

Town of Carlisle



ANNUAL TOWN MEETING MOTIONS BOOKLET

Monday, April 25, 2022
Carlisle Public School, Corey Auditorium,

6:00 p.m.

With Select Board Summaries and Finance Committee
Recommendations

Also please note:

Town Election
Tuesday, May 10, 2022
Town Hall
Polls Open 7:00 a.m. to 8:00 p.m.

MOTIONS

ANNUAL TOWN MEETING – APRIL 25, 2022

ARTICLE 1 – Consent Agenda:

Barney Arnold

MOTION: I move that Articles 2 through 12 be considered in one motion, and that the motions for Articles 2 through 12 be hereby adopted as printed in the Motions booklet.

Finance Committee: Recommends passage of all the articles included in the Consent Agenda.

Select Board: The Select Board recommends passage of all the articles included in the Consent Agenda.

ARTICLE 2 - Town Reports:**

MOTION: I move that the reports of the Town Officers, Boards, Committees, Commissioners and Trustees as published in the Town Report for the Year 2021 be accepted and placed in the permanent records of the Town, it being understood that such acceptance does not constitute a ratification of the contents of those reports.

ARTICLE 3 - Salaries of Elected Officials **::

MOTION: I move that the salaries of these elected officers of the Town be established as provided by Chapter 41, Section 108 of the General Laws, as amended, for Fiscal Year 2023, beginning July 1, 2022, as follows:

	<u>Voted FY'21</u>	<u>Voted FY'22</u>	<u>Recommended FY'23</u>
Moderator	\$50	\$50	\$50
Town Clerk	\$64,452	\$75,000	\$76,688
Assessors -			
Chairman	\$100	\$100	\$100
Second Member	\$100	\$100	\$100
Third Member	\$100	\$100	\$100

ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits:**

MOTION: I move that Three Thousand Dollars (\$3,000) be raised and appropriated from the FY 2023 tax levy and other general revenues of the Town to be spent by the Select Board for the purpose of professional services in connection with GASB 75 actuarial valuation of post-employment benefits obligations for the Town.

ARTICLE 5 – Revaluation **::

MOTION: I move that Ten Thousand Dollars (\$10,000) be raised and appropriated from the FY 2023 tax levy and other general revenues of the Town to be spent by the Board of Assessors for the purpose of professional services and other related expenses in connection with the property revaluation process.

ARTICLE 6 – Real Estate Tax Exemption **::

MOTION: I move that the Town vote to accept the provisions of M.G.L. Chapter 59, Section 5C 1/2 to provide an additional real estate tax exemption of one hundred (100%) percent of the exemption provided under M.G.L. Chapter 59, Section 5, Clause 41C, in the fiscal year beginning July 1, 2022.

ARTICLE 7 - FY 2023 Chapter 90 Authorization:**

MOTION: I move that the Treasurer of the Town, with the approval of the Selectmen, be authorized to borrow Two Hundred Fifty-Two Thousand One Hundred Dollars (\$252,100) to be expended by the Select Board for the reconstruction and improvement of public ways in the Town as provided for pursuant to the provisions of Section 34(2) (a) of Chapter 90 of the General Laws, such borrowing to be in anticipation of, and conditioned upon, reimbursement by the Commonwealth pursuant to said Chapter 90.

ARTICLE 8 - Department Revolving Funds Authorization:**

MOTION: I move that the Town vote to reauthorize and set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2023 as follows:

- a. School Bus Revolving Fund: \$60,000.00
- b. Board of Health Inspections Revolving Fund: \$100,000.00
- c. Hazardous/Solid Waste Revolving Fund: \$70,000.00
- d. Trails Committee Revolving Fund: \$10,000.00
- e. Foss Farm Revolving Fund: \$3,000.00
- f. Conservation Comm. Building Maintenance Fund: \$30,000.00
- g. Historical Commission Revolving Fund: \$3,000.00

- h. Youth Commission Revolving Fund: \$10,000.00
- i. Building Department Revolving Fund: \$165,000.00
- j. Council on Aging Events Revolving Fund: \$30,000.00
- k. Council on Aging Transportation Revolving Fund: \$15,000.00
- l. Deer Control Committee Revolving Fund: \$1,000.00

ARTICLE 9 – PEG (Public, Educational, Government) Local Access Appropriation:**

MOTION: I move that the Town 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.

ARTICLE 10 – FY23 Salary/Wage Table:**

MOTION: I move that the Town vote to adopt the Town of Carlisle, Massachusetts FY 2023 Classification & Compensation Plan, as shown below:

**TOWN OF CARLISLE, MASSACHUSETTS
FY 2023 CLASSIFICATION & COMPENSATION PLAN
Permanent Full and Part-time Employees
Salaries shown are hourly and annual based on 52 weeks / year**

Grade 1

None

Administrative Assistant to Police Chief

Library Assistant I

Transportation Coordinator

Heavy Equipment Operator/Laborer

Grade 2

Library Assistant II

Transfer Station Operator

Van Driver

Grade 5

Administrative Assistant to BoH

Administrative Assistant to Building Dept

COA Program Manager

Assistant Town Clerk

Grade 3

Administrative Assistant to Historical

Commission

Administrative Assistant to Zoning Board

Driver/Operator/Laborer

Library Assistant II

Maintenance Custodian

Grade 6

Administrative Assistant to Assessor

Children Librarian

Finance Clerk

Mechanic

Administrative Assistant to Conservation Comm

Staff Librarian

Grade 4

Administrative Assistant to COA

Administrative Assistant to Fire Chief

Grade 7

Assistant to Treasurer/HR Assistant
Executive Assistant to TA/SB
Assistant to Planner
Outreach Coordinator/Program Manager
Assistant Health Agent
General Foreman

Grade 8

COA Social Services Manager

Grade 9

Assistant Treasurer-Collector
Assistant Library Director
COA Director
Conservation Administrator
Planning Board Administrator

Grade 10

Building Commissioner
Health Agent
Recreation Director

Grade 11

Chief Assessor
Library Director
Town Accountant

Grade 12

DPW Superintendent

Grade 13

Finance Director/Treasurer

Grade 14

None

ARTICLE 11 – Accept fire protection easement Stillmeadow Farm North development:**

MOTION: I move that the Town vote to authorize the Select Board to accept a fire protection easement for Stillmeadow Farm North.

ARTICLE 12 – Rescind \$864,742 in borrowing authority authorized under Article 17 of the 2019 ATM (Police Station):**

MOTION: I move that the Town vote to rescind the \$864,742 in borrowing authority originally authorized under Article 17 of the 2019 Annual Town Meeting, for the Select Board to design, construct, remodel, rehabilitate and/or modernize the Carlisle Police Station.

ARTICLE 13 - Fiscal Year 2022 Budget Transfers:

Jim Darr

MOTION: I move that the Town vote to transfer the sum of \$101,477 from Group Insurance to the budgetary line items listed below:

FY2022 Budget Transfers

Transfer from:

01914	Group Insurance	<u>101,477</u>
	Total	101,477

Transfer to:

01122	Select Board	6,000
01129	Town Administrator	21,039
01135	Town Accountant	23,479
01136	Audit	5,500
01192	Town Hall	25,000
01610	Library	2,040
01919	Blanket Ins. & Workers Comp.	18,419

Total

101,477

Finance Committee: Recommends passage of Article 13.

Select Board: Recommends passage of Article 13.

ARTICLE 14 – FY2023 Operating Budget:

Jim Darr

MOTION: I move that a total of Thirty-Two Million Four Hundred Forty-Eight Thousand Forty Two Dollars (\$32,448,042) be appropriated for FY2023, as set forth in the column entitled “FY2023 Recommended” as printed below; and to meet this appropriation Fifty Three Thousand Dollars (\$53,000) be transferred from the Ambulance Fund, and that the balance be raised from the FY2023 tax levy and other general revenues of the Town.

Finance Committee: Recommends passage of Article 14.

Select Board: Recommends passage of Article 14.

ARTICLE 15 – Capital Equipment:

Scott Triola

MOTION: I move that the Town vote to transfer from FY2022 undesignated fund balance (Free Cash) the sum of \$269,000, to be available at the close of this Town Meeting for the projects listed in the table below:

Long Term Capital Requirements

FY2023

Department	Project/Program	Amount	Appropriation Expires
Police Dept.	Hybrid Cruiser	\$60,000	June 30, 2025
Police Dept.	AFIS Machine	\$20,000	June 30, 2025
Police Dept.	Firearms	\$10,000	June 30, 2025
Fire Dept.	UTV/Trailer	\$45,000	June 30, 2025
DPW	One Ton Dump Truck	67,000	June 30, 2025
DPW	One Ton Dump Truck	67,000	June 30, 2025
	Totals:	\$269,000	

Finance Committee: Recommends passage of Article 15.

Select Board: Recommends passage of Article 15.

ARTICLE 16 – Municipal Facilities:

Jerry Lerman

MOTION: I move that the Town vote to raise and appropriate the sum of \$350,000 for facilities maintenance and improvement projects at the Town Hall, Police Station, Fire Station, Gleason Library, Department of Public Works, Bog House and Highland building, all of which projects being expected to be completed by June 30, 2024.

Finance Committee: Recommends passage of Article 16.

Select Board: Recommends passage of Article 16.

ARTICLE 17 – Amend Ch.59, s.5, clause 41A Senior Tax Deferral program requirements: Ann Quenin/CoA

MOTION: I move that the Town vote to amend the parameters of the Senior Tax Deferral program, authorized under MGL Ch.59, Section 5, Clause 41A, by increasing the maximum income limit for participation from \$20,000 to \$62,000 annually and reducing the interest rate for repayment from 8% to 6%.

Select Board: Recommends passage of Article 17.

ARTICLE 18 – Amend Green Cemetery Fees per MGL Ch.114, s.22-36: Luke Ascolillo

MOTION: I move that the Town vote to approve amendments to the established fees at Green Cemetery as proposed by the Select Board acting in its capacity as Cemetery Commissioners, as presented in the table below:

<u>Burial plot</u>	<u>Perpetual Care</u>	<u>Grave Opening/Burial</u>	<u>Cremation burial</u>
\$150	\$150	\$500	\$250

Select Board: Recommendation deferred to Town Meeting.

ARTICLE 19 – Approve CCHS Access Road paving/lighting: Sara Wilson/CCHS

To see if the Town will vote to approve \$853,665, or any other sum, of debt authorized by the Concord-Carlisle Regional School Committee for repaving and lighting of the access road as determined by the School Committee; provided, however, that this approval shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Massachusetts General Laws c. 59, § 21C(k) to exempt the Town’s allocable share of the amounts required for the payment of interest and principal on said borrowing, or take any other action related thereto. (SELECT BOARD)

MOTION: I move that the Town vote to approve Article 19 as printed in the Town Warrant and Motions booklet.

Finance Committee: Recommends passage of Article 19.

Select Board: Recommends passage of Article 19.

ARTICLE 20 – Amend the General Bylaws to Change the Name of Council on Aging to Council on Aging and Human Services: Ann Quenin/CoA

MOTION: I move that the Town vote to amend the General Bylaws by striking the term “Council on Aging” wherever it may appear in said bylaws, and inserting in place thereof, the term Council on Aging and Human Services.

Select Board: Recommends passage of Article 20.

ARTICLE 21 – Accept MGL Ch.33, s.59 re Military pay for Town Employees called to Active Duty: Kate Reid

MOTION: I move that the Town vote to accept the provisions of M.G.L. c. 33, §59, to provide for pay for Town employees during terms of military service as permitted by statute.

Select Board: Recommends passage of Article 21.

ARTICLE 22 – Accept MGL Ch.32B, s.9D ¾; Town to provide up to 50% of health insurance premium cost for surviving spouse of insured employee: Nathan Brown

NO MOTION WILL BE MADE AT TOWN MEETING.

ARTICLE 23 – Appropriation for MUNIS CASH module: Jim Darr

MOTION: I move that the Town vote to raise and appropriate the sum of \$7,500 to be expended by the Treasurer to acquire an additional software module for the MUNIS accounting system.

Finance Committee: Recommends passage of Article 23.

Select Board: Recommends passage of Article 23.

ARTICLE 24 – CPA Annual Recommendations: Luke Ascolillo

MOTIONS:

Motion 1 – FY '23 CPA Appropriations:

I move that the Town vote to act on the report of the Community Preservation Committee and to appropriate moneys from the Fiscal Year 2023 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Seventy-Two Thousand One Hundred Thirty-Six Dollars (\$72,136) to be appropriated to the Community Housing Reserve Fund.
- b. Seventy-Two Thousand One Hundred Thirty-Six Dollars (\$72,136) to be appropriated to the Historic Reserve Fund.
- c. Seventy-Two Thousand One Hundred Thirty-Six Dollars (\$72,136) to be appropriated to the Open Space Reserve Fund.
- d. Three Thousand Dollars (\$3,000) to be appropriated for Administrative Expenses.
- e. Five Hundred One Thousand Nine Hundred Fifty-Two Dollars (\$501,952) be appropriated to the Fiscal Year 2023 Community Preservation Budget Reserve Account.

Motion 2— FY '22 CPC RECOMMENDATIONS

I move that the Town vote to act on the report of the Community Preservation Committee for Fiscal Year 2023; and, further, to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds a sum or sums of money for the following Community Preservation projects or purposes, 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, all as recommended by the Community Preservation Committee:

- A. That Sixty Thousand Dollars (\$60,000) be appropriated from the Community Housing Reserve Fund to the Carlisle Affordable Housing Trust to for the Community Housing Development Fund, and that such sums may be expended by the Carlisle Affordable Housing Trust, in consultation with the Community Preservation Committee, for community housing purposes pursuant to and in accordance with M.G.L. c. 44, § 55C(c)(1) and pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2022-001; provided, however, that the funds shall not be used on existing community housing properties. Any portion of such sums not expended by June 30, 2025 shall be returned to the Community Housing Reserve Fund.
- B. That Twenty-Five Thousand Dollars (\$25,000) be appropriated from the Community Housing Reserve Fund to Carlisle Affordable Housing Trust and Carlisle Council on Aging, in consultation with the Community Preservation Committee, for a rental assistance program pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2022-002. Any portion of such sums not expended by June 30, 2025 shall be returned to the Community Housing Reserve Fund.
- C. That Three Hundred Twenty-Five Thousand Dollars (\$325,000) be appropriated from the Community Preservation Committee Undesignated Fund to the Carlisle Castle Playground Committee for the construction of a new playground (Castle 2.0) at the Carlisle Public School campus. That such sum may be expended by the Carlisle Castle Playground Committee, in consultation with the Carlisle School Committee, Administration for Carlisle Public Schools, and the Community Preservation Committee pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2022-003. Any portion of such sums not expended by June 30, 2025 shall be returned to the Community Preservation Undesignated Fund.
- D. That Thirty Thousand Dollars (\$30,000) be appropriated from the Community Preservation Committee Open Space Reserve Fund to the Carlisle Recreation Commission for the creation of a dog park. The sum represents an approximately 10%

required match for a grant received from the Stanton Foundation. Such sum may be expended by the Carlisle Recreation Commission, in consultation with the Planning Board (site plan review) and the Community Preservation Committee pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2022-004. Any portion of such sums not expended by June 30, 2025 shall be returned to the Community Preservation Open Space Reserve Fund.

- E. That Eleven Thousand Five Hundred Dollars (\$11,500) be appropriated from the Open Space Reserve Fund to the Carlisle Conservation Commission for the restoration of Cranberry Bog Dam #1, and that such sums may be expended by the Carlisle Conservation Commission pursuant to the terms of the Town of Carlisle Community Preservation Grant Agreement #2022-005; and further that any portion of such sums not expended by June 30, 2025 shall be returned to the Community Preservation Open Space Reserve Fund.

Finance Committee: Recommendation deferred until Town Meeting.

Select Board: Recommendation deferred until Town Meeting.

ARTICLE 25 – Bylaw Amendment Fall Special Town Meeting: Rebekah Vieira/CGTF

MOTION: I move that the Town vote to amend its General Bylaws by adding a new Section 2.1.1 to provide for a regular fall Special Town Meeting, as described below:

2.1.1 The annual town meeting shall be held in February, March, April, May or June. Additionally, the Select Board shall call a regularly-scheduled special town meeting in each year, to be held in September, October or November. Nothing herein shall be construed as precluding additional special town meetings throughout the year. In the event that, after establishing the date of this regularly-scheduled special town meeting in a given year, the Select Board neither receives any warrant articles that it is obligated by statute or bylaw to include on the warrant, nor decides to include any warrant articles itself, then the Select Board may decline to call the regularly-scheduled special town meeting or publish the warrant for the same.

Select Board: Recommends passage of Article 25.

ARTICLE 26 – Term of Town Governance Task Force: Rebekah Vieira/CGTF

MOTION: I move that the Town vote to authorize the continued operation of the Town Governance Task Force through the earlier of a fall Town Meeting in 2022, or December 31, 2022, after which time it shall be dissolved.

Select Board: Recommends passage of Article 26.