map and 36 sheets together with all amendments thereto, subsequently adopted by the Town on file with the Town Clerk, the District being depicted as “Solar Photovoltaic Facility Overlay District, adopted May __, 2011,” which are hereby made a part of the Zoning District Map of the Town of Carlisle.”

(BOARD OF SELECTMEN)

ARTICLE 26 –Terminate Highland Building Preservation Activities: To see if the Town will vote to permanently terminate all preservation activities and expenditures voted under Article 22 (part3) of the 2009 Annual Town Meeting, which appropriated \$455,000 from the Community Preservation Historic Fund and the Community Preservation undesignated fund for the Selectmen to expend for the preservation of the Highland Building by the installation and upgrading of fire safety, plumbing and heating systems, and by repairing the exterior façade of the building, including roof, chimney, siding windows, and front porch and stairs, and to return any unspent funds to appropriate Community Preservation Funds, or take any action relative thereto. (CITIZENS’ PETITION)

Finance Committee Recommendation: *The Finance Committee takes no position regarding Article 26.*

ARTICLE 27 – Appropriate Funds to Demolish Highland Building:

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 to pay for the demolition of the Highland Building, or take any action relative thereto. (CITIZENS' PETITION)

Finance Committee Recommendation: The Finance Committee does not support Article 27.

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 17th day of May, 2011 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 17, 2011

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

DEBT EXCLUSION QUESTIONS

G.L. c. 59, s. 21C(k)

Question 1: Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued to fund the purchase of a Sander/Dump Truck for the Carlisle DPW?

YES____ NO____

COMMUNITY PRESERVATION ACT REFERENDA

Question 1: Shall the Town of Carlisle rescind its acceptance of Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, approved by its legislative body, a summary of which appears below?

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act, establish a dedicated funding source to acquire and preserve open space, parks and conservation land, protect public drinking water supplies, and scenic areas,

protect farm land and forests from future development, restore and preserve historic properties, and help meet local families' housing needs. In the Town of Carlisle, since acceptance by the Town in 2001 the Community Preservation Act has been funded by an additional excise of 2% on the annual tax levy on real property and by matching funds provided by the State. Property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined by Section 2 of said Act is exempted. \$100,000 of the value of each taxable parcel of residential real property is exempted. Any other taxpayer receiving an exemption of real property authorized by Chapter 59 of the General Laws is exempt from this act. A Community Preservation Committee composed of local citizens makes recommendations on the use of the funds and all expenditures are subject to an annual audit.

YES____ NO____

Question 2: Shall the Town of Carlisle increase the surcharge on real property from two percent (2%) to three percent (3%) of the real estate tax levy against real property as determined annually by the Board of Assessors, as provided in M.G.L. c.44B, §§3 and 16(a), which are part of Chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act, establish a dedicated funding source to acquire and preserve open space, parks and conservation land, protect public drinking water supplies, and scenic areas, protect farm land and forests from future development, restore and preserve historic properties, and help meet local families' housing needs. In the Town of Carlisle, since acceptance by the Town in 2001 the Community Preservation Act has been funded by an additional excise of 2% on the annual tax levy on real property and by matching funds provided by the State. Property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined by Section 2 of said Act is exempted. \$100,000 of the value of each taxable parcel of residential real property is exempted. Any other taxpayer receiving an exemption of real property authorized by Chapter 59 of the General Laws is exempt from this act. A Community Preservation Committee composed of local citizens makes recommendations on the use of the funds and all expenditures are subject to an annual audit.

YES____ NO____

And you are directed to serve this warrant by posting a true and attested copy thereof at the Town Hall and at the Post Office in said Town of Carlisle at least seven days prior to the time of holding said meeting.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 22nd day of March in the Year of Our Lord 2011.

BOARD OF SELECTMEN

John D. Williams

Douglas A.G. Stevenson

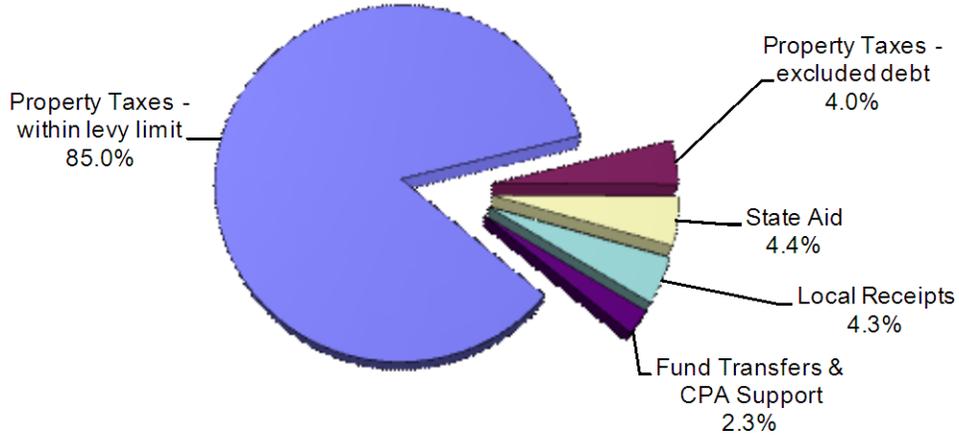
William R. Tice, Jr.

Peter Scavongelli

John Gorecki

REVENUES & EXPENDITURES

Sources of Revenue FY'12 Balanced Budget



Expenditures by Category FY'12 Balanced Budget

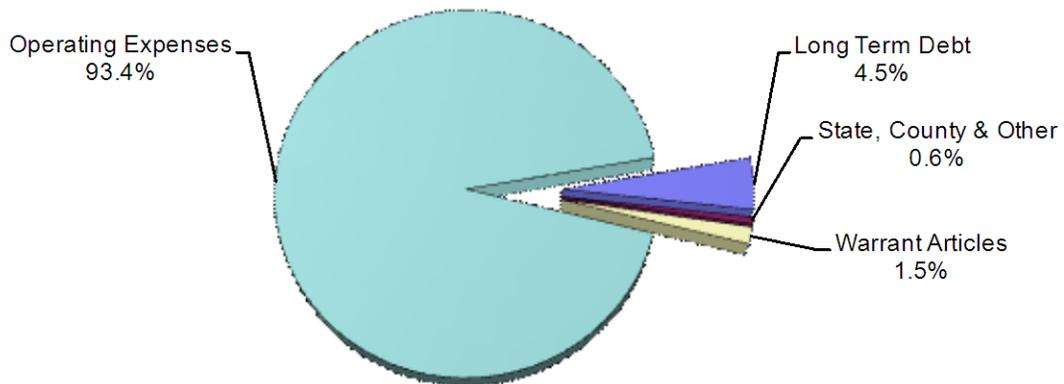
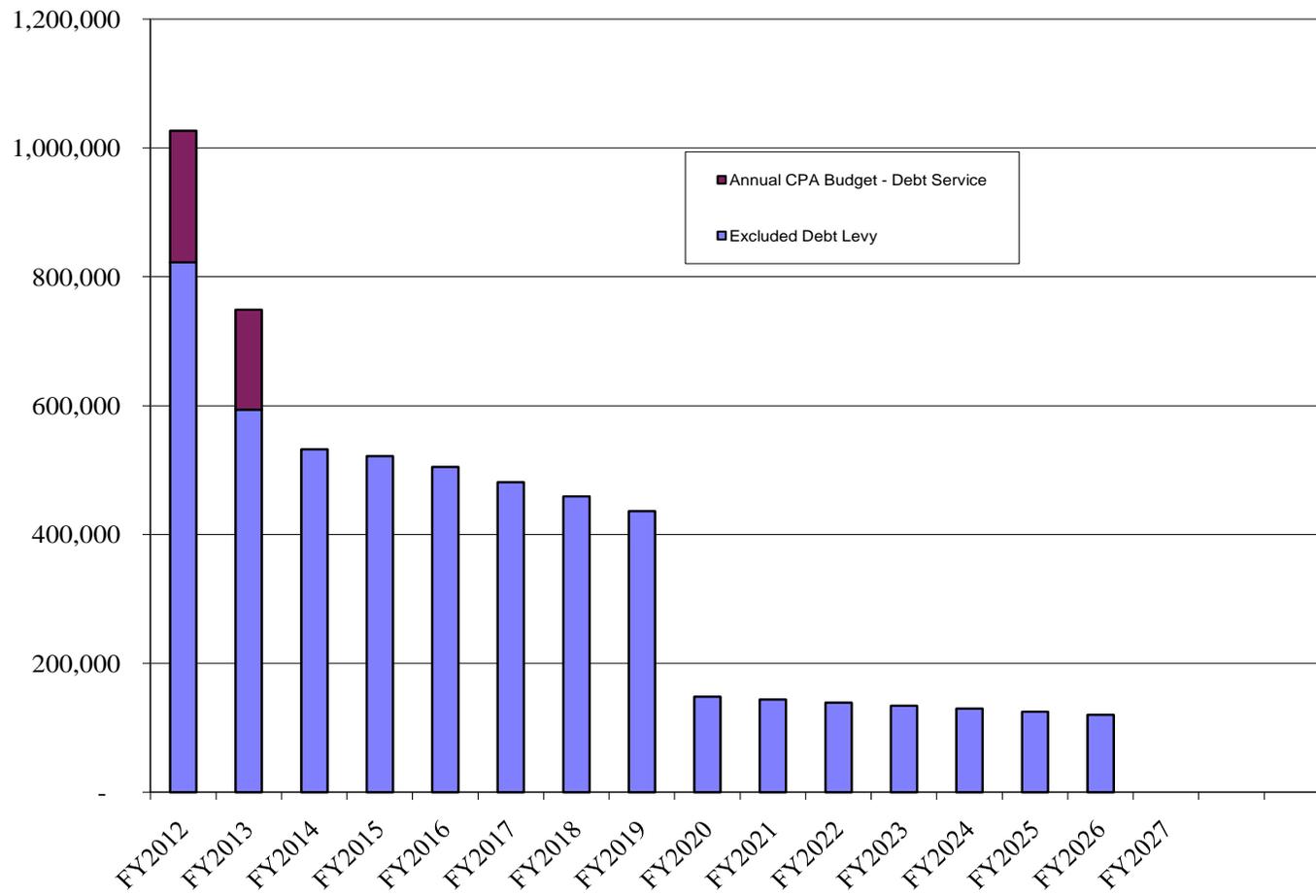


TABLE II - LONG TERM DEBT SERVICE & EXCLUDED DEBT LEVY

<u>LONG TERM DEBT SERVICE</u>		<u>FY'11 Budget</u>	<u>FY'12 Budget</u>	<u>% Change</u>
6/15/99	School	3,922	-	
7/1/02	Building remodeling	41,774	20,825	
7/1/02	Department equipment	86,500	83,300	
4/1/06	Wastewater Treatment	99,865	94,945	
4/1/06	Wastewater Treatment	91,572	86,852	
4/1/06	Pathways	31,200	-	
4/5/06	Land (Benfield Parcel A) Mass WPAT	196,370 -	204,410 -	
3/18/10	R/I - Athletic Facility	43,140	41,340	
3/18/10	R/I -Building Construction	5,400	5,300	
3/18/10	R/I - Building Construction	15,870	15,610	
3/18/10	R/I - Land Acquisition	144,473	143,113	
3/18/10	R/I - Building Addition	99,005	97,385	
3/18/10	R/I - Building Construction	103,920	100,940	
3/18/10	School Boiler	41,453	38,773	
3/18/10	Fire Truck	66,093	65,013	
3/18/10	Cisterns	29,258	28,778	
Total Long Term Debt Service - Carlisle		<u>1,099,815</u>	<u>1,026,584</u>	<u>-6.66%</u>
Net CCRSD Debt Levy (Carlisle's Assessment)		<u>252,841</u>	<u>136,513</u>	<u>-46.01%</u>
Gross Debt Service		<u>1,352,656</u>	<u>1,163,097</u>	<u>-14.01%</u>
<u>EXCLUDED DEBT LEVY</u>		<u>FY'10 Budget</u>	<u>FY'11 Budget</u>	<u>% Change</u>
	Long term debt - Carlisle	1,099,815	1,026,584	-6.66%
	CCRSD Long term debt	252,841	136,513	-46.01%
	Short Term Interest	7,208	78,986	995.81%
	Wang Coombs Stabilization Transfer	(14,948)	(14,945)	-0.02%
	Amortization of Premiums & Grants	(25,054)	(47,790)	90.75%
	Paid by CPA contribution	(196,370)	(204,410)	4.09%
Net Excluded Debt Levy		<u>1,123,492</u>	<u>974,938</u>	<u>-13.22%</u>

Long Term Debt Service FY'12 thru FY'27



Future Long Term Capital Projects

		<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>Unknown</u> <u>Year</u>
Levy Limit						
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	36,000	33,000	34,000	34,000	
Library	Misc Maintenance Projects	8000	8000	8,000	8,000	
Fire	Repave parking lot	27,000				
Carlisle Schools	Annual Furniture Replacement	7,500	7,500	7,500	7,500	
Fire	Generator replacement	35,000				
Communications	Municipal Fire Alarm Control	40,000				
Energy	Town Hall HVAC and Insulation	45,000				
Carlisle Schools	Replace Wilkins Security Alarm	7,500				
Town Hall	ADA		5,000	5,000	5,000	
Carlisle Schools	Auditorium Seat Refurb (3 phases)		22,000		22,000	
Carlisle Schools	Stage Curtain Refurb (2 phases)		15,000		15,000	
Carlisle Schools	School Management Software		25,000			
Fire	SCBA bottles/packs replacement			7,000	7,000	
Library	Computer Replacement			10,000	10,000	
Police	Outdoor Handicap elevator					?
Carlisle Schools	Wastewater Treatment Plant					?
Levy Limit Totals		311,000	220,500	176,500	213,500	
FinCom Level Budget						
Budget Request (FY12)						

<u>Project/Program</u>		<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>Unknown Year</u>
Service Level Improvement						
Police	Antenna (Westford Rd)					12,000
Fire	Cisterns					130,000
Fire	Additional Tanker					450,000
	Replace Water Rescue Boat					35,000
DPW	Tractor w/ Road Side Mower					75,000
DPW	Pathway plow/snowblower					75,000
DPW	Sweeper					100,000
Finance	Payroll Software (saves 2K/yr)					30,000
Debt/Capital Exclusions						
Fire	Carlisle 10 (F250) replacement	53,000				
DPW	big Dump Truck ('85 Ford)		95,000			
DPW	DPW Roof		250,000			
DPW	Salt Shed Replacement				?	

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.

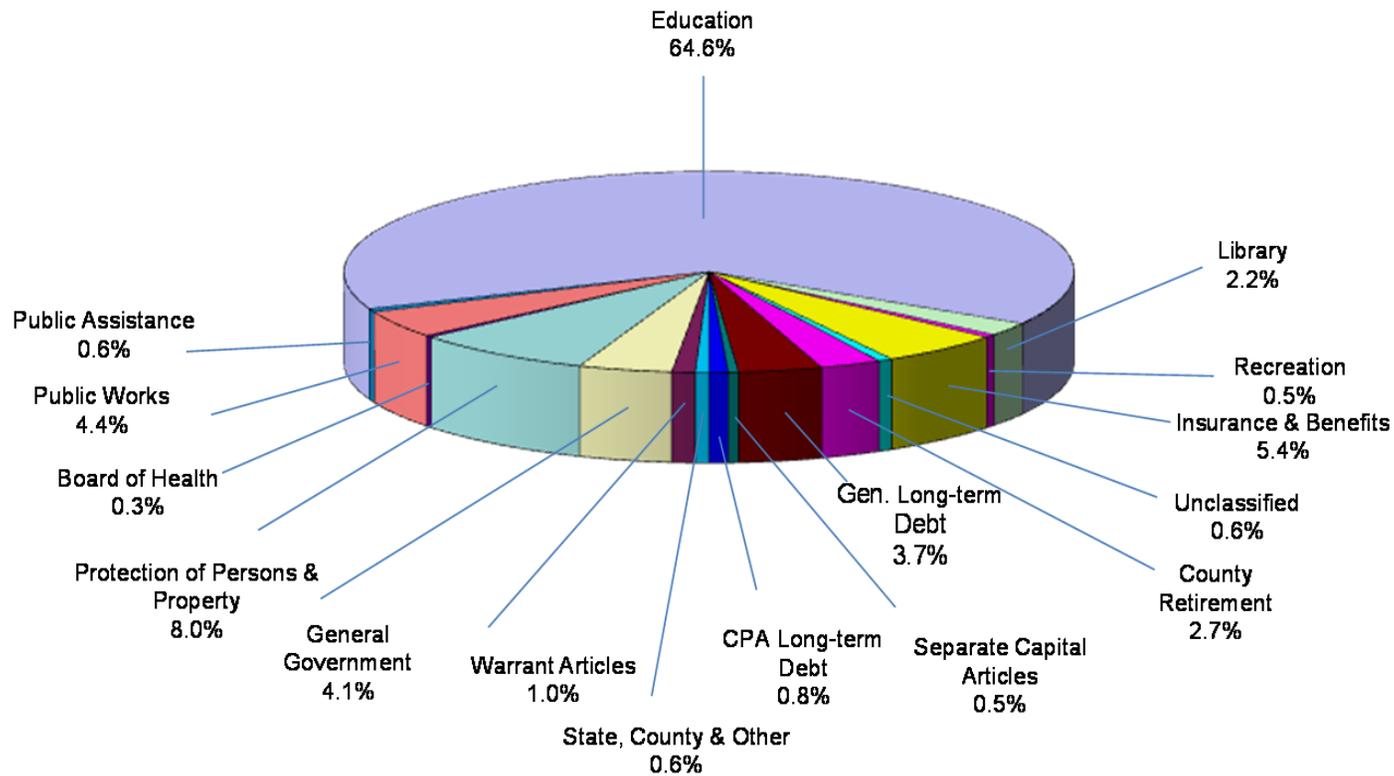
Revolving Fund: A Revolving Fund allows the town to receive revenues for a specific service, which can then used for that specific purpose without appropriation. Revolving Funds must be reauthorized by town meeting each year and a limit on the total amount that can be spent from each fund is established 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'12 Balanced Budget**



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