

**WARRANT**  
**ANNUAL TOWN MEETING – June 6, 2021**  
**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 Spaulding Building at the Carlisle Public School at 83 Church Street in said Carlisle on Sunday, June 6<sup>th</sup> next, at one o'clock in the afternoon, and thereafter continuing from day to day until completed, then and there to act on the following Articles:

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**CONSENT AGENDA**

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

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

**Should Town Meeting approve the use of a CONSENT AGENDA, the Select Board has 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 2021 Annual Town Meeting, or to take any other action related thereto. (SELECT BOARD)

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

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

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

**ARTICLE 3 - Salaries of Elected Officials \*\*:** To see if the Town will vote to fix the salaries of the elected officers of the Town, as provided by M.G.L. c. 41, §108, as amended, for the Fiscal Year 2022, beginning July 1, 2021, or to take any other action related thereto.

	Voted FY'20	Voted FY'21	Recommended FY'22
Moderator	\$50	\$50	\$50
Assessors - Chairman	\$100	\$100	\$100
Second Member	\$100	\$100	\$100
Third Member	\$100	\$100	\$100

(SELECT BOARD/FINANCE COMMITTEE)

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

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

*Summary: This Article plans for and budgets a percentage of the cost of the actuarial valuation that the Treasurer must do every two years. Historically, we have appropriated \$3,000 annually. The Finance Committee recommends an appropriation of \$3,000 for FY2022.*

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

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

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

*Summary: Town Meeting is asked to annually 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 2022 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. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: The Commonwealth of Massachusetts funds roadway repairs pursuant to M.G.L. c. 90. The Town will receive \$252,100 in Chapter 90 funds in FY2022. The DPW will expend FY2022 Chapter 90 funds for milling and paving portions of Acton Street, Curve Street and Pheasant Hill Lane.*

**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 2022, or to take any other action related thereto. (SELECT BOARD/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 \$100,000 from the PEG (Public, Educational, Governmental) Local Access Receipts reserved for appropriation special revenue account for the purpose of providing local cable access services, equipment and programming for the Town of Carlisle, or to take any other action related thereto. (SELECT BOARD)

*Summary: The General Laws require us to deposit all revenue we receive under the subscriber provisions of our license agreement with Comcast into a special revenue fund for PEG Local Access and then withdraw funds as necessary at a Town Meeting. Since October 2018, the Town has contracted with the Town of Concord for local cable access programming. The estimated cost to provide service and to Carlisle in FY2022 is \$100,000.*

**ARTICLE 10 – Town Clerk Salary Adjustment**

To see if the Town will vote to fix the salary of the Town Clerk of the Town, as provided by M.G.L. c. 41, §108, as amended, for the Fiscal Year 2022, beginning July 1, 2021, or to take any other action related thereto.

	Voted FY'20	Voted FY'21	Recommended FY'22
Town Clerk	\$64,452	\$65,741	\$75,000

*Summary: The position of Town Clerk is currently an elected, rather than an appointed one, and as such does not appear on the Town Wage/Classification Plan (see Article 23), does not receive "step" increases/adjustments every third year in addition to COLA as other non-union employees do. The Town Clerk also was not included in the last wage study done by the Town because it is an elected position and thus did not receive a significant adjustment as other non-union positions did. In reviewing the salaries paid to full-time Town Clerks in the comparable communities we use for salary comparisons, the average salary is approximately \$75,000, or where one might expect this salary to be if it had been granted the same adjustments/increases as other non-union positions. This article can be seen as a "market" adjustment for a position that has lagged behind both the market and Town wage/salary increases.*

**ARTICLE 11 - Fiscal Year 2021 Budget Transfers:** To see if the Town will vote to transfer sums of money into various line items of the Fiscal Year 2021 operating budget from other line items of said budget, from unexpended funds in various accounts or from other available funds, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: This Article would permit the Town to transfer funds from line items running a surplus this fiscal year to other line items currently running a deficit in order to balance the operating budget at Fiscal 2021 year end. The actual transfers will be known in the next several weeks.*

**ARTICLE 12 – FY2022 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 2022, beginning July 1, 2021, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

	<i>FY2021</i>	<i>FY2022</i>
<i>Department</i>	<i>Budget</i>	<i>Recommended</i>
<b>General Government</b>		
General Expense & Town Hall	834,428	931,720
Citizen Recognition	275	275
Treasurer	260,555	277,479
Town Clerk (not including Clerk's salary)	106,734	106,944
Assessors	154,903	170,296
Planning Board	116,759	120,200
Energy Task Force	3,500	3,500
<b>sub-total</b>	<b>1,476,974</b>	<b>1,610,414</b>
<b>Protection of Persons &amp; Property</b>		
Police	1,753,977	1,825,226
Fire	630,591	675,349
Communications	418,339	438,847
Conservation	156,357	169,373

Dog & Animal Control	15,274	15,557
Inspection Services	39,444	40,348
Street Lighting	4,000	4,000
<b>sub-total</b>	<b>3,018,087</b>	<b>3,168,700</b>
<b>Public Works</b>		
Department of Public Works	806,292	820,273
Snow & Ice	65,785	90,000
Transfer Station	264,731	264,731
Road Maintenance	88,416	88,416
<b>sub-total</b>	<b>1,225,224</b>	<b>1,263,420</b>
<b>Health &amp; Human Services</b>		
Youth Commission	3,936	4,015
Board of Health	110,096	127,036
Council on Aging	229,071	245,585
Veteran's Agent	20,000	20,000
<b>sub-total</b>	<b>363,103</b>	<b>396,636</b>
<b>Education</b>		
Carlisle Public School	11,559,266	12,056,751
CCRSB (w/o debt)	6,418,240	6,267,668
CCRSB debt service	1,040,057	950,726
Vocational	123,119	123,119

Vocational debt service	5,628	4,702
<b>sub-total</b>	<b>19,145,950</b>	<b>19,402,966</b>
<b>Culture &amp; Recreation</b>		
Library	645,445	667,080
Recreation	196,191	198,011
<b>sub-total</b>	<b>841,636</b>	<b>865,091</b>
<b>Insurance &amp; Fringe</b>		
Blanket Insurance	272,000	299,000
Group Insurance & Medicare	1,537,505	1,426,082
OPEB Trust	64,697	215,000
County Retirement	1,057,819	1,192,106
Unemployment Insurance	50,000	50,000
<b>sub-total</b>	<b>2,982,021</b>	<b>3,182,188</b>
<b>Unclassified</b>		
Interest, Fees, & Costs	1,000	1,000
Public Celebrations	1,000	1,000
Reserve Fund Balance	300,000	150,000
<b>sub-total</b>	<b>302,000</b>	<b>152,000</b>
	<b><i>FY2021</i></b>	<b><i>FY2022</i></b>
<b><i>Department</i></b>	<b><i>Budget</i></b>	<b><i>Recommended</i></b>

<b>Debt</b>		
Debt Service	1,344,640	1,473,578
<b>sub-total</b>	<b>1,344,640</b>	<b>1,473,578</b>
<b>Total Operating Budget</b>	<b>30,699,630</b>	<b>31,514,933</b>

**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 Select Board to conduct studies, provide services and facilitate projects for the following departments:

<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Assessors	\$5,000	Assessors’ Maps Updates
Treasurer/Accountant	\$3,500	Financial Consulting

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

*Summary: This Article would permit special appropriations outside of the Town operating budget for consultants’ services and other unanticipated expenses. In prior years, there has been an appropriation for a social worker position, which as a result of the COA reorganization next fiscal year is unnecessary.*

**ARTICLE 14 – Capital Equipment:** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, the sum of \$318,000 to be used for capital equipment, or to take any other action related thereto. (FINANCE COMMITTEE)

**Long Term Capital Requirements**

**FY2022**

Department	Project/Program	Amount	Appropriation Expires
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Carlisle School	Well and Sewer Pump	\$30,000	June 30, 2023
Carlisle School	Water Filtration System	\$28,000	June 30, 2023
Police Department	Cruiser	\$60,000	June 30, 2023
DPW	Roll off Truck	\$200,000	June 30, 2023
	<b>Totals:</b>	<b>\$318,000</b>	

*Summary: These capital items are recommended by the Finance Committee, who are now responsible for making both operating and capital budget recommendations. It is a very spare list of projects considered to be the most necessary for FY22.*

**ARTICLE 15 – Municipal Facilities:** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute the sum of \$500,000 for the facilities maintenance and improvement projects to the Town Hall, Police Station, Gleason Library and Department of Public Works facilities, all of which projects being expected to be completed by June 30, 2023;

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

*Summary: This article would authorize the expenditure of \$500,000 on essential facilities and capital projects. The Municipal Facilities Committee has been working to prioritize the Town’s needs for the past several years and this funding by no means would address that need completely. Working with the Finance Committee, the MFC has adopted a strategy of working with a fixed amount of funding on an annual basis and getting as much work out to bid as possible in any given year, considering the backlog of possible projects.*

**ARTICLE 16 – CPA Annual Recommendations:** To see if the Town will vote to act on the report of the Community Preservation Committee and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds, for the administrative expenses of the community preservation committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year, and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments necessary to acquire, convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the General Laws, to be in compliance with the requirements of Chapter 44B, Section 12 of the General Laws of the

Commonwealth, or to take any other action related thereto. (COMMUNITY PRESERVATION COMMITTEE)

*Summary: Specific Community Preservation Committee recommendations will be available in the Motions handout at the June 6, 2021 Annual Town Meeting.*

**ARTICLE 17 – Establish a New Committee –Town Governance Task Force:** To see if the Town will vote to establish a new committee, the Town Governance Task Force, that shall be charged with studying the form, organization and practices of Town government and making recommendations to improve the efficacy, efficiency, responsiveness, and transparent functioning thereof. If established, the Moderator shall appoint the members of the committee. Further, the committee shall issue a report no later than six weeks prior to the scheduled date of the 2022 Annual Town Meeting, such report to include proposed warrant articles for the Town to consider at the 2022 Annual Town Meeting and such other recommendations as the committee deems appropriate, or take any other action related thereto.

*Summary: The Town Governance Task Force will be charged with studying the “form, organization and practices” of Carlisle’s government and making recommendations to improve the efficiency, responsiveness and transparency of our government. The committee will be appointed by the Town Moderator and report only to Town Meeting (i.e., not to any other boards or committees) and can make recommendations of any magnitude, from those involving small or routine practices, to larger recommendations that concern the structure and organization of the town. This committee will spend the next year studying Town government, and it will be charged with issuing a report no later than six weeks prior to the 2022 ATM. The committee will have the authority to place articles on the Warrant and make any other recommendations it deems appropriate, such as recommendations to town boards, committees, or department heads on matters that do not require Town Meeting approval.*

***Why Is This Committee Being Proposed?***

*Carlisle’s government needs to evolve and improve to continue to deliver the services residents need and expect within tight budgets. Overall population and school population are not rising. Nonetheless, each year, there are numerous requests for increases in personnel and services, reflecting residents’ expectations for what the town will provide. Carlisle’s residential tax base will not allow for substantial increases in the cost of government. Maintaining a high level of service within flat budgets requires maximum efficiency and perhaps a bit of “thinking outside the box.” The Governance Committee is asked to take a comprehensive look at how we do things and determine if improvements are possible.*

**ARTICLE 18 – Amend the Carlisle Zoning Bylaws – Selectmen to Select Board:** To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By striking the term “Board of Selectmen,” wherever it may appear in said Bylaw, and inserting, in place thereof, the term “Select Board.”
2. By striking the term “Selectmen” whenever it may appear in said Zoning Bylaws and inserting, in place thereof, the term “Select Board.”

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

*Summary: This bylaw may look familiar as it was before Town Meeting last October where it passed unanimously. However, there was a procedural defect in that the requisite Planning Board hearing was not held prior to Town Meeting, so it is back before the voters at this Annual Town Meeting, having met all the procedural steps. This would simply change all references to Board of Selectmen in the Zoning Bylaw to “Select Board”.*

**ARTICLE 19 – Amend the Carlisle General Bylaws – Personnel Bylaw Revision:** To see if the Town will vote to amend the General Bylaws, by deleting Article XV of the General Bylaws in its entirety, and insert in place thereof, a new Article XV as follows:

**ARTICLE XV PERSONNEL BYLAW**

The purpose of the Personnel Bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration that ensures a uniform, fair, and efficient application of personnel policies.

15.1 The Town Administrator shall have the authority to draft and recommend Personnel Policies to the Select Board. The Town Administrator may consult with the Personnel Board and other boards and commissions in drafting such policies. The policies will be effective upon approval by the Select Board.

15.2 The Compensation and Classification Table, as amended from time to time, shall be incorporated by reference into the Personnel Bylaw. Amendment to the Compensation and Classification Table shall further be approved by Town Meeting, except that in the case of urgent necessity, the Select Board may establish interim positions and compensation until the vote of the next Town Meeting.

15.3 All Town departments and positions shall be subject to the provisions of this bylaw and policies adopted hereunder except elected officers, elected town officials, and employees of the school department. Employees with personal contracts and employees covered by collective bargaining agreements shall be subject to the provisions of this bylaw and adopted policies to the extent that those provisions are not superseded by or contrary to any contractual term or condition. Nothing in this bylaw shall be construed to limit any right of employees pursuant to Massachusetts General Laws.

or take any action related thereto.

*Summary: The purpose of this redrafting of the Personnel Bylaw is partly to pare it down by removing language that more properly belongs in the Town's Personnel Policies and also to give clear direction and authority to the Town Administrator/Personnel Administrator by clarifying the role of the Personnel Board. Previously, the Town Administrator has served in an advisory capacity to the Personnel Board. Going forward, the Personnel Board will be more of a resource and serve in more of an advisory role to the Town Administrator/Personnel Administrator.*

**ARTICLE 20 – Amend the Carlisle Zoning Bylaws – Adult Use Marijuana:** To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By deleting Section 5.11 of the Zoning Bylaw in its entirety and inserting, in place thereof, a new Section 5.11 as follows:

5.11 Marijuana Establishments

5.11.1 Definitions

Marijuana Establishment: A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of marijuana-related business, whether as a principal use, or as an accessory use, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Medical Marijuana Treatment Center shall not be deemed to be a Marijuana Establishment.

5.11.2 Prohibition

All types of Marijuana Establishments, including Marijuana Establishments collocated with a Medical Marijuana Treatment Center, shall be prohibited in the Town of Carlisle.

or take any action related thereto.

*Summary: The Planning Board has made a preliminary decision to recommend a ban on all types of adult use (recreational) marijuana establishments in Carlisle. This decision applies to the siting of establishments in Town. Such a ban would not prevent residents from personally consuming marijuana, or from growing a limited number of marijuana plants for personal use, as allowed by state law.*

*The Planning Board has carefully considered possible locations for marijuana establishments and determined that, due to our existing land use patterns and zoning, there are no appropriate locations.*

*Because there are no appropriate locations, we are recommending a ban on all marijuana adult use establishments for our town.*

*Carlisle has three types of existing zones: residential (1 acre minimum in town center; 2 acres elsewhere), several scattered business districts in the town center, and three business districts located along Bedford Road. With respect to these zones, the Planning Board considered feasibility, the possible benefits from a marijuana establishment, and possible negative impacts to neighbors and to the town. Additional information and answers to FAQs are available from the Planning Board.*

**ARTICLE 21 – Amend the Carlisle General Bylaws – Carlisle Affordable Housing Trust:**

To see if, in connection with the Carlisle Affordable Housing Trust Fund established pursuant to Article 25 of the 2006 Annual Town Meeting, the Town will vote to amend the General Bylaws by adopting a new Section 3.27, Carlisle Affordable Housing Trust, to read as follows:

**3.27.1 Board Established.**

There shall be a Board of Trustees of the Carlisle Affordable Housing Trust Fund, consisting of seven (7) Trustees, who shall be appointed by the Select Board, and who shall include no fewer than one member of the Select Board. Only persons who are residents of the Town of Carlisle shall be eligible to hold the office of Trustee. Trustees shall serve for a term of two years and may be re-appointed at the discretion of the Select Board, provided however, that three (3) of the seven (7) appointments initially made after the adoption of this Article shall be for a term of one (1) year, so that as nearly an equal number of the Trustees' terms as possible shall expire each year.

Any Trustee who ceases to be a resident of the Town of Carlisle shall cease to be a Trustee and shall promptly provide a written notification of the change in residence to the Board of Trustees and the Town Clerk. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee before their term of office expires, a successor shall be appointed by the Select Board to fill such vacancy provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk. No such appointment shall be required so long as there are five Trustees in office.

Any member of the Board of Trustees may be removed by the Select Board for cause after the opportunity of a hearing.

**3.27.2 Authorization.**

The Trustees are hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Carlisle Affordable Housing Trust Fund, to be recorded with the Middlesex Registry of Deeds and filed with the Middlesex Registry District of the Land Court.

**3.27.3 Powers.**

The powers of the Board of Trustees, all of which shall be carried on in furtherance of the purposes set forth in G.L. c. 44, § 55C, shall include the following:

- 3.27.3.1 To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any bylaw or any general or special law or any other source, including money from G.L. c. 44B;
- 3.27.3.2 To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- 3.27.3.3 To sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board deems advisable notwithstanding the length of any such lease or contract;
- 3.27.3.4 To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages in order to accomplish the purposes of the Trust;
- 3.27.3.5 To employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
- 3.27.3.6 To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- 3.27.3.7 To apportion receipts and charges between incomes and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- 3.27.3.8 To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution, to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- 3.27.3.9 To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property,

such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;

- 3.27.3.10 To carry property for accounting purposes other than acquisition date values;
- 3.27.3.11 To incur debt, to borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge Trust assets as collateral;
- 3.27.3.12 To disburse Trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in Carlisle upon such terms as the board shall deem most appropriate to carry out such purposes;
- 3.27.3.13 To make distributions or divisions of principal in kind;
- 3.27.3.14 To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of G.L. Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate;
- 3.27.3.15 To manage or improve real property; and to abandon any property which the Board determined not to be worth retaining;
- 3.27.3.16 To hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- 3.27.3.16 To extend the time for payment of any obligation to the Trust.
- 3.27.3.17 To disburse Trust funds for the management or improvement of affordable housing in Carlisle as the Board shall deem appropriate whether or not such real property is held by the Trust;
- 3.27.3.18 To amend the Declaration of Trust, from time to time, except as to those provisions specifically required under G.L. c.44, §55C, by an instrument in writing signed by a majority of the Trustees and approved at a meeting called for that purpose, and approved by the Select Board, provided that in each case, a certificate of amendment shall be recorded with the Registry of Deeds and the Registry District of the Land Court; and
- 3.27.3.19 To exercise such additional powers, if any, as may be set forth in G.L. c. 44, §55C, as same may be amended from time to time.

Further, the Board of Trustees may, from time to time, make such rules and regulations governing their meetings and the conduct of their work as they may deem best for the interests of the Town, and are not inconsistent with the provisions of G.L. c. 44, §55C.

#### 3.27.4 Funds Paid to the Trust

Notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with any zoning bylaw, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and to be expended these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the board within one year of the date they were appropriated into the Trust, remain Trust property. Consistent with the provisions of this Section and the enumerated powers of the Trustees in Section 3.27.3, the Trustees have sole discretion to direct the management and disposition of Trust property, provided however, that the Trustees are not otherwise authorized to incur liabilities on behalf of the Trust or the Town of Carlisle in excess of the value of Trust property without specific appropriation therefore by Town Meeting.

#### 3.27.5 Audit

The Board of Trustees shall provide for an annual audit of the books and records of the Trust. The audit shall be performed by an independent auditor in accordance with accepted accounting practices. Upon receipt of the audit by the Board of Trustees, a copy shall be provided to the Select Board.

or take any other action in relation thereto.

*Summary: This article is a bit of housekeeping business; a prior Town meeting vote established the Carlisle Affordable Housing Trust but it was never codified in a Town bylaw. The CAHT, working with Town Counsel has drafted a new general bylaw for Town Meeting to consider which establishes the Trust and how it will operate going forward.*

**ARTICLE 22 – Funding for Public Safety Architectural Programming Study:** 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 Public Safety Facilities Task Force to engage a consultant(s) to review, assess, and develop recommendations detailing the programmatic specifications and requirements of the Carlisle Fire, Police, and Dispatch Departments, which shall include but not be limited to: potential future facility needs, separate or a single building, and use of the current sites or a new site or sites; or take any other action in relation thereto.

*Summary: This article is intended to fund a study by a consultant of the program requirements of the Town's public safety departments and the cost of a potential new public safety building based upon those*

*requirements. It is intently not a request to fund the design of a new public safety building, rather it will assist the newly-formed Public Safety Building Committee in determining what such as facility might include and might potentially cost the Town.*

**ARTICLE 23 – FY22 Salary/Wage Table:** To see if the Town will vote to adopt the Town of Carlisle, Massachusetts FY 2022 Classification & Compensation Plan, as shown below, or take any other action in relation thereto.

***Summary:** The Town recently learned that the annual salary/wage tables used by non-union Town employees need to be approved by Town Meeting each year. This article appears in the form of a classification table, listing all positions by pay grade and the actual wage/salary table that list all Grades/Steps for all fourteen classifications. This table simply expresses the wages effective July 1, 2021 when the 2.0% wage adjustment has been applied.*

**TOWN OF CARLISLE, MASSACHUSETTS**  
**FY 2022 CLASSIFICATION & COMPENSATION PLAN**  
**Permanent Full and Part-time Employees**  
Salaries shown are hourly and annual based on 52 weeks / year

**Grade 1**

*None*

*Outreach Coordinator/Program Manager*  
*Assistant Health Agent*  
*General Foreman*

**Grade 2**

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

**Grade 8**

*COA Social Services Manager*

**Grade 3**

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

**Grade 9**

*Assistant Library Director*  
*COA Director*  
*Conservation Administrator*  
*Planning Board Administrator*

**Grade 4**

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

**Grade 10**

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

**Grade 5**

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

**Grade 11**

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

**Grade 12**

*DPW Superintendent*

**Grade 13**

*Finance Director/Treasurer*

**Grade 6**

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

**Grade 14** *None*

**Grade 7**

*Assistant to Treasurer/HR Assistant*  
*Executive Assistant to TA/SB*  
*Assistant to Planner*

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FY22 Town of Carlisle Wage/Salary Schedule					
		FY22	1.02		
STEP	1	2	3	4	5
Grade 1	\$18.80	\$19.12	\$19.45	\$19.77	\$20.10
Grade 2	\$20.49	\$20.85	\$21.20	\$21.56	\$21.91
Grade 3	\$22.34	\$22.73	\$23.11	\$23.50	\$23.89
Grade 4	\$24.36	\$24.78	\$25.20	\$25.62	\$26.04
Grade 5	\$26.54	\$27.00	\$27.46	\$27.92	\$28.38
Grade 6	\$60,170.92	\$61,209.32	\$62,247.71	\$63,286.10	\$64,324.50
	\$28.93	\$29.43	\$29.93	\$30.43	\$30.93
Grade 7	\$66,185.63	\$67,330.52	\$68,475.42	\$69,620.31	\$70,765.21
	\$31.82	\$32.37	\$32.92	\$33.47	\$34.02
Grade 8	\$72,799.40	\$74,058.78	\$75,318.17	\$76,577.55	\$77,836.93
	\$35.00	\$35.61	\$36.21	\$36.82	\$37.42
Grade 9	\$80,803.02	\$82,200.86	\$83,598.70	\$84,996.54	\$86,394.37
	\$38.85	\$39.52	\$40.19	\$40.86	\$41.54
Grade 10	\$89,693.26	\$91,245.53	\$92,797.79	\$94,350.06	\$95,902.33
	\$43.12	\$43.87	\$44.61	\$45.36	\$46.11
Grade 11	\$99,565.99	\$101,288.66	\$103,011.33	\$104,734.00	\$106,456.67
	\$47.87	\$48.70	\$49.52	\$50.35	\$51.18
Grade 12	\$110,517.04	\$112,428.75	\$114,340.46	\$116,252.17	\$118,163.89
	\$53.13	\$54.05	\$54.97	\$55.89	\$56.81
Grade 13	\$122,666.25	\$124,788.30	\$126,910.35	\$129,032.40	\$131,154.45

	\$58.97	\$59.99	\$61.01	\$62.03	\$63.06
<b>Grade 14</b>	<b>\$136,157.39</b>	<b>\$138,511.09</b>	<b>\$140,864.78</b>	<b>\$143,218.47</b>	<b>\$145,572.17</b>
	\$65.46	\$66.59	\$67.72	\$68.86	\$69.99
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

FY22 Town of Carlisle Wage/Salary Schedule Continued					
STEP	6	7	8	9	10
Grade 1	\$20.42	\$20.75	\$21.08	\$21.40	\$21.73
Grade 2	\$22.27	\$22.62	\$22.97	\$23.33	\$23.68
Grade 3	\$24.28	\$24.66	\$25.05	\$25.44	\$25.83
Grade 4	\$26.46	\$26.88	\$27.30	\$27.72	\$28.14
Grade 5	\$28.84	\$29.30	\$29.76	\$30.22	\$30.68
Grade 6	\$65,362.89	\$66,401.29	\$67,439.68	\$68,478.07	\$69,516.47
	\$31.42	\$31.92	\$32.42	\$32.92	\$33.42
Grade 7	\$71,910.10	\$73,054.99	\$74,199.89	\$75,344.78	\$76,489.68
	\$34.57	\$35.12	\$35.67	\$36.22	\$36.77
Grade 8	\$79,096.32	\$80,355.70	\$81,615.09	\$82,874.47	\$84,133.85
	\$38.03	\$38.63	\$39.24	\$39.84	\$40.45
Grade 9	\$87,792.21	\$89,190.05	\$90,587.89	\$91,985.72	\$93,383.56
	\$42.21	\$42.88	\$43.55	\$44.22	\$44.90
Grade 10	\$97,454.59	\$99,006.86	\$100,559.13	\$102,111.39	\$103,663.66
	\$46.85	\$47.60	\$48.35	\$49.09	\$49.84
Grade 11	\$108,179.34	\$109,902.01	\$111,624.68	\$113,347.35	\$115,070.01
	\$52.01	\$52.84	\$53.67	\$54.49	\$55.32
Grade 12	\$120,075.60	\$121,987.31	\$123,899.02	\$125,810.73	\$127,722.44
	\$57.73	\$58.65	\$59.57	\$60.49	\$61.41

Grade 13	\$133,276.51	\$135,398.56	\$137,520.61	\$139,642.66	\$141,764.71
	\$64.08	\$65.10	\$66.12	\$67.14	\$68.16
Grade 14	\$147,925.86	\$150,279.55	\$152,633.24	\$154,986.94	\$157,340.63
	\$71.12	\$72.25	\$73.38	\$74.51	\$75.64
	6	7	8	9	10

**ARTICLE 24 – Increase Town Share of Employee Medical Insurance premiums:** To see if the Town will accept the provisions of Section 7A of Chapter 32B of the General Laws so that in addition to the payment of fifty per cent of a premium for contributory group life and health insurance for employees in the service of the town and their dependents, the Town shall pay a subsidiary or additional rate of 5.0%, increasing the Town share of the premium to 55.0%; or to take any other action in relation thereto. (SELECT BOARD)

***Summary:** The Select Board recommends that Town Meeting vote to accept this section of the General Laws, which would authorize the Board to change the percentage split in employee health insurance premium from 50%/50% to 55%/45% as previously recommended by the Town's Public Employee Committee, which consists of representatives from the Town's unions, non-union employees and retirees.*

*The Select Board has come to realize that the 50%/50% split, the lowest it can be under the statute, is somewhat of a financial burden to current employees and retirees, and that it has begun to make the Town less competitive in recruiting new employees and retaining older ones. In the last round of negotiations with the Police and Dispatchers' union the Board gave the unions the assurance that they would begin to address this disparity, or else pay additional longevity bonuses. Not only will those bonuses not have to be paid, but all employees and retirees will receive a slightly more favorable insurance premium going forward.*

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 22nd day of June, 2021 between the hours of two o'clock and seven o'clock in the afternoon and there to vote on the following:

**TOWN ELECTION**

**2:00 P.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 three years
Town Clerk	one for a term of three years
Select Board	one for a term of three years
Board of Assessors	one for a term of three years
Board of Health	two for a term of three years
Library Trustees	one for a term of three years
Planning Board	two for a term of three years
Planning Board	one for a term of two years
School Committee	one for a term of three years

**Question 1:** Shall this Town adopt the following Bylaw?

***Town Counsel Summary***

Section 5.11 of the Zoning Bylaw, Marijuana Establishments, the full text of which is provided below, would prohibit all types of Marijuana Establishments regulated under *M.G.L. c.94G* from being sited in the Town. The adoption of Section 5.11 would not prevent a Medical Marijuana Treatment Center from operating in the Town, nor would it prevent the personal use of marijuana for medical or adult use, in accordance with other laws.

By deleting Section 5.11 of the Zoning Bylaw in its entirety and inserting, in place thereof, a new Section 5.11 as follows:

- 5.11        Marijuana Establishments
- 5.11.1     Definitions

**Marijuana Establishment:** A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of marijuana-related business, whether as a principal use, or as an accessory use, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Medical Marijuana Treatment Center shall not be deemed to be a Marijuana Establishment.

**5.11.2 Prohibition**

All types of Marijuana Establishments, including Marijuana Establishments collocated with a Medical Marijuana Treatment Center, shall be prohibited in the Town of Carlisle.

**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 11th day of May in the Year of Our Lord 2021.

SELECT BOARD

DocuSigned by:  
*Alan L. Lewis*  
8F04ADAE5805469  
Alan Lewis, Chairman

DocuSigned by:  
*Barbara T. Arnold*  
898783D1EF8D47D  
Barney Arnold, Vice Chairman

David Model, Clerk  
DocuSigned by:  
*Luke Ascolillo*  
DEB899C71AF111  
Luke Ascolillo

DocuSigned by:  
*Katherine J. Reid*  
C581DE4602864A0  
Kate Reid

A True Copy Attest:

JOHN FISHER Constable

A TRUE COPY ATTEST:  
*Margaret Wang*  
TOWN CLERK  
CARLISLE, MASSACHUSETTS

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. **LIBRARY**

*John Fisher*  
Constable of Carlisle

Date Posted: 25 MAR 21