

Town of Carlisle



TOWN WARRANT

With Finance Committee
Recommendations

Finance Committee Hearing on the Warrant

Thursday, June 11, 2020
at 7:00 p.m.

By remote participation
(Email carlislefincom@gmail.com for meeting link)

Annual Town Meeting

Saturday, June 20, 2020
Carlisle Public School
83 Church Street, at 10:00 a.m.
(Outdoor plaza adjacent to the Spalding Building)

Town Elections

Tuesday, June 30, 2020
Town Hall
66 Westford Street

Polls Open 11:00 a.m. to 7:00 p.m.

Please bring this report with you to Town Meeting

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TOWN MEETING DURING THE COVID-19 PANDEMIC
A Special Message to Carlisle Residents
Town Moderator Wayne Davis
June 3, 2020

Dear Carlisle Residents:

Carlisle will hold its 2020 Town Meeting on Saturday, June 20, starting at 10:00 am on the plaza at the Carlisle Public Schools. The rain date is Saturday, June 27 or, if needed, Sunday June 28.

Some have asked, “Why even hold Town Meeting during these extraordinary times?” The answer is at once simple and profound: it is how we govern ourselves. As the American people have been reminded too often throughout our history, democracy can be fragile. When it is most threatened is often when we need it most.

As a town, we have some serious and difficult decisions to make now and will face more of the same in the months to come. Carlisle citizens, assembling in Town Meeting as our legislative body, play a critical role in deciding what we will do.

The immediate challenge has been to design a way that we can gather safely in person. (Virtual Town Meeting for Carlisle is not permitted under current state law.) To meet that challenge, I convened a special advisory committee--broadly composed of representatives from the Board of Health, our police and fire departments, the schools, Council on Aging, the Board of Selectmen, the Finance Committee, and others. We have been developing detailed plans and procedures for conducting a Town Meeting that is as safe as possible under the circumstances.

A detailed set of the safety procedures will be published no later than Monday, June 15 on the Town website www.CarlisleMA.gov. Please be sure to check the website a few days in advance of Town Meeting for final details.

In broad outline, here is what your town government has been doing and what we ask each of you to do to protect yourselves and your fellow citizens:

- **Outdoors on the plaza.** Since the coronavirus is thought to spread mainly through airborne transmission of respiratory droplets, abundant ventilation helps to mitigate risk. So we will hold the meeting outdoors in the open air. Be sure to bring sun protection and your own water.
- **An abbreviated warrant.** To reduce the running time of the meeting, the Board of Selectmen have pared the warrant from the usual 30 or so articles to just 16. Important but non-essential articles such as zoning amendments and CPA allocations have been deferred to a Special Town Meeting to be held later this year. The first nine articles—routine matters typically adopted without controversy--will be considered in a single vote via the Consent Agenda.

- **Dispersed parking and traffic safety controls.** Due to the start of construction at the Carlisle Public Schools main parking lot, parking will be dispersed to several locations around the Town Center. Please follow the directions of the Carlisle Police about where to park and the paths to follow to and from the school plaza. Handicapped parking spots will be available directly adjacent to the plaza. Please plan to arrive earlier than usual to allow extra time for walking.
- **Sanitation protocols.** Working with the Board of Health and with guidance from the state Department of Public Health, we have been developing safety and sanitation protocols for check-in, use of microphones, bathrooms, *etc.* Details will be published on the town website by June 15. Please also pay attention to signage in and around the plaza.
- **Use your judgment.** If you have symptoms of potential COVID-19 infection (see [cdc.gov](https://www.cdc.gov)) or have recently had close, unprotected contact with someone who is infected, please stay home.
- **Wear a mask.** Use of face covering should comply with the Governor's Executive Order.
- **Live-streaming and remote participation.** While state law does not yet permit remote voting in Open Town Meetings, those who choose not to attend in person can follow the proceedings on local cable TV (Channel 9) or livestreamed at Minuteman Media Network Government channel (concordma.gov/2409/Government). We hope to provide a mechanism for viewers to text or email questions.
- **Inform yourself in advance.** To help citizens become better informed about the issues before coming to Town Meeting, this Warrant Booklet includes expanded summaries of the articles to explain what is being proposed. Additional information may be found on the town website (carlislema.gov) or by watching the Finance Committee's budget hearing rebroadcast at the Minuteman Media Network. Also, the Carlisle *Mosquito* plans to publish special coverage at its website (carlislemosquito.org).

Please check the town website after June 15 for final details.

Thank you in advance for your cooperation that will enable us to preserve and exercise our democratic rights, make important decisions for your town, and keep everyone safe.

Wayne Davis
Moderator

To the Voters of Carlisle:

The Carlisle Finance Committee has completed its budget review and presents its recommendations concerning the Fiscal Year 2021 (“FY21”) budget contained in the attached Warrant Book.

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 and Overlay Surplus. Revenue from potential overrides may not be used to fund the balanced budget.

Maintaining Operations/Gaining Clarity of COVID-19 Impact

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

The current COVID- 19 situation has significantly impacted the economic outlook of our nation, state and Town. In addition, it has introduced a great deal of uncertainty in the financial outlook for the Town. One thing that is certain, however, is that current situation adds additional pressure to the budget already challenged by rising costs that exceed revenue from new growth. We believe that this additional pressure will extend over multiple years.

As a result, our recommendation at this time is to maintain a flat operating budget (0% change relative to FY20) to maintain the operations of the Town, with the expectation that the FY21 budget will be further refined at a future Town Meeting. Below are the key considerations supporting our recommendation:

- **Clarity on the most significant and uncertain component of our budget:** Education represents more than 60% of our Town operating budget. By August/September we expect to have greater clarity on FY21 state funding of CPS and CCRSD, as well as the financial impact of “how” school will be delivered.
- **Better understanding of the economic impact of COVID:** By August/September we will better understand how the phased reopening of MA is progressing and the unemployment trends in our state and our Town.
- **Minimizing disruption to current operations:** Maintaining a flat budget will minimize disruption to Town operations as we continue to evaluate the financial impact of COVID-19.

While we will never be 100% clear on the degree and duration of the COVID-19 impact, we believe we will have substantially more information in a few months to make a more informed

budget recommendation that balances, in a prudent way, the needs of the town and the demands placed on taxpayers to fund the town.

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

We invite you to review the material in this booklet and attend the Finance Committee hearing on the Warrant at 7:00 pm via Zoom on Thursday June 11th. This remotely located meeting via Zoom is open to the public by invitation by Chairman (carlislefincom@gmail.com).

Sincerely,

The Carlisle Finance Committee

Victor Liang, Chair
Lynne Lipinsky, Vice Chair
James Catacchio
Aaron D'Elia
Jim Darr
Melissa Sampson McMorrow
Scott Triola

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

Middlesex, ss.

To any of the Constables of the Town of Carlisle in the County of Middlesex:

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and Town affairs, to meet at the outdoor plaza adjacent to the Spalding Building at the Carlisle Public School at 83 Church Street in said Carlisle on Saturday, June 20th next, at ten o'clock in the morning, and thereafter continuing from day to day until completed, then and there to act on the following Articles:

CONSENT AGENDA

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will propose a Consent Agenda. The Selectmen, in consultation with the Moderator and Finance Committee, identify warrant articles that are unlikely to generate controversy and can be voted on without debate. These uncontroversial warrant articles are then grouped together as a Consent Agenda to be acted upon pursuant to a single motion, and to be passed without debate.

THE TOWN WILL BE ASKED TO APPROVE THE USE OF A CONSENT AGENDA UNDER ARTICLE 1.

Should Town Meeting approve the use of a CONSENT AGENDA, the Selectmen have voted to recommend that the following Articles be acted upon under the Consent Agenda: Articles 2, 3, 4, 5, 6, 7, 8 and 9. The Articles to be taken up under the Consent Agenda are identified by a double asterisk (**).

At the call of the Consent Agenda, the Moderator will call out the article numbers one by one. If you object to any particular article being included in the Consent Agenda, please say the word "Hold" in a loud voice when the article number is called. That article will then be removed from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual Articles in the Consent Agenda, the Moderator will entertain a SINGLE MOTION that all items remaining on the Consent Agenda be acted upon favorably by the voters.

Please carefully review the list of proposed Articles, which appears in the printed Warrant Book that is mailed to each home. If you have any questions about the Consent Agenda or procedure, please contact the Town Administrator at 978-371-6688 before Town Meeting.

ARTICLE 1 – Consent Agenda: To see if the Town will vote to adopt certain procedures to govern the conduct of the 2020 Annual Town Meeting, or to take any other action related thereto. (BOARD OF SELECTMEN)

Summary: The Consent Agenda procedure speeds the passage of Articles that the Selectmen anticipate, in consultation with the Moderator and Finance Committee, are likely to generate no controversy and can be properly voted on without debate. The purpose of the Consent Agenda is to allow these Articles to be acted upon pursuant to a single motion, and to be passed without debate.

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

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

ARTICLE 2 - Town Reports:** To see if the Town will vote hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or to take any other action related thereto. (BOARD OF SELECTMEN)

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

ARTICLE 3 - Salaries of Elected Officials **: To see if the Town will vote to fix the salaries of the elected officers of the Town, as provided by M.G.L. c. 41, §108, as amended, for the Fiscal Year 2021, beginning July 1, 2020, or to take any other action related thereto.

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

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

(BOARD OF SELECTMEN/FINANCE COMMITTEE)

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

ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be spent by the Board of Selectmen for professional services in connection with GASB 45 actuarial valuation of post-employment benefits for the Town, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

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

ARTICLE 5 – Revaluation **: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be spent by the Board of Assessors for professional services and other related expenses in connection with revaluation of real estate and personal property in the Town, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

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

ARTICLE 6 – Real Estate Tax Exemption **: To see if the Town will vote to authorize the Board of Assessors, pursuant to M.G.L. c. 59, §5 (clause 41C), to grant an additional real estate tax exemption of up to one hundred percent (100 %) of the amount permitted by this statute, or to take any other action related thereto. (BOARD OF SELECTMEN/BOARD OF ASSESSORS)

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

ARTICLE 7 - FY 2021 Chapter 90 Authorization:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be used for reconstruction and improvements of public ways, as provided for under the provisions of M.G.L. c. 90, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

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

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

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

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

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

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

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

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

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

ARTICLE 11 – FY2021 Operating Budget: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to fund the various departments, boards, commissions, and operating expenses of the Town for the Fiscal Year 2021, beginning July 1, 2020, or to take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

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

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

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

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

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

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

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

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

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

ARTICLE 13 – Special Appropriations: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be expended by the Board of Selectmen to conduct studies, provide services and facilitate projects for the following departments:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Carlisle, qualified as aforesaid, to go to Carlisle Town Hall at 66 Westford Street in said Carlisle on Tuesday, the 30th day of June, 2020 between the hours of eleven o'clock forenoon and seven o'clock in the afternoon and there to vote on the following:

TOWN ELECTION

11:00 A.M. TO 7:00 P.M.

ELECTION OF OFFICERS – To see if the Town will vote on the election of the following Town Officers:

Moderator	one for a term of one year
Town Clerk	one for a term of one year
Selectmen	two for a term of three years
Board of Assessors	one for a term of three years
Board of Health	one for a term of three years
Library Trustees	one for a term of three years
Library Trustees	one for a term of two years
Planning Board	two for a term of three years
Planning Board	one for a term of one year
School Committee	two for a term of three years
School Committee	one for a term of one year

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

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

Given under our hands this 26th day of May in the Year of Our Lord 2020.

BOARD OF SELECTMEN

Kate Reid, Chairman

Alan Lewis, Vice Chairman

Barbara Arnold, Clerk

Luke Ascolillo

Nathan Brown

A True Copy Attest:

_____, Constable

Middlesex, ss.

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

Constable of Carlisle

Date Posted: _____

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

RECREATION

Recreation Commission
Trails Committee
Youth Commission
State Park Advisory Committee
Other

HOUSING

Housing Authority
Other

GENERAL GOVERNMENT

Finance Committee
Long-Term Capital Requirements
Other

EDUCATION

Scholarship Advisory Committee
School Building Committee
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

PERSONNEL

Personnel Board
Other

Quick Start Guide

Prepared by

Wayne Davis, Town Moderator

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, acting as the legislative branch of our local Town government. Almost uniquely in modern American public life, Town Meeting embodies direct – not representative – democracy. Welcome to Carlisle’s Town Meeting.

This “Quick Start Guide” provides essential information to know in advance of the meeting, along with guidelines at the meeting itself. For further details, see “Carlisle Town Meeting Introduction and Procedures” available at the Town Meeting page at the Town website: www.carlislema.gov.

BEFORE THE MEETING – FAQs

What is the Warrant?

The agenda for the meeting is established in the Warrant, published beforehand. Each specific item in the Warrant is described in an “article” which provides notice of the matters to be taken up. As each article is taken up, the Moderator will ask someone to make a motion, which is a more precise statement of the action to be taken by Town Meeting.

Can I bring my kids to Town Meeting?

Yes, of course. If they can be reasonably quiet and well behaved, they may sit with you in the main auditorium. We particularly welcome middle and high school students who may be interested in witnessing democratic government in action. For those with smaller children, the Town typically sets up the school cafeteria with an audio and video feed and microphone, so that you can participate fully while your kids play in the corner. The Moderator appoints an Assistant Moderator to oversee this room. If you have further questions, you may contact the Town Clerk in person at Town Hall, via email at chinton@carlisle.mec.edu or phone at 978-369-6155.

What If I Need Special Accommodation to Be Able to Participate?

Carlisle welcomes the participation of all citizens at Town Meeting. We will do our best to help. If possible, please contact the Town Clerk (see previous paragraph) in advance to discuss any special needs, such as access or audio enhancement. Notice in advance of the meeting increases the likelihood of satisfactory accommodations.

AT THE MEETING GUIDELINES

The following guidelines exist to facilitate an orderly, dignified, respectful and fair discussion of issues leading to informed votes and good decisions. We all deserve the respect and courtesy of our neighbors, and we owe them the same. The Moderator will politely, but firmly enforce these guidelines, in appropriate circumstances for the benefit of all. This “Quick Start Guide” is just a summary.

Addressing the Meeting

- Wait to be recognized (given the floor) by the Moderator. *Exception:* You may rise from your seat and loudly call “Point of Order” if you wish immediately to challenge the appropriateness of the procedure then being followed.
- ***The usual time limit for comments from the floor is three (3) minutes, but your neighbors will appreciate if you limit yourself to two minutes*** (and you’ll likely be more persuasive too).
- Begin by stating your name and address (or name and board/committee you represent if speaking in an official capacity).
- Speak only to the motion before the Meeting at the time.
- Address your remarks to the Moderator. No personal speech- you may reference or respond to a prior speaker’s comments, but do not engage in personal commentary, e.g., about the person, his or her character, *etc.*

- Rude or disrespectful speech will not be tolerated.
- While anyone may speak on a motion more than once, no one may speak a second time until everyone who so wishes has spoken once. Repetitive or redundant comments should be avoided.

Questions

Speakers may ask a question of another person in the hall (typically, a prior speaker or Town official), but that question must be addressed through the Moderator. For example, “Mr. Moderator, I have a question for the Finance Committee Chairman.” The Moderator will determine whether and when to have the question answered. Dialogue between two persons is not allowed.

Moving/Calling the Question (Ending Debate)

A speaker may not participate in debate and then finish their comments with a motion to move/call the question. Such a motion must be the only thing the speaker says on that trip to the microphone. The Moderator may exercise his discretion not to entertain such motions if, in his judgement, the motion is premature.

Amendments

Simple amendments to a motion that change only a few words or numbers can be moved verbally. All other amendments must be presented to the Moderator in writing. All amendments must be “within the scope” of the article under consideration, i.e., broadly consistent with the issue as described in the article.

Voting

The Moderator will generally call for a voice vote. When a count is required, the Moderator will ask for a show of hands. Please follow instructions given at these times. After voting by any method, the Moderator will declare the outcome. Any seven (7) voters may challenge the Moderator's call of the vote and demand a formal count (or recount). Such a challenge must be made immediately after the Moderator declares the outcome. The challenger should immediately call out, “I question the vote!” and then the Moderator will ask whether six additional voters also wish to challenge the declared outcome.

Point of Order

You may rise and call out loudly “Point of Order” to either ask question the appropriateness of the procedures or to challenge any of the Moderator’s rulings.

For further information see the Town Meeting page at www.carlislema.gov or you may contact the Moderator at moderator@carlislema.gov.

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

