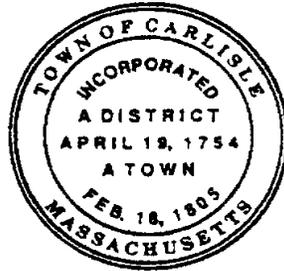


Town of Carlisle



ANNUAL TOWN MEETING MOTIONS

Sunday, May 18, 2025
Carlisle Public Schools
Corey Auditorium, 1 p.m.

With Article Summaries and Select Board/Finance Committee
Recommendations

Visit <https://www.carlislema.gov/259/Upcoming-Town-Meeting> for
video content and additional information.

Also please note:

Town Elections
Tuesday, June 3, 2025
Town Hall
Polls Open 7:00 a.m. to 8:00 p.m.

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Town Meeting Procedures Summary

Carlisle Annual Town Meeting 2025

Note: This is a summary document. For a more complete review of procedures, please visit <https://www.carlislema.gov/262/Procedures-Other-Guidelines> or scan the QR code. The **Overview** PDF provides the most comprehensive discussion.



Voting. This year, we will use electronic votes on all main motions and amendments, with use on procedural votes at the Moderator’s discretion. If you did not receive a keypad, please return to the check-in station. You will have about 10 seconds to vote. Push the 1A green button to vote Yes; or the 2B red button for No. Your screen should display OK once your vote is received. We will run a test vote at the beginning. If you have any problems during the test, or when a vote is occurring, just raise your hand and one of our volunteers will come and assist you. **If you leave the auditorium for any reason, take your device with you.** That’s why we’ve given you the lanyard. **Do not give your device to anyone else. No one else may vote for you while you’re in the rest room--that would be voter fraud.**

Motions. The Moderator will move all main motions, attributing them to the previously designated person. No second will be required. All other motions will require a second.

Who May Speak. You must be recognized by the Moderator before speaking. Non-voters are not allowed to address the meeting without prior consent of either the Moderator or the Meeting. The Moderator will allow the following categories of individuals to speak (a) non-voter appointed members of any Town or regional committees or Task Forces; (b) non-voter employees of the Town of Carlisle, and (c) Town Counsel, with permission to speak limited to topics relevant to their official capacity with the Town. Any other non-voters wishing to speak may only do so upon a motion made by a registered voter.

How to Speak. Whenever possible, please move to a microphone in order to be recognized. At the microphone, please adjust the microphone angle and height if necessary and position yourself about a hand’s width (4-5 inches) away. Whenever you speak, please state your name and address for the record, even if you have previously spoken.

Please address your comments to the Moderator, even if you wish to ask a question of a town official or a motion proponent. **Civility rules. Vigorous debate on issues is welcome; personal attacks are not.**

Time Limits:

- **Most main motion presentations:** six minutes.

- **Comments from the floor:** two minutes. Generally, the Moderator will not allow voters to speak a second time on a motion until others who wish to speak have had an opportunity.

Amendments. Amendments must be in writing, unless you are changing only a word or two. If you are going to propose an amendment, do so immediately after being recognized to speak. You may not use up your two minutes and then conclude, “Therefore, I move that we amend ...”

Point of Order/Procedural Questions. When the Moderator makes a mistake, or there is otherwise something you believe is wrong with the procedure being followed, you may rise to a Point of Order. If the matter requires immediate attention, you may do so by calling out “Point of Order!” from your seat, at which time you will be recognized by the Moderator.

You may also use a Point of Order to simply ask a procedural question of the Moderator. (Don't be shy; if there's something about the procedures you don't understand, there are probably others similarly confused.) If there is some important step you would like to take, but are unsure of the exact procedure, it is acceptable to state your purpose and request the Moderator's guidance as to the appropriate procedure. If the purpose is germane and the timing appropriate, the Moderator will suggest the proper procedure. You are not expected to be an expert parliamentarian.

Ending Debate - “Call the Question.” A voter may move to end debate by making a motion to “Call the Question.” If accepted by the Moderator, the motion is put to an immediate vote, without debate, and requires a two-thirds majority for passage. However, the Moderator will exercise his discretion in determining whether to accept the motion. If, in the Moderator's judgment, the arguments have gotten repetitive and are generating little fresh insight, the motion will be accepted and put to a vote. Conversely, if voters still wish to speak and there are new arguments to be made, the motion will not be accepted. Put simply, the Moderator allows the motion as a time-management tool and disallows it as a tactic to stifle an ongoing and incomplete debate.

Thank you for your cooperation with these procedures.

If you have any suggestions for improvements for future Town Meetings, please submit them by completing the Meeting Survey at bit.ly/CarlisleTM2025 or by scanning the QR code below.



Town Meeting Survey



A Heartfelt Thank You to Our Volunteers

Dear Carlisle Board and Committee Members,

On behalf of the Select Board and the entire Carlisle staff, we extend our deepest gratitude to you for your dedicated service on our municipal boards and committees.

Our Town is known for its volunteerism and your willingness to donate your time, share your expertise, and engage in the civic life of our community plays a crucial role in shaping our future. Whether educating our children, advising on planning decisions, maintaining our infrastructure, enhancing our open spaces, promoting sustainability, or supporting local arts and culture, your commitment strengthens our municipality.

Your efforts ensure that our policies and initiatives reflect the needs and values of our residents. The work you do—often behind the scenes—does not go unnoticed. It is your passion and participation that help make Carlisle an exceptional community.

Thank you for being leaders, collaborators, and champions of public service.

And for those in attendance who would like to join our volunteer use the link or QR code below:
<https://www.carlislema.gov/238/Volunteer-Application-Form>

With sincere appreciation,

Travis Snell
Chair, Carlisle Select Board

Ryan McLane
Town Administrator

VOLUNTEER IN CARLISLE!



MOTIONS
ANNUAL TOWN MEETING – MAY 18, 2025

ARTICLE 1 – FY2026 Operating Budget

MOTION (James Catacchio): I move that a total of thirty-six million eight hundred sixty-one thousand six hundred eighty-seven dollars (\$36,861,687) be appropriated for FY2026, as set forth in the column entitled “FY2026 Recommended” as printed below; and to meet this appropriation two hundred thousand dollars (\$200,000) be transferred from Free Cash, fifty thousand (\$50,000) be transferred from the Ambulance Receipts Reserved for Appropriation Fund, and that the balance be raised from the FY2026 tax levy and other general revenues of the Town.

Summary: *The budget estimated above represents an increase of 4.87% from FY25 spending. For more details and information about the budget, please see the Town’s Budget Book handout or visit: <https://www.carlislema.gov/1083/Budget-Information>.*

	FY2025 BUDGET	FY2026 RECOMMENDED
<u>GENERAL GOVERNMENT</u>		
Town Hall & General Expense	\$ 594,954	\$ 728,477
Town Hall Maintenance & Facilities	\$ 485,179	\$ 288,869
Historical Commission	\$ 15,513	\$ 16,098
Zoning Board of Appeals	\$ 13,360	\$ 1,000
Town Accountant	\$ 182,057	\$ 190,717
Treasurer	\$ 238,513	\$ 201,666
Human Resources	\$ -	\$ 167,588
Town Clerk	\$ 146,707	\$ 152,658
Assessors	\$ 216,238	\$ 224,635
Planning Board	\$ 163,966	\$ 181,051
Energy & Sustainability	\$ 15,000	\$ -
sub-total	\$ 2,071,487	\$ 2,152,759
<u>PROTECTION OF PERSONS & PROPERTY</u>		
Police	\$ 2,116,063	\$ 2,219,988
Fire	\$ 761,435	\$ 807,710
Communications	\$ 470,100	\$ 478,707
Conservation	\$ 188,472	\$ 159,165
Dog & Animal Control	\$ 11,000	\$ -
Building & Inspection Services	\$ 233,453	\$ 242,643
Street Lights	\$ 4,000	\$ 4,000
sub-total	\$ 3,784,523	\$ 3,912,213

<u>PUBLIC WORKS</u>		
Department of Public Works	\$ 918,893	\$ 944,591
Snow & Ice	\$ 90,000	\$ 90,000
Transfer Station	\$ 269,200	\$ 273,200
Road Maintenance	\$ 87,800	\$ 89,800
sub-total	\$ 1,365,893	\$ 1,397,591
<u>HEALTH & HUMAN SERVICES</u>		
Youth Commission	\$ 3,300	\$ -
Board of Health	\$ 154,624	\$ 159,209
Council on Aging	\$ 280,850	\$ 283,328
Veteran's Agent	\$ 21,000	\$ 22,000
sub-total	\$ 459,774	\$ 464,537
<u>EDUCATION</u>		
Carlisle Public School	\$ 13,217,833	\$ 13,733,211
CCRSB (w/o debt)	\$ 7,143,268	\$ 7,433,454
CCRSB Debt Service	\$ 922,717	\$ 886,899
Vocational	\$ 121,223	\$ 93,451
sub-total	\$ 21,405,041	\$ 22,147,015
<u>CULTURE & RECREATION</u>		
Library	\$ 713,839	\$ 722,470
Recreation	\$ 214,818	\$ 222,344
sub-total	\$ 928,657	\$ 944,814
<u>INSURANCE & FRINGE</u>		
Blanket Insurance	\$ 403,450	\$ 415,123
Group Insurance & Medicare	\$ 1,621,678	\$ 1,946,014
OPEB Trust	\$ 215,000	\$ 215,000
County Retirement	\$ 1,488,276	\$ 1,881,621
Unemployment Insurance	\$ 30,000	\$ 30,000
sub-total	\$ 3,758,404	\$ 4,487,758
<u>UNCLASSIFIED</u>		
Reserve Fund	\$ 150,000	\$ 150,000
sub-total	\$ 150,000	\$ 150,000
<u>DEBT SERVICE</u>		
Debt Service	\$ 1,225,075	\$ 1,205,000
sub-total	\$ 1,225,075	\$ 1,205,000
Total Operating Budget	\$ 35,148,854	\$ 36,861,687

Finance Committee: Recommends passage of Article 1
Select Board: Recommends passage of Article 1

Engine 3 was placed into service in 2000 with a projected 25-year lifespan. Due to current supply shortages, delivery of a fire engine can take more than three years. The proposed new engine will be specifically designed to meet the Town's current needs, including servicing larger homes that are more difficult to access and aligning its capabilities with the skills of current and future Fire Department staff.

Finance Committee: Recommends passage of Article 3

Select Board: Recommends passage of Article 3

ARTICLE 4 – Town Elevator Modernization Project Borrowing Approval

(Two-thirds vote required)

MOTION (James Catacchio): I move that the Town appropriates one million thirty-nine thousand six hundred and nine dollars (\$1,039,609) to pay the costs of upgrading the elevators in the Carlisle Public Schools, the Gleason Public Library, and the Carlisle Town Hall, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary: The Municipal Facilities Committee has identified the need to modernize the aging elevators in the Grant Building (Carlisle Public Schools), the Gleason Public Library, and Town Hall. An existing conditions study has determined that all three elevators require upgrades, citing safety concerns, outdated systems, and the unavailability of replacement parts. Upgrading these elevators is crucial for the Town to meet accessibility standards. To reduce costs, the Committee has consolidated all three projects into a single initiative, allowing contractors to achieve efficiencies in equipment mobilization and lower the overall project cost. Approval of this article will authorize the Town to borrow the necessary funds to complete the project.

Finance Committee: Recommends passage of Article 4

Select Board: Recommends passage of Article 4

ARTICLE 5 – Library Heating and Cooling Coils Project Borrowing Approval

(Two-thirds vote required)

MOTION (James Catacchio): I move that the Town appropriates seven hundred thousand dollars (\$700,000) to repair or replace the Gleason Public Library heating and cooling coil units, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary: After reviewing the existing conditions report, the Municipal Facilities Committee has determined that the more than 40 heating and cooling coils at the Gleason Public Library need immediate replacement. Currently, each coil must be adjusted manually by library staff, creating inefficiencies in staff management and heating and cooling costs. Upgrading these

components will improve the visitor experience and increase energy efficiency by integrating the system into a comprehensive building management system that minimizes energy usage. The timing of this initiative is critical, as the Library Trustees are also planning a comprehensive interior renovation in the coming year. By coordinating both projects, town officials can save money. Approval of this article will authorize the Town to borrow the necessary funds to complete the upgrades.

Finance Committee: Recommends passage of Article 5

Select Board: Recommends passage of Article 5

ARTICLE 6 – Consent Agenda

MOTION (Travis Snell): I move that Articles 7 through 17 be considered in one motion, and that the motions for Articles 7 through 17 be hereby adopted as printed in the Motions Booklet.

****** Identifies motions in the Consent Agenda

Summary: *The Consent Agenda procedure streamlines the passage of articles that the Select Board, in consultation with the Moderator and Finance Committee, anticipates will generate no controversy and can be voted on without debate. The purpose of the Consent Agenda is to consolidate these articles into a single motion, allowing them to be approved efficiently and without discussion.*

*The Select Board intends to recommend that the following articles be included in the Consent Agenda: Articles 7-17. These articles are marked with a double asterisk (**).*

If the Town Meeting approves the use of the Consent Agenda, the Moderator will call out the article numbers one by one. If you object to any article being included, simply say the word “Hold” loudly when the article number is called. That article will then be removed from the Consent Agenda and returned to its original place in the warrant for standard debate and voting.

After calling each individual article, the Moderator will seek a single motion to approve all remaining items on the Consent Agenda favorably.

Finance Committee: Recommends passage of all articles on the consent agenda

Select Board: Recommends passage of all articles on the consent agenda

ARTICLE 7 - Town Reports **

MOTION: I move that the reports of the Town Officers, Boards, Committees, Commissioners and Trustees published in the Town Report for the Year 2024 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.

Summary: *Pursuant to M.G.L. c. 40, §49, the Select Board must publish an Annual Town Report containing reports and information from all Town Departments. Town Meeting voters are asked*

to accept these annual reports as a routine matter. Patriot Act, Article 24, approved at the 2004 Annual Town Meeting requires the Town Administrator to report annually to the Town Meeting on any information in the Town's possession about the way the Patriot Act is being implemented in the Town. The Town Administrator has reported the following: there have been no investigations implemented by Town Departments using the Patriot Act since the last Annual Town Meeting.

ARTICLE 8 - 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 2026, beginning July 1, 2025, as follows:

Summary: Pursuant to M.G.L. c. 41, §108, the Annual Town Meeting determines the salaries of all elected officials. Currently, the Moderator and members of the Board of Assessors receive a stipend. The Town Clerk's salary, previously included in this article, has been removed since the position became appointed rather than elected, following a Town vote. In 2023, the Town Clerk position was incorporated into the Town's Wage and Classification Plan at Grade 10, which is subject to approval through Article 13.

	Voted FY24	Voted FY25	FY26 Proposed
Moderator	\$ 50	\$ 50	\$ 50
Assessors			
Chair	\$ 100	\$ 100	\$ 100
Member	\$ 100	\$ 100	\$ 100
Member	\$ 100	\$ 100	\$ 100

ARTICLE 9 – Actuarial Valuation of Post-Employment Benefits **

MOTION: I move that four thousand dollars (\$4,000) be raised and appropriated from the FY 2026 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 74/75 actuarial valuation of post-employment benefits obligations for the Town.

Summary: Other Post-Employment Benefits (OPEB) are benefits provided in addition to pensions, such as retiree health insurance for Carlisle retirees. An actuarial valuation report is required annually, with a full valuation conducted every two years and a roll-forward valuation in the interim years. Due to rising costs associated with preparing this report, the Town is requesting additional funding.

ARTICLE 10 – FY 2026 Chapter 90 Authorization **

MOTION: I move that the Treasurer of the Town, with the approval of the Select Board, be authorized to borrow four hundred thirty-four thousand one hundred ninety-one dollars (\$434,191) 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.

Summary: The Commonwealth of Massachusetts funds roadway repairs pursuant to M.G.L. c. 90. The Town will receive approximately \$430K in M.G.L. c. 90 funds in Fiscal Year 2026. To see the Town's proposed plan, visit: <https://www.carlislema.gov/1228/Road-Maintenance>.

ARTICLE 11 – PEG (Public, Educational, Government) Local Access Appropriation **

MOTION: I move that the Town vote to appropriate the sum of one hundred fifty thousand dollars (\$150,000) 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.

Summary: Pursuant to M.G.L. c. 44, §53F3/4, the Town must deposit all revenue received under the subscriber provisions of the Town's license agreement with Comcast into a special revenue fund for Public, Educational, and Government (PEG) Local Access. Funds must then be appropriated as needed at a Town Meeting. Since October 2018, Carlisle has contracted with Concord to provide local cable access programming. In addition to funding programming services, this revenue also supports the purchase of cable-related capital equipment. The estimated cost to provide services and maintain equipment in Fiscal Year 2026 is \$150,000, including funds that will support the proposed Police Station Renovation Project.

ARTICLE 12 - Department Revolving Funds Authorization **

MOTION: I move that the Town vote to set the limit on the total amount that may be spent from each revolving fund for fiscal year 2026 as follows:

Departmental Revolving Funds Authorization		
Revolving Account	FY25 Expenditure Limit	FY26 Expenditure Limit (proposed)
School Bus Revolving Fund	\$ 60,000	\$ 60,000
Board of Health Inspections Revolving Fund	\$ 90,000	\$ 100,000
Trails Committee Revolving Fund	\$ 10,000	\$ 10,000
Foss Farm Revolving Fund	\$ 3,000	\$ 5,000
Historical Commission Revolving Fund	\$ 3,000	\$ 3,000
Youth Commission Revolving Fund	\$ 14,000	\$ 20,000
COAHS Events Revolving Fund	\$ 30,000	\$ 30,000
COAHS Transportation Revolving Fund	\$ 15,000	\$ 15,000

Summary: Pursuant to M.G.L. c. 44, §53E1/2, annual authorization of departmental revolving funds is required. These funds are self-supporting, covering department expenses through user fees and charges. The Board of Health, Foss Farm Officials, and the Youth Commission have requested increases as shown to cover anticipated costs in the coming year.

ARTICLE 13 – FY2026 Salary/Wage Table **

MOTION: I move that the Town vote to adopt the Town of Carlisle, Massachusetts FY 2026 Classification & Compensation Plan, as shown below:

Summary: The annual salary and wage tables for non-union Town employees must be approved by the Annual Town Meeting each year. This article presents a classification table that lists all positions by pay grade, along with the complete wage and salary table that outlines all Grades and Steps across the fifteen classifications. The table reflects wages effective July 1, 2025, incorporating a 2.5% cost of living adjustment (COLA).

**TOWN OF CARLISLE, MASSACHUSETTS
FY 2026 COMPENSATION PLAN
(all numbers expressed as hourly rates)**

STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade 1	20.76	20.96	21.17	21.39	21.60	21.82	22.03	22.25	22.48	22.70	22.93	23.16	23.39	23.62	23.86
Grade 2	22.62	22.85	23.08	23.31	23.54	23.78	24.01	24.25	24.50	24.74	24.99	25.24	25.49	25.75	26.00
Grade 3	24.66	24.91	25.16	25.41	25.66	25.92	26.18	26.44	26.70	26.97	27.24	27.51	27.79	28.07	28.35
Grade 4	26.90	27.16	27.44	27.71	27.99	28.27	28.55	28.84	29.12	29.42	29.71	30.01	30.31	30.61	30.92
Grade 5	29.29	29.59	29.88	30.18	30.48	30.79	31.10	31.41	31.72	32.04	32.36	32.68	33.01	33.34	33.67
Grade 6	31.94	32.26	32.58	32.91	33.24	33.57	33.90	34.24	34.59	34.93	35.28	35.63	35.99	36.35	36.71
Grade 7	35.13	35.48	35.83	36.19	36.55	36.92	37.29	37.66	38.04	38.42	38.80	39.19	39.58	39.98	40.38
Grade 8	38.63	39.02	39.41	39.80	40.20	40.60	41.01	41.42	41.83	42.25	42.67	43.10	43.53	43.97	44.41
Grade 9	42.88	43.30	43.74	44.17	44.62	45.06	45.51	45.97	46.43	46.89	47.36	47.84	48.31	48.80	49.28
Grade 10	47.59	48.07	48.55	49.03	49.52	50.02	50.52	51.02	51.53	52.05	52.57	53.10	53.63	54.16	54.70
Grade 11	52.84	53.37	53.90	54.44	54.98	55.53	56.09	56.65	57.22	57.79	58.37	58.95	59.54	60.14	60.74
Grade 12	58.65	59.24	59.83	60.43	61.03	61.64	62.26	62.88	63.51	64.15	64.79	65.43	66.09	66.75	67.42
Grade 13	65.10	65.75	66.41	67.07	67.74	68.42	69.10	69.79	70.49	71.20	71.91	72.63	73.35	74.09	74.83
Grade 14	72.25	72.97	73.70	74.44	75.19	75.94	76.70	77.46	78.24	79.02	79.81	80.61	81.42	82.23	83.05
Grade 15	82.60	83.43	84.27	85.11	85.96	86.82	87.69	88.56	89.45	90.34	91.25	92.16	93.08	94.01	94.95
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**TOWN OF CARLISLE, MASSACHUSETTS
FISCAL YEAR 2026 CLASSIFICATION PLAN
Permanent Full- and Part-Time Employees**

1	8
Library Page	COAHS Social Services Manager
2	DPW Foreman
COAHS Van Driver	Land Use & Sustainability Coordinator
3	Planning & Land Use Coordinator
Library Assistant II	SB/TA Executive Assistant
4	9
DPW Driver/Laborer	Building/Gas/Wire Inspectors
Library Assistant I	Facilities Manager
Maintenance Custodian	10
5	Assistant Library Director
Assistant to Library Director	Conservation Administrator
DPW Heavy Equipment Operator	Town Clerk
Facilities Assistant	11
Head of Circulation (Library)	Assistant Town Administrator/HR Director
Municipal Assistant	Building Commissioner
Part-Time Police Officer I*	COAHS Director
6	DPW Director
COAHS Program Manager	Health Agent
DPW Mechanic	Public Health Nurse
Facilities Technician	Recreation Director
Part-Time Police Officer II*	Town Planner
Transportation and Services Coordinator	12
7	Treasurer Collector
Assessing Assistant	13
Assistant Town Clerk	Assessing Director
Children's Librarian	Town Accountant and Budget Manager
Finance Assistant	14
Finance/HR Assistant	Deputy Police Chief
Health Assistant	15
Part-Time Police Officer III*	No Positions
Public Safety Administrative Assistant	
Teen Librarian	
Traffic Safety Member*	

**Part-time officers are classified based on experience and academy training*

ARTICLE 14 – Abandoned Funds Disposal Process**

MOTION: I move that the Town vote to accept the provisions of M.G.L. c. 200A, §9A, which provides a statutory procedure for notice and disposition of abandoned funds in the custody of the Town.

Summary: Acceptance of this statute allows for a more efficient procedure for the disposing of abandoned funds, known as tailings, held in the Town’s custody. These abandoned funds consist of uncashed payroll and accounts payable checks the Town of Carlisle has issued but remain uncashed. Currently, the Town needs to wait three years before turning the funds over to the state for processing. Accepting this article would reduce that time to one year, authorizing the Town, after an extensive search process for the owner, to retain the abandoned funds.

ARTICLE 15 – Prudent Investment Rule **

MOTION: I move that the Town vote to accept the provisions of M.G.L. c. 44, §54(b) to allow Town trust funds to be invested in accordance with M.G.L. c. 203C, the so-called “Prudent Investment Rule.”

Summary: Acceptance of this statute changes how Carlisle is allowed to invest trust funds and other accounts, allowing these funds to be invested in a broader range of investments. Town officials believe this will increase revenue for the Town over the long term.

ARTICLE 16 – Demand Fees Increase **

MOTION: I move that the Town vote to charge, for each written demand issued by the Collector, a fee of \$15.00, to be added to and collected as part of the tax, as authorized by M.G.L. c. 60, §15, effective as of July 1, 2025.

Summary: The Select Board reviewed the demand fee that the Tax Collector may charge for overdue payments of motor vehicle and property tax bills. Currently, the Town charges a fee of \$5.00, while state law permits a maximum fee of \$30.00. Town Meeting approval is required to increase this fee. The Select Board and Finance Committee recommend an increase to \$15.

ARTICLE 17 – Hero Act Veteran Exemption Amount Adjustment **

MOTION): I move that the Town vote to accept M.G.L. c. 59, §5, Clause 22I, which authorizes an annual increase in the amount of the exemption granted under M.G.L. c. 59, §5, Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2025.

Summary: Clause 22I allows for an annual cost-of-living adjustment to the statutory exemption amount for all veteran exemptions. The adjustment is based on the Social Security consumer price

index published yearly by the Department of Revenue. Assuming the total number of veteran exemptions granted remains fixed at the number granted in Fiscal Year 2025, the Assessing Director estimates the five-year increase in real estate taxes exempted to be \$15,672 total, or a little more than \$3,000 per year.

ARTICLE 18 – Police Station Renovation Project Additional Funding

(Two-thirds vote required)

MOTION (Barney Arnold): I move that the Town vote to amend the appropriation of three million five hundred fifty thousand one hundred eighty-eight dollars (\$3,550,188) as authorized by Article 13 at the 2024 Annual Town Meeting by adding an additional six hundred ninety-four thousand three hundred forty-four dollars (\$694,344) for an amended appropriation of four million two hundred forty-four thousand five hundred thirty-two dollars (\$4,244,532) to pay the costs of designing, engineering, renovating, and equipping the Town’s Police Station located at 41 Lowell Street, including site preparation, remediation, and all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Select Board is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. The Select Board is authorized to apply for and accept any forms of financial assistance that may be available to the Town on account of this project which amount received shall reduce the amount to be borrowed pursuant to this vote by a like amount, and further, that the Select Board is authorized to enter into all agreements and execute any and all instruments deemed necessary to effectuate the purposes of this vote. No amounts shall be borrowed or expended pursuant to this vote, however, until the Town shall have voted to exclude the amounts required to repay the borrowing authorized by this vote from the property tax levy limitations of G.L. c. 59, §21C (Proposition 2½).

Summary: This article requests approval from residents for additional funding, through borrowing, for the proposed Police Station Renovation Project. Last spring, voters at both the Annual Town Meeting and the Town Election approved \$3.55 million for this project. Since then, town officials, in collaboration with the project architect and the Town’s Owner’s Project Manager (OPM), have put the project out to bid and received quotes. Responses received in March indicate that the Town would need to authorize more funding to complete construction. Town officials are asking Town Meeting and Town Election voters to approve a total project budget of around \$4.25 million. This is a difference of almost \$695,000 from last year’s approval, due to rising costs, uncertain financial markets, and the addition of a 12% contingency.

The total project impact to the average Carlisle household is estimated to be \$177 in year one (Fiscal Year 2027), declining each year for 30 years. The 12% contingency, which makes up most of the additional funding request, is designed to prevent the need to ask voters to authorize more funds; however, if the project does not require all these funds, town officials will not authorize the full borrowing amount, thereby limiting the impact on real estate taxes.

A yes vote will enable town officials to fully fund the project and immediately proceed with renovations, as the successful bidder has agreed to hold its bid pending the outcome of the Town’s additional funding vote. The project aims to improve the station's accessibility and enable the department to achieve state accreditation. Meeting these goals will enhance safety for both employees and visitors, help with the retention and recruitment of qualified police officers,

provide female locker room space to address parity concerns, and limit liability. Additionally, the project will create community space on the first floor, boosting the department's ability to offer programming and increasing the amount of space available to residents.

This vote is subject to successful passage of a Proposition 2½ debt exclusion vote.

Finance Committee: Recommends passage of Article 18

Select Board: Recommends passage of Article 18

ARTICLE 19 – Fire Station Renovation Design

MOTION (David Model): I move that the Town vote to transfer one hundred fifty thousand dollars (\$150,000) from Free Cash to pay costs of designing a renovation of the Town's Fire Station located at 80 Westford Street, such design to include site preparation costs, remediation and all other costs incidental and related thereto.

Summary: *The Select Board seeks Town Meeting approval for additional funds to continue the design phase of the Town's proposed Fire Station renovation. The Board hired an Owner's Project Manager (OPM) and a design/architectural firm to collaborate with the Fire Department to assess programming needs and organize community input opportunities. This funding request will support those efforts, allowing town officials to bring an informed and complete project funding request to voters at a future Town Meeting. The primary goals of the project are to: maintain a call fire department by implementing innovative firefighter recruitment and retention strategies, enhance firefighter safety, provide female locker room space, meet ADA accessibility requirements, and limit the overall footprint to essential components only. Approval of this article will enable the Select Board to continue the renovation design process with the design team.*

Finance Committee: Recommends passage of Article 19

Select Board: Recommends passage of Article 19

ARTICLE 20 – Conservation Restriction Assignment

MOTION (Kate Reid): I move that the Town vote to authorize the Select Board to assign to the Commonwealth of Massachusetts all of the Town's rights, title, and interest in a certain Conservation Restriction granted by Janet R. Yonts and Mary-Wynne B. Davis, which was approved by the Secretary of the Executive Office of Environmental Affairs of the Commonwealth of Massachusetts on December 19, 1978, provided that:

1. The purposes of the Conservation Restriction continue to be carried out; and
2. The assignment complies with Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, if applicable;

Summary: *The Commonwealth recently purchased a 23-acre privately-owned lot on East Street for addition to the abutting Great Brook Farm State Park. The lot currently has a Conservation Restriction (CR) granted to the Town in 1978 which prevents the development of the land. State policy does not allow the State to continue to own the land subject to a CR held by a Town. This*

article will transfer CR ownership from the Town to the State. The land transfer will provide public access to part of the Tophet East Trail, which follows the historic Old Babson Road. The current CR does not include public access to the trail. This CR transfer has been unanimously recommended by the Conservation Commission, the Conservation Restriction Advisory Committee, and the Trails Committee.

Finance Committee: Recommends passage of Article 20
Select Board: Recommends passage of Article 20

ARTICLE 21 – Green Cemetery Improvements

MOTION (Scott Triola): I move that the Town vote to transfer forty thousand dollars (\$40,000) from Free Cash to pay for the implementation of Green Cemetery capital and operational improvements.

Summary: The Cemetery Task Force seeks Town Meeting approval to fund the digitization of historical records at Green Cemetery and to perform a subsurface scan using ground-penetrating radar (GPR). Approval of this article will secure the one-time cost of \$40,000. This initiative will transfer records from old logbooks, paper files and human memory to a digital cemetery management system, preserving valuable information and allowing future supervisors to access historical data and identify the precise location of all current and available burial plots. The GPR scan will assess available burial land, identify obstacles like rock ledge, and integrate mapping data to enhance accuracy. The system will also support public access via a mobile app, providing precise grave locations and available biographical and historical information.

Finance Committee: Recommends passage of Article 21
Select Board: Recommends passage of Article 21

ARTICLE 22 – Annual CPC Recommendations

MOTION (Barney Arnold): I move that the Town vote to act on the report of the Community Preservation Committee for Fiscal Year 2026, as detailed below in numbered motions 1 through 7, 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 comply with the requirements of Chapter 44B, Section 12 of the General Laws of the Commonwealth, as follows:

Finance Committee: Recommends passage of Article 22
Select Board: Recommends passage of Article 22

Motion 1 – FY2026 CPA Appropriations (Section I in the Warrant)

I (Barney Arnold) move that the Town vote to act on the report of the Community Preservation Committee and to appropriate from the Fiscal Year 2026 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Seventy-five thousand dollars (\$75,000), to the Community Housing Reserve Fund.
- b. Seventy-five thousand dollars (\$75,000), to the Historic Preservation Reserve Fund.
- c. Seventy-five thousand dollars (\$75,000), to the Open Space and Recreation Reserve Fund.
- d. Thirty-five thousand dollars (\$35,000), for CPC Administrative Expenses.

(Please note that the remaining Motions under Article 22 have been reordered from the sequence that appears in the Warrant. For clarity, the Warrant section number is included in the title of the Warrant.)

Motion 2 – Rental Assistance for Carlisle Renters (Section VII in the Warrant)

I (Barney Arnold) move that fifty thousand dollars (\$50,000) be appropriated from the Community Housing Reserve Fund to the Carlisle Council on Aging and Human Services (COAHS) to provide rental assistance for renters whose income is at or below the Area Median Income (AMI) and who pay more than 30% of their income for rent. The total rent is also limited to the Fair Market Rent (FMR) standard plus \$500, and applicants cannot own any real property worth more than \$50,000. The maximum amount of rental assistance per household shall be \$400 per month. Such sums to be expended by the COAHS shall be pursuant to the terms of a Town of Carlisle Community Preservation Committee Grant Agreement, and further, that any portion of such sums not expended by June 30, 2027, shall be returned to the Community Housing Reserve Fund;

Motion 3 – Diment Park Rehabilitation Phase 1: Design and Survey (Section III in the Warrant)

I (Barney Arnold) move that sixty-five thousand dollars (\$65,000) be appropriated from the Open Space and Recreation Fund to the Carlisle Recreation Commission for the purposes of designing the rehabilitation of Diment Park, and that such sums be expended by the Carlisle Recreation Commission pursuant to the terms of a Town of Carlisle Community Preservation Committee Grant Agreement, and further, that any portion of such sums not expended by June 30, 2027 shall be returned to the Open Space and Recreation Fund;

Motion 4 – Banta-Davis Track Rehabilitation (Section IV in the Warrant)

I (Barney Arnold) move that thirty thousand four hundred and nine dollars (\$30,409) be appropriated from the Open Space and Recreation Fund and seventeen thousand five hundred and ninety-one dollars (\$17,591) be appropriated from the Undesignated Fund, for a total of forty-eight thousand dollars (\$48,000) to the Carlisle Recreation Commission for the purposes of rehabilitating the Banta Davis Field Track, and that such sums be expended by the Recreation Commission pursuant to the terms of a Town of Carlisle Community Preservation Committee

Grant Agreement, and further, that any portion of such sums not expended by June 30, 2027 shall be returned to the Open Space and Recreation Fund and the Undesignated Fund in amounts proportional to the original appropriation;

Motion 5 – Spalding Field Baseball Field Renovation (Section V in the Warrant)

I (Barney Arnold) move that seventy thousand dollars (\$70,000) be appropriated from the Undesignated Fund to the Carlisle Recreation Commission for the purposes of rehabilitating the Spalding Field Baseball Field, and preserving the historic elements of the original ball field, and that such sums be expended by the Recreation Commission pursuant to the terms of a Town of Carlisle Community Preservation Committee Grant Agreement, and further, that any portion of such sums not expended by June 30, 2027 shall be returned to the Undesignated Fund;

Motion 6 – Heald House Museum and Barn Renovation (Section VI in the Warrant)

I (Barney Arnold) move that twenty-four thousand dollars (\$24,000) be appropriated from the Historic Preservation Fund to the Carlisle Historical Society for the purposes of completing the repair and restoration of the Heald House Museum and Barn buildings that house and preserve the Town of Carlisle’s historical artifacts, and that such sums be expended by the Carlisle Historical Society pursuant to the terms of a Town of Carlisle Community Preservation Committee Grant Agreement, and further, that any portion of such sums not expended by June 30, 2027 shall be returned to the Historical Preservation Fund;

MOTION (Barney Arnold): I move that Article 22, Motions 1 through 6 be considered in one motion and be hereby adopted as printed in the Motions Booklet.

Motion 7 – Concord Carlisle High School (CCHS) Amenities Building Construction and Related Costs (Section II in the Warrant)

I (Brian Watterson) move that four hundred thirty-two thousand three hundred and forty-five dollars (\$432,345) be appropriated from the Carlisle Undesignated Fund to the Concord Carlisle Regional High School for the purposes of constructing an amenities building for the football stadium, provided that the Town of Concord has appropriated its share of the project by August 31, 2025, and that such sums be expended by the Concord Carlisle Regional High School pursuant to the terms of a Town of Carlisle Community Preservation Committee Grant Agreement, and further, that any portion of such sums not expended by June 30, 2027 shall be returned to the Carlisle Undesignated Fund.

ARTICLE 23 – Town Administrator Bylaw Adoption

MOTION (Travis Snell): I move that the Town vote to authorize the Select Board, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The

Legislature may make clerical or editorial changes in form only to the bill, unless the Select Board approves amendments to the bill before enactment by the Legislature. The Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO THE TOWN ADMINISTRATOR OF THE TOWN OF CARLISLE

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the Town of Carlisle is authorized to amend its General Bylaws by adopting a Town Administrator Bylaw which provides authority to the Town Administrator for the appointment, removal, and management of all Town employees, which, except as provided herein, would otherwise be appointed by the Select Board or other Town official or multiple member body.

SECTION 2. The Town of Carlisle General Bylaws are hereby amended inserting a new Section, 3.3 Town Administrator, to be inserted before the existing Bylaw Section 3.3 Treasurer, with all Article III Bylaw sections correspondingly renumbered to accommodate the new Section 3.3, as follows:

3.3 Town Administrator

3.3.1 The Select Board, as the Chief Executive Officer of the town, shall appoint, and may remove, a Town Administrator. The Town Administrator shall be the primary agent of the Select Board and shall be responsible for managing daily municipal operations at the direction of the Select Board; provided, that the Town Administrator is not a policy creating position, and shall not have the authority to create or set policy independent of Select Board approval or authorization, nor may they do so on behalf of other town officials or multiple member bodies.

Except as specifically provided herein, the provisions of this bylaw do not transfer or otherwise delegate the authority of the Select Board, or any other town officials or multiple member bodies to the Town Administrator.

3.3.2 Pursuant to this bylaw, the authority to appoint and remove certain employees of the town is provided to the Town Administrator; provided that the Select Board shall appoint and may remove a Police Chief, a Fire Chief, a Town Clerk, Town Treasurer / Tax Collector, and Town Counsel; and provided further that employees of the Carlisle Public Schools, Fire Department, and Gleason Public Library shall be appointed, removed, and managed by the School Committee or Superintendent, Fire Chief, or Gleason Public Library Trustees or Director respectively.

Except as provided herein, the Town Administrator shall have authority to appoint, and may discipline or remove, all other employees of the town, subject to the provisions of the town's duly adopted personnel policies.

Where any employee is responsible for assisting the operations of an elected or appointed town official or multiple member body, the Town Administrator shall consult with such official or multiple member body prior to making an appointment or removal under this section. In the event of a vacancy, disability or absence anticipated to be greater than 30 days of any appointed town official or employee, the Town Administrator may appoint another person to serve in an acting or interim capacity for the period of such vacancy, disability or absence.

3.3.3 The Town Administrator shall supervise and manage the employees, operations, and staff resources of all town departments and employees, except for employees of the School Department, Fire Department, and Gleason Public Library. In this supervisory and managerial capacity, the Town Administrator shall ensure efficient operation of all town departments and facilities by implementing the policy directives of the Select Board, or other town official or multiple member body as applicable.

3.3.4 The Town Administrator shall perform such other duties as directed by the Select Board pursuant to Select Board policies.

SECTION 3. This act shall take effect upon its passage.

Summary: This Article proposes the adoption of a Town Administrator Bylaw which details the duties and responsibilities of the Town Administrator position. The Bylaw provides greater human resources responsibilities including hiring and management authority over most town employees except, the Police Chief, Fire Chief, Town Clerk, Town Treasurer / Tax Collector, Town Counsel, Carlisle Public Schools employees, Fire Department employees, and Gleason Public Library employees. The adoption of the proposed Bylaw requires approval by the Legislature as the Town Administrator's hiring authority would include staff that would otherwise be hired by statutory boards such as the Planning Board, Conservation Commission, and Board of Health.

Finance Committee: Recommends passage of Article 23

Select Board: Recommends passage of Article 23

ARTICLE 24 – MBTA Communities Consultant

MOTION (David Model): I move that the Town vote to transfer twenty-five thousand dollars (\$25,000) from Free Cash to pay for consulting services to assist the Planning Board with complying with M.G.L. c. 40A, §3A, the Commonwealth's MBTA Communities Act.

Summary: The Planning Board seeks technical assistance to ensure compliance with the Commonwealth's MBTA Communities Act. These funds will be used to hire a consultant who can guide the Town in meeting the Act's requirements while safeguarding the interests of Carlisle and its residents. The Board is exploring funding options from various sources, and approval of this article will ensure access to essential consulting services throughout the process.

Finance Committee: Recommends passage of Article 24
Select Board: Recommends passage of Article 24

ARTICLE 25 – Citizen’s Petition: MBTA Communities

MOTION (Madeleine Blake): I move that the Town vote to advise the Planning Board to develop and present at a Town Meeting at least two alternatives to the Multi-family Conservation Cluster strategy, including at least one article that satisfies the Town's obligation to comply with the MBTA Communities legislation, M.G.L. c. 40A Section 3A, in a manner that minimizes the amount of land to be rezoned, said articles to be presented prior to December 31, 2025 or, if no town meeting is held before then, at the next town meeting held after December 31, 2025.

Summary: When the Planning Board addresses the MBTA Communities legislation at Fall Town Meeting we would like to advise them to present at least two alternatives to the Multi-family Conservation Cluster (MFCC) strategy. We ask that at least one of the alternatives rezones the minimum amount of land required for the 95 units, which is 6 1/3 acres.

Finance Committee: Does not take a position on this article
Select Board: Does not take a position on this article

ARTICLE 26 – Accessory Dwelling Unit (ADU) Zoning Bylaw

MOTION (Kate Reid): I move that the Town vote to amend its Zoning Bylaws, to ensure compliance with the new permitting requirements for Accessory Dwelling Units in M.G.L. c. 40A, §3, enacted by Chapter 150 of the Acts of 2024, the Affordable Homes Act, by deleting the existing Section 5.6 Accessory Apartments in its entirety and replacing it with a new Section 5.6 Accessory Dwelling Units as follows:

5.6 Accessory Dwelling Units

5.6.1 Purpose and Intent

5.6.1.1 To address M.G.L. c. 40A, s. 3 and 760 CMR 71:00: Regulation of Protected Use ADUs in Single-Family Residential Zoning Districts and establish reasonable regulations on the creation and use of ADUs as allowed by M.G.L. c. 40A s. 3, within the Carlisle Zoning Bylaw.

5.6.1.2 To provide for the permitting of Protected Use ADUs via Site Plan Review which includes a public process with notification to abutters and a public hearing with the Planning Board.

5.6.1.3 To provide an opportunity for homeowners who can no longer physically or financially maintain their single-family home to remain in homes that they might otherwise be forced to leave.

5.6.1.4 To make housing units available to low- and moderate-income households who might otherwise have difficulty finding homes within Town.

5.6.1.5 To provide a variety of housing to meet the needs of residents.

5.6.1.6 To protect stability, property values, and the single-family residential character of a neighborhood.

5.6.1.7 To encourage the permitting of guesthouses that over time were converted to apartments without approval, and other apartments that were created without proper permits and bring these units into compliance with the State Building Code and Board of Health Regulations.

5.6.1.8 To encourage the reuse of existing accessory structures, which may have historical or cultural significance, or the preservation of which would generally contribute aesthetic value to the landscape, neighborhood, or Town.

5.6.2 Definitions

Accessory Dwelling Unit (ADU). A self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities on the same Lot as a Principal Dwelling, subject to otherwise applicable dimensional and parking requirements, that: (a) maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the Principal Dwelling sufficient to meet the requirements of the Building Code for safe egress; (b) is not larger in Gross Floor Area than $\frac{1}{2}$ the Gross Floor Area of the Principal Dwelling or 900 square feet, whichever is smaller; and (c) is subject to such additional restrictions as may be imposed by a municipality, including, but not limited to, additional size restrictions, and restrictions or prohibitions on Short-term Rental as defined in section 1 of chapter 64G; provided, however, that no Municipality shall unreasonably restrict the creation or rental of an ADU that is not a Short-term Rental.

Design Standards. Clear, measurable and objective provisions of Zoning, or general ordinances or by-laws, which are made applicable to the exterior design of, and use of materials for an ADU.

Dwelling Unit. A single housing unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Gross Floor Area (GFA). The sum of the areas of all stories of the building of compliant ceiling height pursuant to the Building Code, including basements, lofts, and intermediate floored tiers, measured from the interior faces of exterior walls or from the centerline of walls separating buildings or dwelling units but excluding crawl spaces, garage parking areas, attics, enclosed porches and similar spaces. Where there are multiple Principal Dwellings on the Lot, the GFA of the largest Principal Dwelling shall be used for determining the maximum size of a Protected Use ADU.

Lot. An area of land with definite boundaries that is used, or available for use, as the site of a structure, or structures, regardless of whether the site conforms to requirements of Zoning.

Modular Dwelling Unit. A pre-designed Dwelling Unit assembled and equipped with internal plumbing, electrical or similar systems prior to movement to the site where such Dwelling Unit is affixed to a foundation and connected to external utilities; or any portable structure with walls, a floor, and a roof, designed or used as a Dwelling Unit, transportable in one or more sections and affixed to a foundation and connected to external utilities.

Pre-Existing Nonconforming Structure. A structure that does not conform to zoning.

Principal Dwelling. A structure, regardless of whether it, or the Lot it is situated on, conforms to Zoning, including use requirements and dimensional requirements, such as setbacks, bulk, and height, that contains at least one Dwelling Unit and is, or will be, located on the same Lot as a Protected Use ADU.

Protected Use ADU. An attached or detached ADU that is located, or is proposed to be located, on a Lot in a Single-Family Residential Zoning District and is protected by M.G.L. c. 40A, s. 3, provided that only one ADU on a lot may qualify as a Protected Use ADU. An ADU that is nonconforming to Zoning shall still qualify as a Protected Use ADU if it otherwise meets this definition.

Short-term Rental. Short-term rental, as defined in M.G.L. c. 64G, s. 1.

Single-Family Residential Dwelling. A structure on a Lot containing not more than one Dwelling Unit.

Single-Family Residential Zoning District. Any Zoning District where Single-Family Residential Dwellings are a permitted or an allowable use, including any Zoning District where Single-Family Residential Dwellings are allowed as-of-right or by Special Permit.

Site Plan Review. A process established by local ordinance or bylaw by which a Municipal board or authority may review and impose terms and conditions on the appearance and layout of a proposed use of land or structures prior to the issuance of a building permit.

5.6.3 Applicability

Any Lot in a Single-Family Residential Zoning District that has one or more Principal Dwelling(s) and does not have a Protected Use ADU is eligible for a Protected Use ADU pursuant to the requirements herein. A Lot that already has a Protected Use ADU is not eligible for an additional Protected Use ADU.

5.6.4 Procedural Requirements for Protected Use ADUs

5.6.4.1 A Site Plan Review application shall be filed with the Planning Department pursuant to the Planning Board Rules and Regulations for Site Plan Review for Protected Use ADUs, and pursuant to Section 7.6 Site Plan Review.

5.6.4.2 Pursuant to the Planning Board Rules and Regulations for Site Plan Review for Protected Use ADUs, the Planning Board shall publish a legal notice, notify abutters, and hold a public hearing for the Site Plan Review application for a Protected Use ADU.

5.6.4.3 The construction of a Protected Use ADU shall conform with the State Building Code, Title 5 of the State Sanitary Code and local Board of Health regulations, the Wetlands Protection Act and the local wetlands bylaw, local Historic District and historic structure bylaws and regulations, and all other local bylaws and regulations.

5.6.5 Use and Dimensional Regulations

5.6.5.1 The Protected Use ADU may be attached to or detached from the Principal Dwelling. The Principal Dwelling may be altered to include a Protected Use ADU. The Protected Use ADU may be located within the Principal Dwelling or within an accessory structure on the Lot.

5.6.5.2 The Protected Use ADU shall consist of a complete, independent living facility for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

5.6.5.3 The Protected Use ADU must maintain a separate entrance, either directly from the outside or through an entry hall or corridor shared with the Principal Dwelling sufficient to meet the requirements of the Building Code for safe egress.

5.6.5.4 The Protected Use ADU shall not be larger in Gross Floor Area than $\frac{1}{2}$ the Gross Floor Area of the Principal Dwelling or 900 square feet, whichever is smaller.

5.6.5.5 The Protected Use ADU shall comply with the dimensional setbacks, lot coverage, open space, standards for bulk and height, and number of stories required for the Principal Dwelling, or a Single-family Residential Dwelling or accessory structure in the Zoning District in which the Protected Use ADU is located, whichever is more permissive.

5.6.5.6 A Protected Use ADU shall be permitted within, or on a Lot with, a Pre-Existing Nonconforming Lot or Structure so long as the Protected Use ADU can be developed in conformance with the Building Code, 760 CMR 71.00, and state law.

Where a Protected Use ADU is proposed in connection with a Pre-Existing Nonconforming Lot or Structure, review as provided in M.G.L. c. 40A s. 6, and Section 6 of this Bylaw shall be required to the greatest extent permitted by law. Where a finding pursuant to M.G.L. c. 40A s. 6 that “such change, extension or alteration shall not be substantially more detrimental than the existing nonconforming use to the neighborhood” is required, the Planning Board shall consider the consistency of the application with this standard during Site Plan Review required hereunder.

5.6.5.7 One (1) dedicated off-street parking space is required for a Protected Use ADU.

5.6.5.8 Neither the Principal Dwelling nor the Protected Use ADU is required to be owner-occupied; however, the Principal Dwelling and Protected Use ADU must be held in common ownership.

5.6.5.9 If the Principal Dwelling is owner-occupied, then the Protected Use ADU may be used as a Short-term Rental, as defined in M.G.L. c. 64G, s. 1. Otherwise, a Protected Use ADU shall not be used as a Short-term Rental.

5.6.5.10 The Protected Use ADU shall not be subject to Use and Occupancy Restrictions, Prohibited Regulations, or Unreasonable Regulations pursuant to M.G.L. c. 40A, s. 3, para. 11 and 760 CMR 71.00.

5.6.6 Design Standards

5.6.6.1 If the Protected Use ADU is in a new accessory structure or addition, the applicant is encouraged to design the new accessory structure or addition in a manner that is appropriate to the single-family character of the neighborhood and is architecturally sympathetic to the Principal Dwelling in design characteristics, including but not limited to the following:

- i. Roof pitch;
- ii. Trim;
- iii. Windows;
- iv. Eaves;
- v. Exterior finish materials; and
- vi. Siting on the lot

5.6.6.2 Any new separate outside entrance serving a Protected Use ADU shall be designed and located in a manner that indicates the Protected Use ADU is clearly subordinate and accessory to the Principal Dwelling.

5.6.6.3 A Modular Dwelling Unit is allowed to be used as a Protected Use ADU with the condition that it complies with Section 5.6.7.1. A Modular Dwelling Unit shall not include a manufactured home, such as those defined under M.G.L. c. 140, s. 32Q.

5.6.6.4 The required parking space and any additional parking spaces for the Protected Use ADU shall be constructed of a material consistent with the existing driveway and shall have vehicular access to the driveway. A separate driveway opening for the Protected Use ADU shall not be allowed.

5.6.6.5 If the Protected Use ADU is in a new accessory structure, the applicant is encouraged to locate the new accessory structure on an area of the site that has already been disturbed to limit the environmental impact and reduce the amount of additional impervious surface added to the site.

5.6.7 Administration and Enforcement

5.6.7.1 The Building Commissioner as Zoning Enforcement Officer is responsible for enforcing the provisions of this Bylaw, and any conditions of the Site Plan Approval.

5.6.7.2 The Planning Board shall adopt reasonable Rules and Regulations for Site Plan Review for Protected Use ADUs, for the administration of this Section and governing the submission of applications for Site Plan Review hereunder.

Summary: Recent legislation has amended M.G.L. c. 40A, §3, also known as the Dover Amendment, to prohibit special permits for or unreasonable regulation of Accessory Dwelling Units (“ADUs”) located in single family residential zoning districts—those which allow the construction of single-family homes either as-of-right or by a special permit. This Article would remove the Town’s existing Accessory Apartment Bylaw, which requires a special permit, and insert a new Accessory Dwelling Unit Bylaw in its place to require Site Plan Review by the Planning Board for ADUs that are protected by the Dover Amendment.

Finance Committee: Recommends passage of Article 26

Select Board: Recommends passage of Article 26

ARTICLE 27 – BOARD OF HEALTH MOSQUITO MONITORING PROGRAM

MOTION (Patrick Collins): I move that the Town vote to become a member of the East Middlesex Mosquito Control Project pursuant to M.G.L. c. 252, §5A and other applicable sections of said law; and to transfer from Free Cash the sum of fifteen thousand dollars \$15,000 to be used for a mosquito surveillance program with services to include trap collections and disease testing, and educational services.

Summary: The Board of Health recommends that Carlisle join the East Middlesex Mosquito Control Program (EMMCP) to conduct adult mosquito surveillance in the town. They are requesting \$15,000 for this purpose at the Annual Town Meeting. The estimated annual costs are \$12,059, which includes \$7,804 for facilities and administration and \$4,255 for mosquito surveillance, including trap collections and disease testing, and educational services. Carlisle would be the 28th community to join the EMMCP. Joining the program is important for understanding local mosquito populations and the risks of diseases like EEE and West Nile Virus, which are carried by mosquitoes in the area.

Finance Committee: Recommends passage of Article 27

Select Board: Recommends passage of Article 27



Honoring Our Town Staff Retirees

Name	Department
Susan Carrier	Police Assistant
Gretchen Caywood	Planning Department Assistant
Robert Connor	Department of Public Works Driver/Laborer
Janet Decoste	School – Paraprofessional
Lori Desjardin	School - Nurse
Kim Donovan	Fire Department Assistant
Cheryl Hay	Schools – Grade 7 English Language Arts
Mary Hopkins	Conservation Commission Assistant
Sgt. Stephen Mack	Police Department Sergeant
Kathy Marsh	Schools – Grade 8 Science
W. Royce Taylor IV	Police Department Traffic Officer
Linda Vanaria	Schools – Grade 2 Teacher
Sylvia Willard	Conservation Administrator
James Young	Department of Public Works Driver/Laborer



In Memoriam

Name	Department	Passed
Peggy Wang	Town Clerk	6/5/2024
Charles Forsberg	Historical Society	6/16/2024
Thomas Dunkers	COA / Board of Assessors	6/24/2024
Ernest Huber	Board of Health	9/14/2024
Harry Dean Crowther	School Committee / Computer Advisory	10/7/2024
Charles E. Parker, III	Finance Committee / Municipal Land	12/18/2024
John H. O'Connor, Jr.	Historical Commission / Town Common	12/18/2024
David Fairman Smith	Celebrations Committee	3/18/2025
Robert Chadwick Hilton	Cable TV Advisory Committee	3/28/2025
George Michael Payne	Affordable Housing Trust	4/11/2025
Sandra Scott	Zoning Board of Appeals	4/20/2025

The Town Meeting Study Committee invites you to provide
feedback about this year's
Annual Town Meeting.

Please let us know what you think by
Saturday, May 24:

Survey link:
bit.ly/CarlisleTM2025

