

ANNUAL REPORT
Of the
SELECTMEN and OTHER OFFICERS
TOWN OF CARLISLE



FOR THE YEAR ENDING
DECEMBER 31, 2011

TOWN OF CARLISLE

Middlesex County

The Town of Carlisle was incorporated as a District on April 19, 1754 and as a Town on February 18, 1805.

Miles of Road: 55

Area: 15.4 square miles

Population:

1950: 876	2005: 5,534
1960: 1,488	2010: 5,602
1970: 2,871	2011: 5,198
1980: 3,306	
1990: 4,379	
2000: 4,923	

Registered Voters - 2011

Democrats:	940
Republicans:	567
Unenrolled:	2,259
Libertarians:	8
Inter 3rd Party:	1
Green-Rainbow:	4
Total	3,779

Senators in Congress:

Scott Brown (R)

John F. Kerry (D)

Representative in Congress: 5th Congressional District:

Niki Tsongas (D)

Lowell

State Senator: 5th Middlesex District

Susan Fargo (D)

Lincoln

State Representative: 14th Middlesex District:

Cory Atkins (D)

Concord

Governor:

Deval Patrick (D)

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ADMINISTRATION
and
FINANCE

ELECTED TOWN OFFICIALS

Moderator

Wayne Davis Term Expires 2012

Town Clerk

Charlene M. Hinton Term Expires 2012

Board of Selectmen

Douglas A. G. Stevenson, Chairman Term Expires 2012
John D. Williams Term Expires 2014
Timothy F. Hult Term Expires 2014
John Gorecki Term Expires 2013
Peter Scavongelli Term Expires 2012

Board of Assessors

Michael Coscia, Chairman Term Expires 2014
James C. Marchant Term Expires 2013
Kenneth Mostello Term Expires 2012

Board of Health

Jeffrey A. Brem, Chairman Term Expires 2014
Catherine Galligan Term Expires 2013
William Risso Term Expires 2013
Mark Caddell Term Expires 2012
Donna Margolies Term Expires 2012

Housing Authority

Alan P. Lehotsky, Chairman Term Expires 2012
W. Randall Brown Term Expires 2016
Steven Pearlman Term Expires 2015
James Bohn Term Expires 2014
Carolyn K.H. Ing, Governors Appointment

Library Trustees

Larissa Shyjan, Chair Term Expires 2012
Steven Golson Term Expires 2014
Priscilla Stevens Term Expires 2013

Planning Board

David Freedman, Chairman	Term Expires 2013
Michael Epstein	Term Expires 2014
Jonathan Stevens	Term Expires 2014
Marc Lamere	Term Expires 2013
Jeffrey Paige Johnson	Term Expires 2013
Nathan Brown	Term Expires 2012
Tom Lane	Term Expires 2012

School Committee

William Fink, Chairman	Term Expires 2014
Louis Salemy	Term Expires 2014
Joshua Kablotsky	Term Expires 2013
Mary Storrs	Term Expires 2013
Chad Koski	Term Expires 2012

APPOINTED OFFICIALS

Town Administrator

Timothy D. Goddard

Town Accountant

Priscilla Dumka - Term Expires 2012

Finance Director

Town Treasurer

Tax Collector

M. Lawrence Barton - Term Expires 2012

Town Counsel

Deutsch Williams Brooks

DeRensis & Holland P.C.

Superintendent of Public Works

Gary R. Davis

Building Commissioner

John A. Luther

Inspector of Plumbing, Gas Piping and Appliances

James Powderly

Wiring Inspector
Vincent Chant

Inspector of Animals
Lawrence Sorli
Deborah A. Toher

Dog Officer
Robert A. Dennison

Field Driver
Deborah A. Toher

Keeper of Town Flags
Thomas Ratcliffe

Fence Viewer
Lawrence O. Sorli

Keeper of Town Clock
Robert J. Koning, Jr.

Board of Registrars

Elizabeth Bishop	Term Expires 2014
Sally Zielinski	Term Expires 2013
Cynthia Schweppe	Term Expires 2012

Celebrations Committee

Scott Evans	Term Expires 2012
Douglas A. G. Stevenson	Term Expires 2012
Barbara Culkins	Term Expires 2012
Dale Ryder	Term Expires 2012
Alan Cameron	Term Expires 2012
Father Thomas P. Donohoe (Ex-Officio)	

Conservation Commission

Peter Burn, Chairman	Term Expires 2012
Kelly J. Guarino	Term Expires 2014
J. Thomas Brownrigg	Term Expires 2014
Luke Ascolillo	Term Expires 2013
Jenifer Bush	Term Expires 2013
Debra Kimbrell-Anderson	Term Expires 2012

Council on Aging

Elizabeth Bishop, Chair	Term Expires 2012
Verna Gilbert	Term Expires 2014
Joanne Willens	Term Expires 2014
Lillian DeBenedictis	Term Expires 2014
Marje Stickler (alternate)	Term Expires 2014
Sandra McIlhenny (alternate)	Term Expires 2014
Edward Read, Jr. (alternate)	Term Expires 2014
Tom Dunkers	Term Expires 2013
Jean Sain	Term Expires 2013
Jim Elgin	Term Expires 2013
Elizabeth Acquaviva	Term Expires 2013
Nadine Bishop (alternate)	Term Expires 2013
Natalie Ives (alternate)	Term Expires 2013
Helen Taylor	Term Expires 2012
Abha Singhal	Term Expires 2012
Phyllis Goff	Term Expires 2012

Finance Committee

Jerome Lerman, Chairman	Term Expires 2012
David Model	Term Expires 2014
Kevin Perkins	Term Expires 2014
David Guarino	Term Expires 2013
Michael Bishop	Term Expires 2012
Barbara Bjornson	Term Expires 2012
David Verrill	Term Expires 2012

Historical Commission

Nathan Brown, Chairman (Plan. Board Rep.)	Term Expires 2013
Ken Grady	Term Expires 2014
Annette Lee (alternate)	Term Expires 2014
Neal Emmer	Term Expires 2013
Geoffrey Freeman	Term Expires 2013
Duncan Grant (alternate)	Term Expires 2013
Jack O'Connor	Term Expires 2012

Long-Term Capital Requirements Committee

Donald Rober, Chairman	Term Expires 2013
Thornton Ash	Term Expires 2012
Jack Kablotsky (School Committee Rep.)	Term Expires 2012
Dave Guarino (Finance Committee Rep.)	Term Expires 2012
Tom Lane (Planning Board Rep.)	Term Expires 2012

**Minuteman Regional Vocational
High School Representative**

Mariellen Perugini (<i>resigned 10/25/11</i>)	
Donald Rober	Term Expires 2012

Personnel Board

Diane Makovsky, Chair	Term Expires 2013
JoAnn F. Driscoll	Term Expires 2013
Sandra Savage	Term Expires 2013
Mark Hersey	Term Expires 2013

Recreation Commission

Rick Amodei, Chairman	Term Expires 2012
Kevin T. Smith	Term Expires 2014
Noreen Ma	Term Expires 2013
Mark F. Spears	Term Expires 2012
David Moreau	Term Expires 2012

School Building Committee

Edward (Lee) Storrs, Chairman	Term Expires 2012
Robert Pauplis	Term Expires 2012
Don Rober	Term Expires 2012
Ingo Szegvari	Term Expires 2012
William Risso	Term Expires 2012
Douglas Stevenson	Term Expires 2012
Larry Barton	Term Expires 2012
Janne Corneil	Term Expires 2012
Joyce Mehaffey	Term Expires 2012
Timothy Goddard	Term Expires 2012
William Fink	Term Expires 2012
Robert Wiggins	Term Expires 2012
Linda Vanaria	Term Expires 2012

Trails Committee

Henry Cox, Chairman	Term Expires 2012
George Fardy	Term Expires 2014
Berton Willard	Term Expires 2014
Kevin C. Smith	Term Expires 2013
Stephen P. Tobin	Term Expires 2013
Louise Hara	Term Expires 2013
Marc Lamere	Term Expires 2012

Veteran's Agent

Kenneth L. Buffum Term Expires 2012

Youth Commission

Pliny Jewel, Chairman Term Expires 2012
Phil Lotane, co-chairman Term Expires 2012
Dawn Hatch Term Expires 2014
Nicole Pinard Term Expires 2013
Thomas Radcliffe Term Expires 2013
Ray Jimenez Term Expires 2012

Zoning Board of Appeals

Kevin T. Smith, Chairman Term Expires 2014
Emmanuel Crespo, (alternate) Term Expires 2014
Lisa Davis Lewis (alternate) Term Expires 2013
Martin Galligan, (alternate) Term Expires 2012
Edward G. Rolfe Term Expires 2012

ADVISORY COMMITTEES

Audit Committee

Simon Platt Term Expires 2012
Debra Belanger Term Expires 2013

Cable Advisory Committee

William R. Tice, Jr. Term Expires 2012
Justin Romeo Term Expires 2012
Michael Tattersall Term Expires 2012

Carlisle Affordable Housing Trust

John D. Williams Term Expires 2012
Timothy F. Hult Term Expires 2012
Peter Scavongelli Term Expires 2012
Douglas A. G. Stevenson Term Expires 2012
John Gorecki Term Expires 2012
James G. Bohn Term Expires 2012
Greg D. Peterson Term Expires 2012

Community Preservation Committee

Julia Lavelly	Term Expires 2012
Luke Ascolillo	Term Expires 2012
Steven Pearlman	Term Expires 2012
Jeffrey P. Johnson	Term Expires 2012
Ken Grady	Term Expires 2012
John Williams	Term Expires 2012
Mark Spears	Term Expires 2012

Conservation Restriction Advisory Committee

John Keating, Chair	Term Expires 2012
Jenifer Bush	Term Expires 2012
Wayne Davis	Term Expires 2012
Ken Harte	Term Expires 2012
Marc Lamere	Term Expires 2012
Elisabeth Carpenter	Term Expires 2012
Carolyn Kiely	Term Expires 2012

Cultural Council

Patricia Koenitzer, Chair	Term Expires 2013
Kathy Coughlin-Horvath	Term Expires 2013
Lura Taylor	Term Expires 2012
Roslyn Taylor	Term Expires 2012
Abigail Carr	Term Expires 2012
Susan Bacher	Term Expires 2013

Energy Task Force

Dan Cook, Chairman	Term Expires 2012
John Luther	Term Expires 2012
Steve Hinton	Term Expires 2012
Basu Sarkar	Term Expires 2012
Helen Young	Term Expires 2012
Andrew Barlow	Term Expires 2012
Robert Clarke	Term Expires 2012

Highland Building Stabilization Committee

Peter Scavongelli, Chairman	Term Expires 2012
Nathan Brown	Term Expires 2012
Alan Carpenito	Term Expires 2012
John Ballantine	Term Expires 2012
Robert Hilton	Term Expires 2012

William Fink
Mary Storrs

Term Expires 2012
Term Expires 2012

**Household Recycling
Committee**

Robert Peary, Chairman
Daniel Scholten
Robert Wallhagen
Launa Zimmaro
Amy Jolly
Gary Davis

Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012

**Land Stewardship
Committee**

Debby Geltner, Chair
Timothy Donohue, Co-Chair
Elisabeth Carpenter
Dwight DeMay
Lynn Knight
Elizabeth Loutrel
Warren Lyman

Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012

**Scholarship Advisory
Committee**

Diane Powers, Chair
Michael Fitzgerald
Sally Coulter

Term Expires 2014
Term Expires 2014
Term Expires 2014

**Senior Tax Advisory
Committee**

Larry Barton
Melissa Stamp
Debra Siriani
Angela Smith
Nadine Bishop
Barbara Culkins

Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012
Term Expires 2012

POLICE DEPARTMENT

EMERGENCY TELEPHONE: 9-1-1

BUSINESS TELEPHONE: 369-1155

FULL-TIME OFFICERS

John C. Fisher	Chief of Police
Leo T. Crowe	Lieutenant
Thomas Whelan	Sergeant
Scott Barnes	Sergeant
Andrew Booth	Inspector
Richard C. Tornquist	Patrol Officer
Stephen M. Mack	Patrol Officer
Paul Smith	Patrol Officer
Ronald Holsinger	Patrol Officer

SPECIAL OFFICERS

Steven F. Otto
Mark A. Schofield
Royce Taylor IV
Debra Saponaro
William Burgess
William Ahern
Richard Hodgson
Michael Bordenca
Jeffrey Melisi
Christian Seminatore

CONSTABLES

John C. Fisher
Leo T. Crowe
Scott Barnes

CARLISLE FIRE DEPARTMENT

EMERGENCY TELEPHONE: 911

Business Telephone: 978-369-1442

Fire Prevention Office: 978-287-0072

OFFICERS

Fire Chief - David R. Flannery, EMT
Deputy Fire Chief - Jonathan C. White, EMT
Captain - J.J. Supple, EMT
Lieutenant - Robert J. Koning, Jr.
Lieutenant - Robert E. Trainor, Jr., EMT

REGULAR FIREFIGHTERS

John J. Bakewell, EMT
Thomas J. Bishop, EMT
Lloyd A. Burke
Robert E. Dennison
George D.P. Middleton, EMT
David P. Moseley –*EMS Coordinator*
Burt L. Rubenstein, EMT
Frank W. Sargent, EMT
Bryan B. Sorrows, EMT
Kevin D. Stacey
Douglas A.G. Stevenson
Matthew T. Svatek, EMT

AUXILIARY FIREFIGHTERS

John C. Bernardin
Kevin T. Brown
John G. D'Auria EMT
Charles W. Farrow
William J. Ho, EMT
Paul D. Martin, EMT (*leave of absence 4/11/11*)
Erik D. Moseley, EMT
Peter W. Nash, EMT
David A. Newman, EMT
Richard W. Sibley (*leave of absence 8/24/11- returned 12/14/11*)
Mark D. Snay, EMT (*appointed 6/22/11*)
Kevin G. Walker (*resigned 5/18/11*)

COMMUNICATIONS DEPARTMENT

Michael Taplin – Dispatch Manager

Dispatchers

Jack Greenhow
Kirk Bishop
Sandra Vecchio
Ronald Sawyer

TOWN CLERK

The duties of the Town Clerk are directed by 73 Chapters and 451 Statutes of Massachusetts General Law (MGL). In addition, the wishes of the Board of Selectmen, Planning Board, and Finance Committee are followed whenever possible, so long as they do not run counter to MGL. The Town Clerk interacts with all of Carlisle's town boards and committees as well as several state agencies on a regular basis. The Elections Division of the Office of the Secretary of the Commonwealth, the Ethics Department of the Attorney General's Office, and the Vital Records Division of the Department of Public Health are the groups we are in contact with most frequently. The Town Clerk is also the Chief Election Officer for the town of Carlisle and a member of the Board of Registrars of Voters. In Carlisle, the Town Clerk's position is elected and in my opinion, this is valuable since it allows the residents of Carlisle to have a direct influence on who is handling the day to day activities of this office. I am extremely proud and grateful to have served the town in this position since 2003.

In addition to running all state and town elections, maintaining voter registrations, nomination papers, petitions and campaign finance reporting, the Town Clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials, filings for the Planning Board and Zoning Board of Appeals, annual town census, collection of fines (dog, and marijuana violations), preparing and maintaining copies of Cemetery Deeds and Interment records for the Green Cemetery, as well as keeping historical records of interments in the old Town Cemetery. The Town Clerk also manages the setup and operation of Town Meetings including the accurate check-in of voters, arranging for sound technicians and recordings of the meetings, scheduling and training tellers and other staff, taking minutes and providing certifications of all decisions made at Town Meetings.

Another responsibility includes implementing the Open Meeting Law and the Ethics Law requirements that went into effect in 2010. Every municipal employee and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the Town Clerk. All of this paper work is retained for a minimum of six years.

Volunteers are also an integral part of the office. Election Wardens Kerri Piette and Rochelle Landon assist with running the Town and State Elections and have done a superb job of recruiting a large staff of volunteers who work tirelessly during our elections and often stay on into the evenings to count the hand marked paper ballots. Their organization and dedication are superior and everyone's willingness to participate in the elections process makes it possible for the Town of Carlisle to meet the rigorous state requirements surrounding elections. Many of these same volunteers as well as a few extras, also help at Town Meetings, checking in voters, assisting them with handouts and directions, working as tellers when hand counts of votes are required and cleaning up the auditorium, cafeteria and lobby after Town Meeting has ended.

In addition, my senior tax workers, Vallabh Sarma, Al Powers, Sandy Savage and Ed Fields put in very long hours assisting me in the Town Clerk's Office. They spent countless hours opening the new Town Census envelopes and sorting the materials so we can process the information most efficiently. With close to 1900 forms being sent

out, this was a huge task and their industrious efforts are greatly appreciated. Other tasks range from completing Dog Tag certificates, organizing and filing a wide variety of papers from ethics tests to open meeting law confirmations, assembling voter check-in and check-out books and various assignments. Their willingness to help and thoroughness of tasks is truly remarkable.

Irene Blake, my former assistant who retired last year has come back to help in the office on a volunteer basis out of the goodness of her heart. She has filled in when we have attended conferences and trainings and at other times when we were extremely busy. It is always gratifying to have people who are willing to help the town despite their own busy schedules.

Finally, Cynthia Schweppe, Liz Bishop, and Sally Zielinski, the other three members of the Board of Registrars, have also put in many hours of valuable service confirming voters' names on absentee ballots and petitions as well as providing support during elections, town meetings, census time and just about any other task asked of them.

The level of volunteer support in this office is amazing and I am incredibly appreciative for all the help I receive. With the lean budgets we are all working under, it would simply not be possible to complete the tasks required without this significant level of volunteer support and hopefully the volunteers are enjoying a level of satisfaction knowing how important their help is to this town. I am so very proud to have this tremendous group of workers and I extend my heartfelt thanks each and every person who has helped me over the years.

RECORDS MARRIAGES RECORDED IN 2011

Date	Place of Marriage	Names	Place of Residence
May 27, 2011	Waltham	David Irwin Mandy Lane	Maynard, MA Maynard, MA
May 28, 2011	Carlisle	Matthew R. Aeschliman Kathleen S. Bond	Carlisle, MA Carlisle, MA
May 28, 2011	Bolton	Benjamin Gould Margaret Frye	Winooski, VT Winooski, VT
May 28, 2011	Carlisle	Stephanie Christine Nagle Christopher David Emmens	Baltimore, MD Baltimore, MD
June 4, 2011	Carlisle	Thida Prete Tony Ly	Carlisle, Waltham
June 18, 2011	Newton	Phoebe Winslow Booth Spencer Pillsbury DePree	Chicago, IL Chicago, IL
June 25, 2011	Carlisle	Gary Koepke Alison Madeleine Storry	Carlisle, MA Carlisle, MA
July 9, 2011	Lincoln	Elisabeth Barrie Brandt Jason Michael Trainor	Las Vegas, NV Las Vegas, NV
July 16, 2011	Boston	Edward Jason Olebe Swati Mahesh Ganmukhi	New York, NY New York, NY
August 6, 2011	Chelmsford	Sara Rodenas Martinez Brian Casey	Worcester, MA Billerica, MA

August 13, 2011	Boston	Daniel Baillie Opperthausen Marianne Rita Palasek	Brooklyn, NY Brooklyn, NY
August 20, 2011	Carlisle	Albert Edward Kennedy III Elena Maria Quintiliani	Carlisle, MA Worcester, MA
August 21, 2011	Carlisle	Susan Mary Goehring Timothy James Bailey	Bethel, VT Astoria, NY
September 4, 2011	Rockport	Joanna Natalia Bajsa Michael James Hirschel	Carlisle, MA Carlisle, MA
October 15, 2011	Wellesley	Mary Elizabeth Quirk Sydney Archibald Vincent Wolfe	Brooklyn, NY Brooklyn, NY
November 12, 2011	Carlisle	David R. LePere Thomas H. Woodward	Carlisle, MA Carlisle, MA

BIRTHS

There were 23 births recorded in 2011. In accordance with Chapter 43I of the Acts of 1991, the disclosure of names of children and their dates of birth is now prohibited

DEATHS RECORDED IN 2011

Date of Death	Name	Age
January 20, 2011	Leo Francis Collins	79
January 28, 2011	David Joel Rosenstein	74
April 8, 2011	Walter A. Jones, Jr.	63
June 8, 2011	Vicki Greenwood	56
June 15, 2011	Gerald Reade McCully	82
June 25, 2011	Gizella Erny	91
August 12, 2011	Mary Thompson	92
August 15, 2011	John Francis Sefton	72
September 21, 2011	Prescott Behn	83
October 31, 2011	Robert J. Gladstone	70

INTERMENTS IN GREEN CEMETERY – 2011

Name Interment	Age	Date of Death	Date of
William Eli Morgan, IV	29	February 2, 2011	April 2, 2011
Lauretta E. Crombie	86	January 30, 2011	April 8, 2011
Victoria Perry	42	March 29, 2011	April 8, 2011
Max Cauthen Adams	78	December 21, 2010	April 16, 2011
Barbara F. Humes	87	January 24, 2011	April 16, 2011
Matthew N. Kenney	29	April 28, 2011	May 6, 2011
Gladys Delores Pannell	93	January 19, 2011	June 18, 2011
Gerald R. McCully	82	June 15, 2011	June 20, 2011

Santina O. Hack	100	June 18, 2011	June 25, 2011
Douglas MacNevin Surgenor	93	August 6, 2011	Aug. 29, 2011
Robert Henry Hack	97	September 4, 2011	Sept. 6, 2011
Frances H. Lapham	84	September 11, 2011	Sept. 25, 2011
Prescott Behn	83	September 21, 2011	Oct. 1, 2011
Paul Kimball Swanson	83	September 3, 2011	Oct. 15, 2011
Arie Anderson	97	September 25, 2011	Oct. 17, 2011
Charles L. Shackelford	69	November 3, 2011	Nov. 19, 2011
Mildred Swanson	82	November 29, 2011	Dec. 2, 2011

FISH & GAME LICENSES ISSUED – 2011

Number	Type		Unit Cost	Total
16	F-1	Resident Fishing	\$28.50	\$456.00
2	F-2	Fishing (Minor)	\$12.50	\$25.00
6	F-3	Resident Fishing (65-69)	\$17.25	\$103.50
7	F-4	Resident Fishing (age 70+)	-0-	-0-
1	F-6	Non-Resident Fishing	\$38.50	\$38.50
1	T-1	Trapping	\$36.50	\$36.00
3	S-1	Sporting	\$46.00	\$138.00
1	S-2	Sporting (65-69)	\$26.00	\$26.00
5	S-3	Sporting (age 70+)	-0-	-0-
5		Resident Primitive Firearms Stamp	\$5.10	\$25.50
9		Resident Archery Stamp	\$5.10	\$45.90
3		Resident Waterfowl Stamp	\$5.00	\$15.00
52		Wildlife Conservation Stamp	\$5.00	\$260.00

DOG LICENSES ISSUED

Number	Type	Unit Cost	Total Cost
669	Neutered/Spayed	\$10.00	\$6,690.00
47	Male/Female	\$15.00	\$705.00
6	Kennels – 4 dogs or fewer	\$35.00	\$210.00
3	Kennels – 5 to 10 dogs	\$75.00	\$225.00
2	Kennels – over 10 dogs	\$100.00	\$200.00
10	Fines	\$20.00	\$200.00

WARRANT
SPECIAL TOWN MEETING – APRIL 11, 2011
THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

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

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Corey Building at 150 Church Street in said Carlisle on Monday, the Eleventh of April next, at seven o'clock in the evening, the thereafter continuing from day to day until completed, then and there to act on the following articles:

ARTICLE 1 - Rescission of Community Preservation Act: To see if the Town will vote to rescind the acceptance by the Town of the Community Preservation Act, Sections 3 to 7 of Chapter 44B of Massachusetts General Laws, as set forth below and further to place such rescission if approved by the Town Meeting on the ballot for acceptance by the voters of the Town at the next qualifying Town or State election, or take any other action relative thereto. (BOARD OF SELECTMEN)

ARTICLE 2 – Increase CPA Surcharge: To see if the Town will vote to amend the vote taken under Article 1 of the Special Town Meeting held on April 10, 2001, to increase from two percent (2%) to three percent (3%) the surcharge authorized thereunder, as provided in M.G.L. c.44B, §§3 and 16(a), or take any action relative thereto. (BOARD OF SELECTMEN) on behalf of Citizens)

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 fourteen days prior to the time of holding said meeting.

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

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

BOARD OF SELECTMEN

John D. Williams
Douglas A. G. Stevenson
William R. Tice, Jr.
Peter Scavongelli
John Gorecki

A True Copy

Attest: Lt Leo T. Crowe, Constable

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, the Gleason Library and the Town Bulletin Board in said town at least fourteen (14) days before the date of the meeting, as within directed.

Lt. Leo T. Crowe, Constable of Carlisle

Date Posted: March 23, 2011

**MINUTES OF SPECIAL TOWN MEETING
APRIL 11, 2011**

The Special Town Meeting was convened on April 11, 2011, at the Corey Building. A quorum of 150 voters being reached and the meeting called to order by Acting Moderator Charlene M. Hinton at 7:08 PM. There were a total of 328 voters present. The meeting was adjourned at 8:55 PM.

Article 1: On motion of John Williams and after much discussion, a counted vote of:
YES 104 NO 195

Failed to pass the following:

...the Town's acceptance of the Community Preservation Act, Sections 3 to 7 of Chapter 44B of Massachusetts General Laws, as set forth in the warrant, be rescinded;

and that such rescission be placed on the ballot for acceptance by the voters of the Town at the next qualifying Town or State election;

and that the Town determine whether there are sufficient uncommitted monies available within the Town's CPA fund to meet outstanding obligations and, if there are not, determine the extent to which the surcharge must continue to be assessed until sufficient funds become available to pay the remaining obligations;

all in accordance with Department of Revenue Property Tax Bureau Informational Guideline Release (IGR) No. 00-209, December 2000 as amended by IGR No. 01-207 and IGR No. 02-208.

Article 2: On motion of Ken Harte and much discussion, a counted vote of:
YES 117 NO 159

Failed to pass the following:

that the vote taken under Article 1 of the Special Town Meeting held on April 10, 2001 be amended to increase from two percent (2%) to three percent (3%) the surcharge authorized thereunder, as provided in M.G.L. c. 44B, §§3 and 16(a) as set forth in the

warrant and that such amendment to so increase the surcharge be placed on the ballot for acceptance by the voters of the Town at the next qualifying Town or State election.

- (1) for property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the city or town;
- (2) for class three, commercial, and class four, industrial, properties as defined in section 2A of said chapter 59, in cities or towns with classified tax rates; or
- (3) for \$100,000 of the value of each taxable parcel of residential real property.

(f) Upon approval by the legislative body, the actions of the body shall be submitted for acceptance to the voters of a city or town at the next regular municipal or state election. The city or town clerk or the state secretary shall place it on the ballot in the form of the following question: "Shall this (city or town) accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below"

(Set forth here a fair, concise summary and purpose of the law to be acted upon, as determined by the city solicitor or town counsel, including in said summary the percentage of the surcharge to be imposed.)

If a majority of the voters voting on said question vote in the affirmative, then its provisions shall take effect in the city or town, but not otherwise.

(g) The final date for notifying or filing a petition with the city or town clerk or the state secretary to place such a question on the ballot shall be 35 days before the city or town election or 60 days before the state election.

(h) If the legislative body does not vote to accept sections 3 to 7, inclusive, at least 90 days before a regular city or town election or 120 days before a state election, then a question seeking said acceptance through approval of a particular surcharge rate with exemption or exemptions, may be so placed on the ballot when a petition signed by at least 5 per cent of the registered voters of the city or town requesting such action is filed with the registrars, who shall have seven days after receipt of such petition to certify its signatures. Upon certification of the signatures, the city or town clerk or the state secretary shall cause the question to be placed on the ballot at the next regular city or town election held more than 35 days after such certification or at the next regular state election held more than 60 days after such certification.

(i) With respect to real property owned by a cooperative corporation, as defined in section 4 of chapter 157B, that portion which is occupied by a member under a proprietary lease as the member's domicile shall be considered real property owned by that member for the purposes of exemptions provided under this section. The member's portion of the real estate shall be represented by the member's share or shares of stock in the cooperative corporation, and the percentage of that portion to the whole shall be determined by the percentage of the member's shares to the total outstanding stock of the corporation, including shares owned by the corporation. This portion of the real property shall be eligible for any exemption provided in this section if the member meets all requirements for the exemption. Any exemption so provided shall reduce the taxable valuation of the real property owned by the cooperative corporation, and the reduction in taxes realized by this exemption shall be credited by the cooperative corporation against the amount of the taxes otherwise payable by or chargeable to the member.

Nothing in this subsection shall be construed to affect the tax status of any manufactured home or mobile home under this chapter, but this subsection shall apply to the land on which the manufactured home or mobile home is located if all other requirements of this clause are met. This subsection shall take effect in a city or town upon its acceptance by the city or town.”

M.G.L. c.44B, §16 (a) states that:

“At any time after imposition of the surcharge, the legislative body may approve and the voters may accept an amendment to the amount and computation of the surcharge, or to the amount of exemption or exemptions, in the same manner and within the limitations set forth in this chapter.”

**WARRANT
ANNUAL TOWN MEETING – MAY 9, 2011
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

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

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Corey Building at 150 Church Street in said Carlisle on Monday, the Ninth of May next, at seven o'clock in the evening, and thereafter continuing from day to day until completed, then and there to act on the following articles:

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue with the concept of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with the Moderator and Finance Committee should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate.

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

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

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word “Hold” in a loud voice when the

number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

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

ARTICLE 1 – Consent Agenda: To see if the Town will vote to adopt certain procedures to govern the conduct of the 2011 Annual Town Meeting, or take any other action related thereto. (BOARD OF SELECTMEN)

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

ARTICLE 3 - Salaries of Elected Officials **: To see if the Town will vote to fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the General Laws, as amended, for the Fiscal Year 2012, beginning July 1, 2011, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

	<u>Voted FY' 10</u>	<u>Voted FY' 11</u>	<u>Recommended FY' 12</u>
Moderator	\$50	\$50	\$50
Town Clerk	\$52,588	\$53,640	\$54,713
Assessors - Chairman	\$100	\$100	\$100
Second Member	\$100	\$100	\$100
Third Member	\$100	\$100	\$100

Finance Committee Recommendation: The Finance Committee recommends approval of Article 3.

ARTICLE 4 – Revaluation **: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Assessors for the purpose of professional services in connection with revaluation of real estate and personal property in the Town, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 4 for \$15,000 to be spent by the Board of Assessors for professional services connected with revaluation. The intent of this article is to plan for and budget a portion of the cost for the revaluation that must be done every three years by the Assessors, in each of the years leading up to the revaluation.

ARTICLE 5 – Actuarial Valuation of Post-Employment Benefits:** To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post employment benefits for the Town, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 5 for \$4,000 to be spent by the Board of Selectmen for professional services connected with the Actuarial Valuation. The intent of this article is to plan for and budget a portion of the cost for the actuarial valuation that must be done every two years by the Treasurer.

ARTICLE 6 - Department Revolving Funds Authorization **: To see what revolving funds the Town may authorize or reauthorize pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ for the Fiscal Year 2012, beginning July 1, 2011, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 6 that authorizes the existence of the following revolving special revenue funds: School buses, Board of Health, Hazardous Wastes, Trails Committee, Conservation Wetlands, Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Department, and Council on Aging. All of these Funds receive their revenues from user fees and grant awards, which are spent to provide services as determined in each of the fund's charter.

Revenue Funds	Revenue Source	Authority to Spend	Use of Fund	Spending Limit
School Buses	User Fees Collected by School	School Committee	To provide transportation for 7 th and 8 th grade students	\$60,000
Board of Health Inspections	Board of Health Fees	Board of Health	Specific expert engineering and consulting services to review septic and well installations and repairs, sanitary inspections and other appropriate reimbursable expenses.	\$50,000
Hazardous Wastes	Transfer Station User Fees & Grants Received	Board of Selectmen	Collection and disposal of household hazardous waste.	\$40,000
Trails Committee	Sale of Trails in Carlisle Book	Board of Selectmen	Building, maintaining and enhancing recreation trails.	\$5,000
Conservation Wetlands	Fees from Carlisle Wetland Protection Bylaw	Conservation Commission	Specific expert engineering and consulting services to review Wetland Bylaw filings and other appropriate reimbursable expenses.	\$30,000
Conservation Foss Farm	User Fees	Conservation Commission	Activities and maintenance associated with Foss Farm.	\$2,500
Conservation Building Maintenance	Fees and/or Rent	Conservation Commission	Maintenance and repairs associated with the Buildings located on Conservation Commission Lands	\$30,000

Historical Commission	Fees	Historical Commission	Reasonable expenses related to filings/applications.	\$3,000
Youth Commission	Event Admission Fees	Board of Selectmen	To provide for dances and other events sponsored by the Youth Commission.	\$10,000
Building Inspector	User Fees	Board of Selectmen	To cover inspectional services and administrative expenses.	\$75,000
Council on Aging	User Fees	Council on Aging	To provide for events sponsored by the Council on Aging	\$10,000

ARTICLE 7 – Real Estate Tax Exemption **: To see if the Town will vote to authorize the Board of Assessors, pursuant to G.L. Chapter 59, Section 5 (clause 41C), to grant an additional real estate tax exemption of up to one hundred (100%) percent of the amount permitted by this statute, or take any other action related thereto. (BOARD OF SELECTMEN/BOARD OF ASSESSORS)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 7.

ARTICLE 8 - Fiscal Year 2012 Reserve for Debt Services – MSBA Transfer **: To see what sums the Town will vote to transfer from Reserve for Debt Services – MSBA to be applied to the payment of principal on Debt Service or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

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

ARTICLE 9 - FY 2012 Chapter 90 Authorization **: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money to be used for reconstruction and improvements of Public Ways as provided for under the provisions of Chapter 90 of the Massachusetts General Laws, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 9 to fund road reconstruction and improvement of public ways. Under the General Laws, the Commonwealth of Massachusetts will reimburse the Town for these monies.

ARTICLE 10 – Fiscal Year 2011 Budget Transfers: To see what sums the Town will vote to transfer into various line items of the Fiscal Year 2011 operating budget from other line items of said budget or from other available funds, or take any other action related thereto. (BOARD OF SELECTMEN)

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

ARTICLE 11 - Operating Budget: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, to fund the various departments, boards, commissions, and operating expenses of the town for the Fiscal Year 2012, beginning July 1, 2011, or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

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

Article 11

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

General Government

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

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

Citizen Recognition: The Finance Committee recommends a balanced budget appropriation of \$175 for this budget item.

Treasurer/Tax Collector: The Finance Committee recommends a balanced budget appropriation of \$132,719 for this budget item.

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

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

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

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

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

Protection of Persons and Property

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

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

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

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

Conservation: The Finance Committee recommends a balanced budget appropriation of \$65,824 for this budget item.

Dog & Animal Control: The Finance Committee recommends a balanced budget appropriation of \$9,925 for this budget item.

Inspectional Services: The Finance Committee recommends a balanced budget appropriation of \$32,266 for this budget item.

Street Lighting: The Finance Committee recommends a balanced budget appropriation of \$23,562 for this budget item.

Board of Health

	<u>FY 2011 Budget</u>	<u>ARTICLES 11 & 22 FY 2012 Levy Limit Budget</u>	<u>ARTICLES 8 & 20 FY 2012 Transfers Budget</u>
Board of Health	72,440	73,889	73,889

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

Public Works

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

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

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

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

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

Public Assistance

	<u>FY 2011 Budget</u>	<u>ARTICLES 11 & 22 FY 2012 Levy Limit Budget</u>	<u>ARTICLES 8 & 20 FY 2012 Transfers Budget</u>
Public Assistance			

Youth Commission	2,594	2,650	2,650
Council on Aging	104,490	117,469	117,469
Senior Tax Voucher Program	11,250	17,500	17,500
Veteran's Agent	<u>1,545</u>	<u>1,575</u>	<u>1,575</u>
sub-total	<u>119,879</u>	<u>139,194</u>	<u>139,194</u>

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

Council on Aging: The Finance Committee recommends a balanced budget appropriation of \$117,469 for this budget item.

Senior Tax Voucher Program: The Finance Committee recommends a balanced budget appropriation of \$17,500 for this budget item.

Veteran's Agent: The Finance Committee recommends a balanced budget appropriation of \$1,575 for this budget item.

Education

	<u>FY 2011</u>	<u>ARTICLES 11 & 22</u>	<u>ARTICLES 8 & 20</u>
	<u>Budget</u>	<u>FY 2012</u>	<u>FY 2012</u>
		<u>Levy Limit</u>	<u>Transfers</u>
		<u>Budget</u>	<u>Budget</u>
Education			
Carlisle Public Schools	9,007,421	9,274,945	9,274,945
CCRS	6,080,142	6,211,506	6,211,506
CCRS debt service	252,841	136,513	136,513
MMRHS	<u>168,275</u>	<u>121,429</u>	<u>121,429</u>
sub-total	<u>15,508,679</u>	<u>15,744,393</u>	<u>15,744,393</u>

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

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

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

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

Library

	<u>FY 2011</u>	<u>ARTICLES 11 & 22</u>	<u>ARTICLES 8 & 20</u>
	<u>Budget</u>	<u>FY 2012</u>	<u>FY 2012</u>
		<u>Levy Limit</u>	<u>Transfers</u>
		<u>Budget</u>	<u>Budget</u>

Library	<u>511,586</u>	<u>524,980</u>	<u>524,980</u>
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Library: The Finance Committee recommends a balanced budget appropriation of \$524,980 for this budget item.

Recreation

	<u>ARTICLES 11 & 22</u>	<u>ARTICLES 8 & 20</u>
	FY 2012	FY 2012
	Levy Limit	Transfers
FY 2011	Levy Limit	Transfers
Budget	Budget	Budget
Recreation	<u>119,897</u>	<u>119,897</u>

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

Insurance & Benefits

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

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

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

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

Unclassified

	<u>ARTICLES 11 & 22</u>	<u>ARTICLES 8 & 20</u>
	FY 2012	FY 2012
	Levy Limit	Transfers
FY 2011	Levy Limit	Transfers
Budget	Budget	Budget
Unclassified		
Interest, fees, & costs	1,000	1,000
Public Celebrations	632	645

Reserve Fund Balance	150,000	150,000	150,000
sub-total	151,632	151,645	151,645

Interest, Fees, & Costs: The Finance Committee recommends a balanced budget appropriation of \$1,000 for this budget item.

Public Celebrations: The Finance Committee recommends a balanced budget appropriation of \$645 for this budget item.

Reserve Fund: The Finance Committee recommends a balanced budget appropriation of \$150,000 for this budget item

County Retirement

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

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

Long Term Debt Service

	<u>ARTICLES 11&22</u>	<u>ARTICLES 8 & 20</u>
	FY 2012	FY 2012
	Levy Limit	Transfers
	Budget	Budget
Long Term Debt	839,408	901,160

Long Term Debt: The Finance Committee recommends a balanced budget appropriation of \$901,160 for this budget item with the passage of transfer funds under Articles 8 and 24.

ARTICLE 12 – Capital Equipment: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute for various capital purposes, or provide by any combination of these methods, or take any other action related thereto. (BOARD OF SELECTMEN/LONG TERM CAPITAL REQUIREMENTS COMMITTEE)

**Long Term Capital Requirements
FY'12**

CPS	Technology Replacement	80,000
CPS	Annual Maintenance	25,000
CPS	Hot Water Heater (Corey)	15,000
CPS	Auditorium Seat Refurb (Phase 1)	13,000

Police	Cruiser Replacement	32,000
Communications	Radio System Upgrade	17,000
DPW	Transmitter	25,000
Library	Computer Replacement	10,000
Library	Misc. Maintenance Projects	10,000
Fire	Repave Parking Lot	<u>23,000</u>
		250,000

Combined Finance Committee and Long Term Capital Requirements Committee Recommendations: Both Committees recommend approval of the preceding amounts for the items described under Article 12 for \$250,000.

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

<u>Acct. No.</u>	<u>Description</u>	<u>Remaining Balance</u>
01147 57830	Munis Software	9,000.14
01147 57831	Treasurer-Equipment	55.00
01147 57832	Treasurer-HR Software	4,932.50
01195 54300	Town Hall – Paint	4,401.43
01195 57870	2nd Floor Carpeting	6,968.21
01195 57877	Town Hall 1st Floor Carpeting	5,745.06
01211 57850	Police Articles/Police Station Security	0.63
01211 57884	Police Articles/Replace Windows	100.00
01211 57890	Police Articles/Replacement Boiler TM0509	5,125.00
01223 58525	Fire Dept Article/Pagers TM0508	1.00
01229 58600	Fire Station Roof	405.84
01229 58700	Fire Station Repairs	112.92
01296 58540	Communications/Radio Receiver	14.30
<u>01298 58500</u>	<u>Communications/Additional Equipment</u>	<u>9.07</u>
		36,871.10

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

ARTICLE 14 – Capital Expenditure – DPW Sander/Dump Truck: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute for the Board of Selectmen to expend to purchase a DPW Sander/Dump Truck, or provide by any combination of these methods, provided however, that such borrowing shall be contingent upon passage of a ballot question debt exclusion override of the limits on taxation pursuant to G. L. Chapter 59, section 21C(k) ("Proposition Two and One Half" so called) or take any other action related thereto. . (BOARD OF SELECTMEN)

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

approximately \$134,000. The Finance Committee will re-vote its recommendation and present it at Town Meeting. This Debt Exclusion is contingent upon passage of Ballot Question 1.

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

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

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

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

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

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

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

(BOARD OF SELECTMEN)

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

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

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

ARTICLE 18 – Professional Services - Council on Aging: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Board of Selectmen upon the recommendation of the Council on Aging for the purpose of Council on Aging professional services to aid the residents of Carlisle, or take any other action related thereto. (BOARD OF SELECTMEN)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 18 for \$3,500 for the Council of Aging for professional services.

ARTICLE 19 – Professional Services - Planning Board: To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute to be spent by the Planning Board in consultation with the Board of Selectmen for the purpose of professional planning, architectural and engineering services, or to take any other action related thereto. (BOARD OF SELECTMEN)

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

ARTICLE 20 - Fiscal Year 2012 Stabilization Account Transfer: To see if the Town will vote to transfer from the Stabilization Account a sum of money to be applied to the payment of principal and interest on Debt Service or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends approval of Article 20 to transfer from the Stabilization Fund a sum of \$14,945 to be used to repay the principal and interest on a portion of the debt service, resulting in the FY 2012 long-term debt service appropriation to \$901,160.

ARTICLE 21 – Fiscal Year 2012 Free Cash Transfer: To see what sum the Town will vote to transfer from Free Cash (Surplus Revenue) in the treasury of the Town to increase the Stabilization Account or take any other action related thereto. (BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends the transfer of \$75,000 from Free Cash to the Stabilization Fund.

ARTICLE 22 – Fiscal Year 2012 Transfer Free Cash: To see what sum the Town will vote to transfer from Free Cash (Surplus Revenue) in the treasury of the Town to meet the appropriations for Fiscal Year 2012, beginning July 1, 2011 or to authorize the

Assessors to use in establishing the tax rate, or take any other action related thereto.
(BOARD OF SELECTMEN/FINANCE COMMITTEE)

Finance Committee Recommendation: The Finance Committee recommends the transfer of \$222,852 from Free Cash to be used to support the FY12 Town Operating Budget.

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

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

ARTICLE 24 – CPA Annual Authorization: To see if the town will vote to act on the report of the Community Preservation Committee and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds and to authorize the Board of Selectmen to convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources, open space restriction to be in compliance with the requirements of Chapter 44B, section 12 of the General Laws of the Commonwealth, and to take any other action related thereto.
(BOARD OF SELECTMEN/COMMUNITY PRESERVATION COMMITTEE)

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

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

I. Add a new Section 5.8 as follows:

5.8 - SOLAR PHOTOVOLTAIC FACILITY OVERLAY DISTRICT

5.8.1 The purpose of this Section 5.8 is to promote the creation of new large-scale Ground-Mounted Solar Photovoltaic Facilities by: establishing a Solar Photovoltaic Facility Overlay District for construction of a Ground-Mounted Solar Photovoltaic Facility; providing standards for the placement, design, construction, operation, monitoring, modification and removal of such facilities, which standards address public safety and minimize impacts on scenic, natural and historic resources; and providing adequate financial assurance for the eventual decommissioning of such facilities.

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

Ground-Mounted Solar Photovoltaic Facility or “Facility”– A solar photovoltaic system and all associated equipment and structures which has a minimum nameplate

capacity of 250 kW DC that is structurally mounted on the ground, not larger than 1.5 acres in aggregate and is not roof-mounted, unless it is located on the roof of a structure that is not designed for human occupancy.

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

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

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

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

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

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

5.8.7.1 All structures included within a Ground-Mounted Solar Photovoltaic Facility shall be subject to reasonable regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking, and building coverage requirements. All such structures, including but not limited to equipment shelters, storage facilities, transformers, and substations shall be architecturally compatible with each other.

Whenever reasonable, structures should be screened from view by vegetation and/or joined or clustered to minimize adverse visual impacts.

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

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

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

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

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

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

5.8.9 Abandonment or Decommissioning

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

- a. Physical removal of the Facility and all associated structures, equipment, security barriers, and transmission lines from the site;
- b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations; and

- c. Stabilization or re-vegetation of the site as necessary to minimize erosion. With prior written authorization from the Board of Selectmen, the owner or operator of the Facility may leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

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

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

II. Amend Section 2.1, Types of Districts, by adding a new subsection 2.1.7 as follows:

2.1.7 Solar Photovoltaic Facility Overlay District

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

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

And by adding the following new paragraph three:

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

(BOARD OF SELECTMEN)

ARTICLE 26 – Terminate Highland Building Preservation Activities: To see if the Town will vote to permanently terminate all preservation activities and expenditures

voted under Article 22 (part3) of the 2009 Annual Town Meeting, which appropriated \$455,000 from the Community Preservation Historic Fund and the Community Preservation undesignated fund for the Selectmen to expend for the preservation of the Highland Building by the installation and upgrading of fire safety, plumbing and heating systems, and by repairing the exterior façade of the building, including roof, chimney, siding windows, and front porch and stairs, and to return any unspent funds to appropriate Community Preservation Funds, or take any action relative thereto. (CITIZENS' PETITION)

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

ARTICLE 27 – Appropriate Funds to Demolish Highland Building:

To see what sums of money the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, to be spent by the Board of Selectmen to pay for the demolition of the Highland Building, or take any action relative thereto. (CITIZENS' PETITION)

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

MINUTES

ANNUAL TOWN MEETING – May 9, 2011

The Annual Town meeting was convened May 9, 2011, at the Corey Building. A quorum of 150 voters was reached, and the meeting called to order by Moderator Wayne Davis at 7:17 PM. There were a total of 198 voters present. The meeting was adjourned at 11:12 PM on May 9, 2011.

Before the warrant was opened, the Moderator explained how the meeting would be conducted, noted the Fire Escapes, and announced that if needed due to emergency, the meeting would reconvene tomorrow, May 10, 2011, at 7 PM.

Moderator Wayne Davis then described the Consent Agenda, and also described other rules of Town Meeting and explained the declared 2/3 vote method.

Article 1: - Consent Agenda

On motion of John Williams, it was voted by a declared unanimous vote that Articles 2 through 9, be considered in one motion, and that the motions for Articles 2 through 9 be hereby adopted as printed in the Motions Handout at Town Meeting, and as indicated by a double asterisk (**), and recommended by the Finance Committee, be adopted as follows: at the call of the Consent Agenda, the Moderator shall call out the numbers of the Articles, one by one. If one or more voters objects to any particular Article being included in the Consent Agenda, they should say the word “Hold” in a loud voice when the Article number is called, at which point the Articles will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner; after the calling of the individual Articles, the Moderator will they ask that all Articles for which no Hold was place be passed as a unit with a single vote by the voters.

Article 2: Town Reports:

At the call of the Consent Agenda, it was voted by a declared unanimous vote that the reports of the Town Officers, Boards, Committees, Commissioners and Trustees as published in the Town Report for the Year 2010 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:

At the call of the Consent Agenda, it was voted by a declared unanimous vote that the town vote to fix the salaries of the elected officers of the town as provided by Chapter 41, Section 108 of the General Laws, as amended, for the Fiscal Year 2012, beginning July 1, 2011, as follows:

	<u>Voted FY'10</u>	<u>Voted FY'11</u>	<u>Recommended FY'12</u>
Moderator	\$50	\$50	\$50
Town Clerk	\$52,588	\$53,640	\$54,713
Assessors - Chairman	\$100	\$100	\$100
Second Member	\$100	\$100	\$100
Third Member	\$100	\$100	\$100

Article 4: - Revaluation:

At the call of the consent Agenda, it was voted by a declared unanimous vote that Fifteen Thousand Dollars (\$15,000) be raised and appropriated from the FY 2012 tax levy and other general revenues of the Town to be spent by the Board of Assessors for the purpose of professional services in connection with revaluation of real estate and personal property in the Town.

Article 5: - Actual Valuation of Post-Employment Benefits:

At the call of the consent Agenda, it was voted by a declared unanimous vote that Four Thousand Dollars (\$4,000) be raised and appropriated from the FY 2012 tax levy and other general revenues of the Town to be spent by the Board of Selectmen for the purpose of professional services in connection with GASB 45 actuarial valuation of post employment benefits obligations for the Town.

Article 6: - Department Revolving Funds Authorization:

At the call of the consent Agenda, it was voted by a declared unanimous vote that that the revolving funds for School Buses, Board of Health Inspections, Hazardous Wastes, Trails Committee, Conservation Wetlands, Conservation Foss Farm, Conservation Building Maintenance, Historical Commission, Youth Commission, Building Inspector, and Council on Aging be authorized or reauthorized, as the case may be, for FY 2012 pursuant to Chapter 44, Section 53 E1/2 with the revenue source, authority to spend, use of fund, and spending limit as designated below with the understanding that such Revolving Funds be credited with the balance remaining in such Revolving Fund at the end of FY 2011 as follows:

Revenue Funds	Revenue Source	Authority to Spend	Use of Fund	Spending Limit
School Buses	User Fees Collected by School	School Committee	To provide transportation for 7 th and 8 th grade students	\$60,000
Board of Health Inspections	Board of Health Fees	Board of Health	Specific expert engineering and consulting services to review septic and well installations and repairs, sanitary inspections and other appropriate reimbursable expenses.	\$50,000
Hazardous Wastes	Transfer Station User Fees & Grants Received	Board of Selectmen	Collection and disposal of household hazardous waste.	\$40,000
Trails Committee	Sale of Trails in Carlisle Book	Board of Selectmen	Building, maintaining and enhancing recreation trails.	\$5,000
Conservation Wetlands	Fees from Carlisle Wetland Protection Bylaw	Conservation Commission	Specific expert engineering and consulting services to review Wetland Bylaw filings and other appropriate reimbursable expenses.	\$30,000
Conservation Foss Farm	User Fees	Conservation Commission	Activities and maintenance associated with Foss Farm.	\$2,500
Conservation Building Maintenance	Fees and/or Rent	Conservation Commission	Maintenance and repairs associated with the Buildings located on Conservation Commission Lands	\$30,000
Historical Commission	Fees	Historical Commission	Expenses related to review of filings/applications.	\$3,000
Youth Commission	Event Admission Fees	Board of Selectmen	To provide for dances and other events sponsored by the Youth Commission.	\$10,000
Building Inspector	User Fees	Board of Selectmen	To cover inspectional services and administrative expenses.	\$75,000
Council on Aging	User Fees	Council on Aging	To provide for events sponsored by the Council on Aging	\$10,000

Article 7: - Real Estate Tax Exemption:

At the call of the consent Agenda, it was voted by a declared unanimous vote that G.L. Chapter 59, Section 5 (clause 41C) be hereby accepted to grant an additional real estate tax exemptions of up to one hundred (100%) percent for the elderly.

Article 8: - Fiscal Year 2012 Reserve for Debt Services – MSBA Transfer:

At the call of the consent Agenda, it was voted by a declared unanimous vote that Forty-Six Thousand Eight Hundred Seven Dollars (\$46,807) be hereby transferred from Reserve for Debt Services – MSBA to add to the line item entitled “Long Term Debt” as it may be voted in the motion pursuant to Article 11 of this Warrant, which sum so transferred to be used to pay for principal and interest on a portion of the debt service of the town.

Article 9: - FT2012 Chapter 90 Authorization:

At the call of the consent Agenda, it was voted by a declared unanimous vote that the Treasurer of the Town, with the approval of the Selectmen, be authorized to borrow Two Hundred Sixty One Thousand Nine Hundred Twenty-Two Dollars (\$261,922) to be expended by the Board of Selectmen 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 reimbursement by the Commonwealth pursuant to said Chapter 90.

Article 10: - Fiscal Year 2011 Budget Transfers:

On motion of Douglas A.G. Stevenson, it was voted by a declared unanimous vote that Fifty Thousand Dollars (\$50,000) be hereby transferred from the amount voted for "Insurance & Benefits" under Article 10 of the May 10, 2010 Annual Town Meeting to the line item "Reserve Fund".

Article 11: - Operating Budget

On motion of David Guarino, it was voted by a declared unanimous vote that Twenty Three Million Five Hundred Eighty-Five Thousand Sixty-Five Dollars (\$23,585,065) be raised and appropriated from the FY 2012 tax levy and other general revenues of the town to defray departmental and incidental expenses of the Town for FY 2012 as set forth in column entitled "Article 11 & 22" of the chart accompanying this motion.

Article 11

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

General Government

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

Protection of Persons and Property

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

Board of Health

	<u>FY 2011</u> <u>Budget</u>	<u>ARTICLES 11 & 22</u> <u>FY 2012</u> <u>Levy Limit</u> <u>Budget</u>	<u>ARTICLES 8 & 20</u> <u>FY 2012</u> <u>Transfers</u> <u>Budget</u>
Board of Health	72,440	73,889	73,889

Public Works

	<u>FY 2011</u>	<u>ARTICLES 11 & 22</u> <u>FY 2012</u> <u>Levy Limit</u>	<u>ARTICLES 8 & 20</u> <u>FY 2012</u> <u>Transfers</u>
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	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Public Works			
DPW (incl. trees)	632,088	656,629	656,629
Snow & Ice	65,132	65,132	65,132
Transfer Station	252,018	257,056	257,056
Road Maintenance	86,683	88,416	88,416
sub-total	1,035,921	1,067,233	1,067,233
Public Assistance			
	<u>FY 2011</u>	<u>ARTICLES 11 & 22</u>	<u>ARTICLES 8 & 20</u>
	<u>Budget</u>	<u>FY 2012</u>	<u>FY 2012</u>
		<u>Levy Limit</u>	<u>Transfers</u>
		<u>Budget</u>	<u>Budget</u>
Public Assistance			
Youth Commission	2,594	2,650	2,650
Council on Aging	104,490	117,469	117,469
Senior Tax Voucher Program	11,250	17,500	17,500
Veteran's Agent	1,545	1,575	1,575
sub-total	119,879	139,194	139,194
Education			
	<u>FY 2011</u>	<u>ARTICLES 11 & 22</u>	<u>ARTICLES 8 & 20</u>
	<u>Budget</u>	<u>FY 2012</u>	<u>FY 2012</u>
		<u>Levy Limit</u>	<u>Transfers</u>
		<u>Budget</u>	<u>Budget</u>
Education			
Carlisle Public Schools	9,007,421	9,274,945	9,274,945
CCRSD	6,080,142	6,211,506	6,211,506
CCRSD debt service	252,841	136,513	136,513
MMRHS	168,275	121,429	121,429
sub-total	15,508,679	15,744,393	15,744,393
Library			
	<u>FY 2011</u>	<u>ARTICLES 11 & 22</u>	<u>ARTICLES 8 & 20</u>
	<u>Budget</u>	<u>FY 2012</u>	<u>FY 2012</u>
		<u>Levy Limit</u>	<u>Transfers</u>
		<u>Budget</u>	<u>Budget</u>
Library	511,586	524,980	524,980

Recreation	<u>ARTICLES 11&22</u>		<u>ARTICLES 8 & 20</u>
		FY 2012	FY 2012
	FY 2011	Levy Limit	Transfers
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Recreation	112,635	119,897	119,897
Insurance & Benefits			
	<u>ARTICLES 11 & 22</u>		<u>ARTICLES 8 & 20</u>
	FY 2011	FY 2012	FY 2012
	Budget	Levy Limit	Transfers
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Insurance & Benefits			
Blanket Insurance	160,000	160,000	160,000
Group Insurance	1,106,000	1,106,000	1,106,000
Unemployment Insurance	50,000	50,000	50,000
sub-total	1,316,000	1,316,000	1,316,000
Unclassified			
	<u>ARTICLES 11 & 22</u>		<u>ARTICLES 8 & 20</u>
	FY 2011	FY 2012	FY 2012
	Budget	Levy Limit	Transfers
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Unclassified			
Interest, fees, & costs	1,000	1,000	1,000
Public Celebrations	632	645	645
Reserve Fund Balance	150,000	150,000	150,000
sub-total	151,632	151,645	151,645
County Retirement			
	<u>ARTICLES 11 & 22</u>		<u>ARTICLES 8 & 20</u>
	FY 2011	FY 2012	FY 2012
	Budget	Levy Limit	Transfers
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
County Retirement	594,7400	660,453	660,453
Long Term Debt Service			
	<u>ARTICLES 11 & 22</u>		<u>ARTICLES 8 & 20</u>
	FY 2011	FY 2012	FY 2012
	Budget	Levy Limit	Transfers

	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Long Term Debt	910,653	839,408	901,160

Article 12: - Capital Equipment:

On motion of Don Rober, it was voted by a declared unanimous vote that Two Hundred Fifty Thousand Dollars (\$250,000), be raised and appropriated from the FY 2012 tax levy and other general revenues of the town, to be spent by the Board of Selectmen, except for the items for the Carlisle Public Schools which sums are to be spent by the Carlisle School Committee, for the following capital purposes:

Long Term Capital Requirements

FY'12

Carlisle Public Schools	Technology Replacement	80,000
Carlisle Public Schools	Annual Maintenance	25,000
Carlisle Public Schools	Hot Water Heater (Corey)	15,000
Carlisle Public Schools	Auditorium Seat Refurb (Phase 1)	13,000
Police	Cruiser Replacement	32,000
Communications	Radio System Upgrade	17,000
DPW	Transmitter	25,000
Library	Computer Replacement	10,000
Library	Misc. Maintenance Projects	10,000
Fire	Repave Parking Lot	<u>23,000</u>
		250,000

Article 13: - Closeout of Unexpended Warrant Articles:

On motion of William Tice, it was voted by a declared unanimous vote that the following accounts be closed out to zero balances by transferring the remaining unexpended appropriated funds to the General Fund:

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

01296	58540	Communications/Radio Receiver	14.30
01298	58500	Communications/Additional Equipment	<u>9.07</u>
			36,871.10

Article 14: - Capital Expenditure – DPW Sander/Dump Truck:

On motion of Peter Scavongelli, it was voted by a declared unanimous vote that One Hundred Thirty-Four Thousand Dollars (\$134,000) be hereby appropriated, to be expended by the Board of Selectmen to purchase a new Sander/Dump Truck for the Department of Public Works (DPW), and further that the Board of Selectmen be authorized to sell, trade-in, or otherwise dispose of the existing DPW Sander/Dump Truck, and to meet said appropriation the Town Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, or any other enabling authority; and it is further provided that the appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (k) (Proposition 2 ½, so called).

Article 15: - Authorization of OPEB Trust:

On motion of John Williams it was voted by a majority vote that Chapter 32B, Section 20 of the General Laws be accepted by the Town.

Article 16: - Rescind Authorized and Unissued Debt:

On motion of John Gorecki it was voted by a declared unanimous vote that Four Hundred Seventy-Five Thousand Seven Hundred One Dollars (\$475,701) in authorized and unissued debt be hereby rescinded as follows:

<u>Purpose</u>	<u>Date</u>	<u>Amount Authorized</u>	<u>Amount Issued</u>	<u>Amount Unissued</u> (To be rescinded)
Library	04/07/99	\$1,489,067.00	\$1,486,000.00	\$ 3,067.00
WWTP	11/10/03	\$1,278,918.00	\$1,200,000.00	\$ 78,918.00
WWTP	05/23/05	\$1,326,716.00	\$1,100,000.00	\$226,716.00
Boiler	05/01/06	\$ 450,000.00	\$ 283,000.00	<u>\$167,000.00</u>
				\$475,701.00

Article 17: - CCRSD Technology Stabilization Fund:

On motion of Louis Salemy it was voted by a declared unanimous vote that the Concord-Carlisle Regional School District Treasurer be hereby authorized to transfer the sum of \$37,587 from available funds encumbered by the District at June 30, 2010 for technology purposes into the Concord-Carlisle Regional School District Technology Stabilization Fund authorized by vote under Article 15 of the 2010 Annual Town Meeting.

Article 18: - Professional Services – Council on Aging:

On motion of Douglas A. G. Stevenson it was voted by a declared unanimous vote that Three Thousand Five Hundred Dollars (\$3,500) be raised and appropriated from the FY 2012 tax levy and other general revenues of the town to be spent by the Board of Selectmen upon the recommendation of the Council on Aging for the purpose of professional services for social service counseling.

Article 19: - Professional Services – Planning Board:

On motion of John Gorecki it was voted by a declared unanimous vote that Five Thousand Dollars (\$5,000) be raised and appropriated from the FY 2012 tax levy and other general revenues of the town to be spent by the Planning Board in consultation with the Board of Selectmen for the purpose of professional planning and engineering services.

Article 20: - Fiscal Year 2012 Stabilization Account Transfer:

On motion of William Tice it was voted by a declared unanimous vote that Fourteen Thousand Nine Hundred Forty Five Dollars (\$14,945) be transferred from the Stabilization Fund to add to the line item as voted in the motion pursuant to Article 11 of this Warrant titled “Long Term Debt”, thereby increasing the FY 2011 Long Term Debt line item as voted pursuant to Article 11 to a new total of \$901,160; which sum so transferred is to be used to pay for principal and interest on a portion of the debt service in the town, so that the resulting FY 2012 budget, for informational purposes only, would be as set forth in the column entitled “Articles 8 & 20” of the chart accompanying this motion.

Long Term Debt Service

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

Article 21: - FY12 Free Cash Transfer to Stabilization Fund:

On motion of Peter Scavongelli it was voted by a declared unanimous vote that Seventy Five Thousand Dollars (\$75,000) be transferred from Free Cash (Surplus Revenue) in the treasury of the Town to increase the Stabilization Fund.

Article 22: - FY12 Free Cash Transfer to Support Operating Budget:

On motion of John Williams it was voted by a declared unanimous vote that Two Hundred Twenty-Two Thousand Eight Hundred Fifty-Two Dollars (\$222,852) be appropriated to meet the appropriations for the FY 2012 budget and to meet this appropriation, that said sum be transferred from Free Cash (Surplus Revenue) in the treasury of the town.

Article 23: - Mannis Land Survey:

On motion of William Tice it was voted by a declared unanimous vote that Six Thousand (\$6,000) be raised and appropriated from the FY12 tax levy and other general revenues of the Town to be spent by the Town Administrator with the approval of the Conservation Commission to pay for the costs of land surveying and related services to the survey of the Mannis Conservation Land, an approximately 27.88 acre parcel of land acquired by the Town as a gift in 1982 and located on Rutland Street.

Article 24: - CPA Annual Authorization:

On motion of Luke Ascolillo it was voted by a majority vote that the Community Preservation Committee recommendations for transfers and expenditures for Fiscal Year 2012 be approved as follows:

Motion 1:

That the following amounts be appropriated from the Fiscal Year 2012 Community Preservation Fund estimated revenues to the Community Preservation Fund accounts as follows:

- a. Forty Five Thousand One Hundred Dollars (\$45,100) be appropriated to the Community Housing Reserve Fund.
- b. Forty Five Thousand One Hundred Dollars (\$45,100) be appropriated to the Historic Reserve Fund.
- c. One Hundred Eighty Nine Thousand Dollars (\$189,000) be appropriated for Debt Service Principal Payment on Open Space Borrowings comprised of \$45,100, which is the 10% designated to the Community Preservation Open Space Reserve Fund for fiscal year 2012 and \$143,900 from unreserved fiscal year 2012 estimated revenues.
- d. Fifteen Thousand Four Hundred Ten Dollars (\$15,410) be appropriated for Debt Service Interest Expense.
- e. Two Thousand Dollars (\$2,000) be appropriated for Administrative Expenses
- f. One Hundred Fifty Four Thousand Three Hundred Ninety Dollars (\$154,390) be appropriated to the fiscal year 2012 Community Preservation Budget Reserve account.

Motion 2:

That Two Thousand Five Hundred Dollars (\$2,500) be appropriated effective July 1, 2011 (Fiscal Year 2012), for the Carlisle Town Clerk with the approval of the Board of Selectmen to expend to preserve historical records of the Town, including, but not limited to, binding of past Town Reports and to stabilize the condition of other documents under the care of the Town Clerk, and to meeting this appropriation that Two Thousand Five Hundred Dollars (\$2,500) be transferred from the Community Preservation Historic Reserve Fund balance, and further that after June 30, 2015, any residual unexpended funds be returned to the Community Preservation Historic Reserve Fund balance.

Motion 3:

That One Hundred Thousand Dollars (\$100,000) be appropriated effective July 1, 2011 (Fiscal Year 2012) for the Carlisle Housing Authority with the approval of the Board of Selectmen to expend for the support of community housing by funding the compensation of the Community Housing Coordinator, not to exceed 40 hours in any week and to average 30 hrs or less per week, for fiscal years 2012 and 2013, and to meet this appropriation that One Hundred Thousand Dollars (\$100,000) be transferred from the Community Preservation Community Housing Fund balance in FY 2012, and further that after June 30, 2013, any residual unexpended funds be returned to the Community Preservation Community Housing Fund balance.

Motion 4:

That Motion 7 of Article 21, approved at the Annual Town Meeting of May 5, 2008, regarding the appropriation of funds for the Carlisle Affordable Housing Trust to

expend for the purpose of developing infrastructure on the land known as Benfield Parcel A relating to the potential development of senior affordable housing, be amended by removing the phrase “on or before December 31, 2011” and replacing it with the phrase “on or before December 31, 2016.”

Motion 5:

That Motion 7 of Article 20, approved at the Annual Town Meeting of June 8, 2005, regarding the appropriation of funds for the Trails Committee to be expended for the improvement and/or construction of trails in town, be amended by adding the following language to the end of the motion: “provided however, that all or any portions of this appropriation not so expended on or before May 31, 2011 shall not be further expended and shall be restored to the Community Preservation Fund.”

Motion 6:

That Motion 9 of Article 20, approved at the Annual Town Meeting of June 8, 2005 be amended by replacing “and \$50,000 to be spent by the Carlisle Housing Authority for the design of an affordable housing development on Benfield land” with “and \$50,000 to be spent by the Carlisle Housing Authority for the design, permitting fees, and other development costs of an affordable housing development on Benfield land. Further, that the motion be amended by adding the following language to the end of the motion :“provided however, that all or any portions of these appropriations not so expended on or before December 31, 2016 shall not be further expended and shall be restored to the Community Preservation Fund.”

Article 25: - Solar Photovoltaic Facility Overlay Bylaw:

On motion of Douglas A. G. Stevenson it was voted by a declared 2/3rds majority to amend the Town of Carlisle Zoning Bylaws for the purpose of establishing a solar photovoltaic facility overlay district as follows:

1. Add a new Section 5.8 as follows:

5.8 SOLAR PHOTOVOLTAIC FACILITY OVERLAY DISTRICT

5.8.1 The purpose of this Section 5.8 is to promote the creation of new large-scale Ground-Mounted Solar Photovoltaic Facilities by: establishing a Solar Photovoltaic Facility Overlay District for construction of a Ground-Mounted Solar Photovoltaic Facility; providing standards for the placement, design, construction, operation, monitoring, modification and removal of such facilities, which standards address public safety and minimize impacts on scenic, natural and historic resources; and providing adequate financial assurance for the eventual decommissioning of such facilities.

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

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

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

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

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

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

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

5.8.7 Dimensional and Other Requirements. The height of all structures comprising a Ground-Mounted Solar Photovoltaic Facility shall not exceed 12 feet above the pre-existing natural grade. For a Ground-Mounted Solar Photovoltaic Facility, all setbacks from lots lines shall be at least 40 feet. As part of Site Plan Review, the Board of Selectmen may require larger setbacks if appropriate for screening, provided, however, that such larger setbacks shall not have the effect of rendering a Ground-Mounted Solar Photovoltaic Facility infeasible.

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

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

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

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

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

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

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

5.8.9 Abandonment or Decommissioning

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

operations and plans for removal. Decommissioning of the Facility shall consist of:

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

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

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

2.1 Types of Districts

For the purpose of this bylaw, the Town of Carlisle is hereby divided into seven classes of districts, which shall be known as:

- 2.1.1 General Residence District A
- 2.1.2 General Residence District B
- 2.1.3 Business District
- 2.1.4 Carlisle Center Business District
- 2.1.5 Wetland/Flood Hazard District
- 2.1.6 Residence District M - Multi-dwelling housing for the elderly
- 2.1.7 Solar Photovoltaic Facility Overlay District

The Town of Carlisle has also established an Historic District under the provisions of Chapter 40C of the Massachusetts General Laws. This district is not a zoning district but is shown on the Zoning District Map for informational purposes. For regulations related to the Historic District see Article IX of Carlisle bylaws.

2.2 Location of Districts

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

The Wetland/Flood Hazard District is shown on a map entitled “Property Maps, Carlisle, Massachusetts,” consisting of an index map and 36 sheets together with all amendments thereto subsequently adopted by the Town on file with the Town Clerk, the District being depicted as “Wetland/Flood Hazard Zoning District, adopted March 31, 1980,” amended on May 3, 1988, and further amended as required to be consistent with the Middlesex County Flood Insurance Rate Map (FIRM) dated June 4, 2010 and issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that show flood zones located wholly or partially within the Town include map panel numbers 25017C0242E, 25017C0244E, 25017C0253E, 25017C0254E, 25017C0261E, 25017C0262E, 25017C0263E, 25017C0264E, 25017C0266E and 25017C0268E dated June 4, 2010. The exact boundaries of the flood hazard areas within the Wetland/Flood Hazard District are defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010. The FIRM and FIS report are incorporated herein by reference and are hereby made a part of the Zoning District Map of the Town of Carlisle.

The Solar Photovoltaic Facility Overlay District is shown on sheets 20 and 21 of a map entitled “Property Maps, Carlisle, Massachusetts,” consisting of an index map and 36 sheets together with all amendments thereto, subsequently adopted by the Town on file with the Town Clerk, the District being depicted as “Solar Photovoltaic Facility Overlay District, adopted May 9, 2011,” which are hereby made a part of the Zoning District Map of the Town of Carlisle.

Article 26: - Terminate Highland Building Preservation Activities

On motion of Ralph Anderson, a declared majority vote of NO failed to pass the following:

...that the Town request the Board of Selectmen to suspend, for a period of one year, all preservation construction activities for the Highland building voted under Article 22 (Motion 5) of the 2009 Annual Town Meeting, This vote shall in no way prevent normal repair and maintenance activities at the Highland Building. (This vote is non-binding)

Article 27: - Appropriate Funds to Demolish Highland Building

On motion of Ralph Anderson, a declared majority vote of NO failed to pass the following:

... that One Hundred Thirty Three Thousand Dollars (\$133,000) be appropriated, to be spent by the Board of Selectmen, to pay for the demolition of the Highland Building and

to meet this appropriation, that One Hundred Thirty Three Thousand Dollars (\$133,000) be transferred from Free Cash (Surplus Revenue) in the treasury of the town.

ANNUAL TOWN ELECTION – May 17, 2011

The Annual Town Election was held in said Carlisle on May 17, 2011. The polls were declared open at 7:00 AM by Deputy Warden of the Elections, Rochelle Landon, and were closed by Warden Kerri Piette at 8:00 PM. There were a total of 346 ballots cast of which 11 were absentee ballots. After the ballots were counted and the vote recorded, the following results were announced at 10:20 PM.

Moderator – One for One Year

Wayne H. Davis	739 Concord Street	307
Blank		<u>39</u>
Total		346

Board of Selectmen – Two for Three Years

John Williams	104 Hart Farm Rd	246
Timothy F. Hult	20 Audubon Rd	304
Blank		134
Other		<u>8</u>
Total		692

Board of Assessors – One for Three Years

Michael Coscia	320 Russell St	286
Blank		<u>60</u>
Total		346

Board of Health – One for Three Years

Jeffrey A. Brem	100 Long Ridge Rd	297
Blank		<u>49</u>
Total		346

Board of Health – One for One Year

Donna Walker Margolies	166 Indian Hill	288
Blank		<u>58</u>
Total		346

Housing Authority – One for Two Years

Warren (Randy) Brown	778 East St	278
Blank		66
Other		<u>2</u>
Total		346

Library Trustee – One for Three Years

Steven E. Golson	388 Stearns St	293
Blank		<u>53</u>
Total		346

Planning Board – Two for Three Years

Michael Epstein	57 Spencer Brook Ln	197
Jonathan Stevens	871 Maple St	204
Robert B. West	201G Clark Farm Rd	41
Blank		245
Other		<u>5</u>
Total		692

School Committee – Two for Three Years

William F. Fink	80 Daniels Ln	277
Louis Salemy	438 Concord Rd	277
Blank		136
Other		<u>2</u>
Total		692

DEBT EXCLUSION QUESTIONS

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

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

YES 72 NO 62 BLANK 12

COMMUNITY PRESERVATION ACT REFERENDA

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

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

of local citizens makes recommendations on the use of the funds and all expenditures are subject to an annual audit.

YES 102 NO 211 BLANK 33

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

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

YES 106 NO 207 BLANK 33

**WARRANT
SPECIAL TOWN MEETING – November 8, 2011
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

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

GREETINGS

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and town affairs, to meet at the Corey Building at 150 Church Street in said Carlisle on Tuesday, the eighth of November next, at seven o'clock in the evening, and thereafter continuing from day to day until completed, then and there to act on the following articles:

ARTICLE 1 – Approval of Borrowing Authorization for Concord-Carlisle Regional High School Building Project

To see if the Town will approve the \$88,494,844 borrowing authorized by the Concord-Carlisle Regional School District (the “District”), for the purpose of paying costs of designing, constructing, originally equipping and furnishing a new District High School, to be located at 500 Walden Street, Concord, including the payment of all costs incidental or related thereto (the “Project”), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), and the \$4,083,680 borrowing authorized by the District for the design and construction of an alternative physical education center, to be located on the site of the new District High School, for which the District is not eligible for a school construction grant from the MSBA, said amounts to be expended at the direction of the School Building Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty-four and fifty-eight hundredths percent (34.58%), or thirty-five and fifty-eight hundredths percent (35.58%) if the District receives final approval from the state’s Inspector General to utilize the Construction Manager-at-Risk construction delivery method for this project, of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.
(BOARD OF SELECTMEN/CONCORD-CARLISLE REGIONAL DISTRICT SCHOOL COMMITTEE)

**WARRANT
SPECIAL ELECTION – NOVEMBER 15, 2011
THE COMMONWEALTH OF MASSACHUSETTS**

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Carlisle, qualified as aforesaid, to go to the Town Hall Building at 66 Westford Street in said Carlisle on Tuesday, the 15th day of November, 2011 between the hours of seven o’clock forenoon and eight o’clock in the afternoon and there to vote on the following:

**BALLOT QUESTION
TOWN ELECTION – NOVEMBER 15, 2011
7:00 A.M. TO 8:00 P.M.**

**DEBT EXCLUSION QUESTION
G.L. c. 59, s. 21C(k)**

Question 1: Shall the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the bonds issued by the Concord-Carlisle Regional School District for the purpose of paying costs of designing, constructing, originally equipping and furnishing a new District

High School and alternative physical education center, to be located at 500 Walden Street, Concord, including the payment of all costs incidental or related thereto?

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 fourteen 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 October in the Year of Our Lord 2011.

BOARD OF SELECTMEN

Douglas A. G. Stevenson

Peter Scavongelli

John D. Williams

John Gorecki

Timothy F. Hult

A True Copy

Attest: Lt. Leo T. Crowe, Constable

Middlesex, SS

PURSUANT TO THE WARRANT, I have notified and warned the inhabitants of the Town of Carlisle by posting up attested copies of the same at the United State Post Office, the Gleason Library, and on the Town Bulletin Board in said town at least fourteen (14) days before the date of the meeting, as within directed.

Lt. Leo T. Crowe

Constable

Date Posted: October 17, 2011

A True Copy. Attest:

**MINUTES
SPECIAL TOWN MEETING – NOVEMBER 8, 2011**

The Special Town Meeting was convened November 8, 2011, at the Corey Building. A quorum of 150 voters was reached, and the meeting called to order by Moderator Wayne Davis at 7:12 PM. There were 526 voters present.

There being no further business to come before the meeting, the Special Town Meeting was adjourned at 9:08 PM on November 8, 2011.

Article 1: - Approval of Borrowing Authorization for Concord-Carlisle Regional High School Building Project

On motion of Doug Stevenson, it was voted by a majority vote of YES 494, NO 14 that the Town of Carlisle be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bonds issued by the Concord-Carlisle Regional School District for the purpose of paying costs of designing, constructing, originally equipping and furnishing a new District High School and alternative physical education center, to be located at 500 Walden Street, Concord, including the payment of all costs incidental or related thereto.

BOARD OF SELECTMEN

As the state, our country and world continue to face significant economic challenges, we, the Board of Selectmen, are pleased to submit to the residents of the Town of Carlisle its summary report for the year 2011 affirming that Carlisle remains relatively stable and a desirable place to live and raise a family. Our community, one of many outer suburbs of Boston, continues to thrive as a small New England town. Top quality schools, a stable financial system, a commitment to the environment and conservation remain high priority goals for the citizenry and the Board. We continue to attempt to achieve balance between maintaining a sensible tax rate and providing the services that the residents have come to expect.

Financial Condition

Managing the town's finances remains a top priority for the Board of Selectmen. The property tax is the largest source of revenue for the Town budget comprising nearly 90% of the town's financial resources.

FY2011 finished with over \$400,000.00 in unexpended appropriations, indicative of genuine financial discipline by all Town departments and providing a solid basis for the FY2012 Free Cash calculation. Our auditors presented a clean audit opinion for FY2011 and reported that the Town exhibited sound fiscal management. The FY2012 budget of \$23.5M was established and adopted by Town Meeting in May 2011. This budget again reflected fiscal restraint coupled with a commitment to the core services desired by the community. The FY 2012 budget did not require a proposition 2 ½ override and utilized \$222,000 in Free Cash to support operating budgets. The Town was supportive of ongoing capital needs, voting \$250,000 for numerous departmental items and approving a debt exclusion article for a sander/dump truck for the DPW. The Selectmen reiterated their commitment to the work of the Special Committee for Structural Financial Planning and intend to monitor the tax rate with vigilance as the school projects progress. The Board continues to strive to offer the townspeople first rate services without creating an unbearable tax burden, especially for those long-term residents on fixed incomes.

In April, the Board of Selectmen called a Special Town Meeting and Election to debate the future of the Community Preservation Act. Both an article to eliminate the CPA surcharge and one to increase it failed, leaving the Town with the current 2% assessment. The Board will continue to promote the responsible expenditures of CPA funds.

Schools and Education

The Board of Selectmen worked closely with both the local and regional school committees in its continuing effort to promote the high quality education that the community desires. The Carlisle School building project commenced and by year's end was well on its way to meeting the move in schedule of April 2012. In addition, at a Special Town Meeting and Special Election in November the Town overwhelmingly supported a \$90M+ article to construct a new Concord Carlisle Regional High School (the Town of Concord similarly supported the measure). With two major school

projects the Board will focus on responsible timing of the bonding in order to alleviate major spikes in the tax rate.

The Selectmen have also taken an active role in the discussions regarding a major capital project at Minuteman Regional High School. Although indicating strong support for the educational opportunities offered by this regional technical and vocational school, the board has expressed concerns about the equity in the funding formula for such a major project.

Housing and Zoning

The Board reiterated its support for the Benfield Farms housing project on South Street and is disappointed that the developer, despite best efforts, is unable to secure the necessary funding. The Selectmen will continue to lobby the appropriate state officials in an effort to help launch Carlisle's first Town sponsored affordable housing complex. The Board is cognizant of the fact that the waiting list is over three times the capacity of 26 units. The demand for affordable housing remains high. This year we also established the Banta Davis Task Force, which was charged with investigating the possibility of constructing affordable units on the Banta Davis land on Bedford Road. The Board will continue to seek opportunities to create housing options within our community, with an emphasis on exploring ways to help our long term residents and seniors remain in Carlisle.

Public Safety

Following the resignation of Police Chief John Sullivan in 2010, early in 2011 the Selectmen appointed interim Chief Leonard Wetherbee (former Chief of Concord) to serve during the selection process for a new Chief. After a number of months of exemplary work the search committee recommended John Fisher of Nashua, NH for the position. Chief Fisher was sworn in on August 23 and has begun his term of service to the community with vigor and professionalism. The Board extends its gratitude to Chief Wetherbee, the search committee, and to our new Chief.

During 2011 the Board of Selectmen signed a 3 year contract with the dispatchers and worked to stabilize this critical public safety department.

Under the leadership of Fire Department Chief David Flannery, who is also the Emergency Management Director, the Local Emergency Planning Committee was called into action to respond to both Hurricane Irene in late August and the surprise Northeaster in October. The Board commended this group for helping maintain efficient public safety services throughout extended power outages and very trying times for our community.

Other

The Board of Selectmen promoted and supported numerous other initiatives during the year:

*Highland Building – Following a \$445K CPA appropriation, the Board oversaw the stabilization work on the Highland School Building. At year's end the building shell has

been restored and the Highland Committee is developing a recommendation for ongoing use of the facility.

*Green Community - Following significant work by the Energy Task Force, Carlisle was officially named a Green Community by the MA Department of Energy Resources. The Town is now eligible for over \$130,000.00 in Green Community grant funding.

*Investment Advisory Committee – The Board adopted the report and recommendations of the Investment Advisory Committee, thereby providing guidance for the future management of the Town’s Trust Funds.

*Technology Audit - The Selectmen authorized a Technology Assessment/Audit in an effort to improve services at Town Hall and amongst town departments.

*Cable Services – The Selectmen signed a 10 year license renewal with Comcast.

*Employee Appreciation – The Board sponsored an employee appreciation luncheon at which long-term town employees were recognized for their service and commitment to the Town.

*Caroline Hill Scholarships – The Board made its annual scholarship awards (total \$10,500.00) to several deserving Carlisle students.

*Church Street Pathway – In accordance with the recommendations of the Pedestrian and Bike Safety Advisory Committee, the Board oversaw the paving of the pathway that connects Church Street to the Gleason Public Library, thereby ensuring safer travel for students and residents of Village Court.

Appreciations

The Board of Selectmen offers its sincere gratitude to our professional staff: Tim Goddard, our Town Administrator; Elizabeth Barnett, the Housing Coordinator; and Margaret Arena, Executive Assistant. These individuals continue to serve the Town of Carlisle with patience and integrity. Their support is invaluable.

Finally, the Selectmen extend thanks to all of the volunteers who serve our town on a daily basis. We acknowledge the remarkable energy and enthusiasm of all those who contribute to the community. Without their ongoing commitment, Carlisle would not be what it is today.

Respectfully Submitted,

Douglas A. G. Stevenson, Chairman
Peter Scavongelli, Vice Chairman
John Gorecki, Clerk
John D. Williams
Timothy F. Hult

TOWN COUNSEL

1. Advice & Legal Documents. Numerous advisory opinions were rendered throughout the year to various Town officials and Boards relating to a variety of issues and subjects, including alcoholic beverages licensing issues, wireless communication issues, affordable housing issues, and a number of land use issues. Ongoing attention was given to reviewing and/or drafting Bylaws, easements, public road documents, Warrants for Town meetings (both special and annual town meetings), ballot questions, compliance with State Ethics Act and the open meeting law, various Town bylaws, rules and regulations, including noise control regulations and regulations pursuant to the Americans with Disabilities Act for Other Power Driven Mobile Devices on Town of Carlisle trails, Green Communities issues including solar power zoning bylaw and other related issues, zoning questions including quest house requirements, and other legal documents. We worked with Department of Revenue, Massachusetts School Building Authority, Attorney General's office and Bond Counsel on a variety of financial issues affecting the Town. In September 2011 we put on a seminar presentation for town officials, explaining the open meeting law.

2. Contracting & Procurement. During the year, we reviewed contracts and agreements and procurement documents.

3. Projects. We assisted the Town in connection with the Benfield housing project, Community Preservation Act matters, Carlisle Public Schools building project, Concord-Carlisle Regional High School building project, Highland Building stabilization project and various real estate projects, public records issues, investment guidelines for trust accounts held by the town, naming of ways, Hanover Hills subdivision issues, and police department employment issues.

4. Litigation. As of December 31, 2011, the number of claims and lawsuits in which the Town is a party and in which we have been involved, total 3 as follows:

1 matter involving the Board of Selectmen:

Adamchek v. Town of Carlisle, Disability Rights Unit, Office of the Attorney General

1 matter involving the Carlisle Board of Assessors:

GLW Kids LLC v. Board of Assessors of Carlisle, Appellate Tax Board, Docket No. F308220-10.

1 claim against the Town:

Police Officer Smith v. Town of Carlisle (Police Department).

Our efforts on behalf of the Town have benefited from the participation of numerous Town officials and private citizen volunteers all working together for a better Carlisle, and we thank the Board of Selectmen, the Town Administrator, and all other Town officials and citizens for their cooperation and assistance.

Respectfully submitted,

Paul R. DeRensis
TOWN COUNSEL

TOWN ACCOUNTANT

TOWN ACCOUNTANT - FISCAL YEAR 2011

GENERAL FUND TREASURER'S RECEIPTS

Taxes (net of refunds)

Personal Property/Real Estate	20,930,703	
Tax Title	19,064	
Motor Vehicle Excises	780,132	
Penalties & Interest - Property Tax	39,403	
Penalties & Interest - Excises	<u>10,813</u>	
		\$ 21,780,115

Fees

Planning Board Fees	6,150	
Town Clerk Fees	3,933	
Dogs	7,676	
Board of Appeals	600	
Selectmen	1,843	
Assessors	1,775	
Recreation	<u>26,554</u>	
		\$ 48,531

Other Charges

Recycle	26,165	
Lien Certificates	5,000	
Field Driver	138	
Other	<u>1,264</u>	
		\$ 32,567

Charges for Services

Police Reports	271	
Police Special Detail	<u>12,205</u>	\$ 12,476

Licenses & Permits

Building Permits	77,353	
Wiring Permits	10,302	
Fire Alarm Permits	6,340	
Plumbing Permits	5,065	
BOH Licenses/Permits	7,822	
Gas Permits	2,725	
Gun Permits	1,175	
Marriage Licenses	<u>800</u>	\$ 111,582

Revenues from the State

Additional Assistance	185,546	
State Owned Land	187,159	
Chapter 70	786,008	
Elderly	3,514	
Veterans	6,070	
Quinn Bill	5,356	
Charter School Tuition Reimbursement	<u>15,108</u>	\$ 1,188,761

Revenues from Other Governments

Court Fines/Other Fines	9,278	
FEMA Reimbursement	31,287	
Federal Owed Land	<u>6,279</u>	\$ 46,844

Special Assessments

Burials	<u>3,650</u>	\$ 3,650
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Library

Fines & Fees	<u>8,576</u>	\$ 8,576
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Investments

Premiums/Interest from Sale of Bonds	20,181	
Treasurer's Interest	<u>63,694</u>	
		<u>\$ 83,875</u>

Subtotal		\$ 23,316,977
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Transfers (Net)	(126,412)	
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Cash Balance July 1, 2010	4,046,443	
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Warrants Payable FY 11	<u>501,915</u>	
		<u>\$ 4,421,946</u>

Total Receipts		<u><u>\$ 27,738,923</u></u>
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**TREASURER'S
EXPENDITURES**

GENERAL GOVERNMENT

Town Counsel

Legal	<u>140,806</u>	\$ 140,806
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Historical Commission

Wages, Part-Time	1,887	
Expenses	<u>769</u>	
		\$ 2,656

Board of Appeals

Wages, Part -Time	2,629		
Expenses	<u>694</u>	\$	3,323

Finance Committee

Expenses	<u>173</u>	\$	173
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Moderator

Salary	<u>50</u>	\$	50
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Selectmen

Secretary	43,347		
Office Supplies	1,112		
Dues & Subscriptions	2,281		
Computer	<u>5,008</u>	\$	51,748

Copy Machine

Agreements	5,369		
Supplies	<u>2,066</u>	\$	7,435

Town/Fincom Reports/Town Meeting

Printing	2,772		
Expenses	<u>2,923</u>	\$	5,695

Flag & Clock Care

Wages, Part-Time	978		
Other Supplies	<u>198</u>	\$	1,176

Printing & Postage

Postage	14,317		
Miscellaneous	800		
Printing	<u>2,935</u>		
		\$	18,052

Town Administrator

Salary	103,978		
Training/Meetings	1,975		
Expenses	856		
Dues	430		
Insurance Premiums	<u>374</u>		
		\$	107,613

Small Capital

Expenses	<u>5,156</u>		
		\$	5,156

Housing Authority

Expenses	<u>500</u>		
		\$	500

Town Accountant

Salary	55,898		
Wages, Part-Time	6,089		
Consultant	600		
Education	910		
Office Supplies	704		
Dues	<u>110</u>		
		\$	64,311

Professional Services

Social Service Counseling	3,141	
Audit	28,000	
Actuarial	6,500	
Revaluation	-	
	<hr/>	\$ 37,641

Assessors

Appraiser/Administrator	54,579	
Elected Officials	300	
Wages, Full-Time	31,331	
Computer-License & Support	5,375	
Supplies	1,037	
Maps	131	
Mileage	600	
Dues	160	
	<hr/>	\$ 93,513

Town Treasurer/Tax Collector

Salary	86,825	
Wages, Part-Time	19,273	
Part-time Add'l Staff	7,228	
Equipment Service	2,070	
Payroll Expense	8,129	
Process Tax Bills	7,279	
Bond Expense	1,900	
Office Supplies	421	
Retention of Records	1,500	
Dues	90	
	<hr/>	\$ 134,715

Tax Title Foreclosures

Tax Title Foreclosures	<u>2,847</u>	\$	2,847
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Town Clerk

Elected Official	53,640		
Wages, Part-Time	7,306		
Assistant Town Clerk Stipend	1,200		
Training & Meetings	610		
Office Supplies	<u>516</u>	\$	63,272

Elections & Registration

Clerk	100		
Election Wages	5,027		
Registrars	75		
Street Lists/Computer	812		
Training & Meetings	450		
Election Supplies	<u>1,758</u>	\$	8,222

Conservation Commission

Wages, Part-Time	11,067		
Conscom Officer	45,838		
Dues	518		
Office Supplies	33		
Repair & Maintenance	2,808		
Misc	<u>53</u>	\$	60,317

Planning Board

Wages, Part-Time	20,671	
Planner	59,764	
Legal Ads	165	
Meeting & Site Visits	234	
Dues & Meetings	75	
Office Supplies	<u>225</u>	
		\$ 81,134

Town Hall

Custodial	37,560	
Electricity	49,446	
Heat	14,649	
Contracts	35,412	
Water	595	
Computer Maintenance	4,459	
Telephone	14,179	
Building Maintenance	6,690	
Grounds	87	
Supplies	<u>2,508</u>	
		\$ 165,585

Town Hall-Articles

HVAC Repairs	4,401	
Technology Update	1,416	
Energy Efficiency	<u>14,544</u>	
		\$ <u>20,361</u>

TOTAL GENERAL GOVERNMENT

\$ 1,076,301

EDUCATION

District Administration

Administrator	29,400	\$	29,400
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School Committee

Secretary	3,144		
Contracted Services	521		
Legal Expense	1,179		
Memberships	8,687		
Advertising	2,213	\$	15,744

School Administration

Salaries	261,600		
Postage	380		
Professional Development	30,959		
Office Supplies	1,873		
Memberships	10,418		
Supt. Insurance	12,500		
Travel	4,294	\$	322,024

Business Office

Administration	84,870		
Office Supplies	542	\$	85,412

Regular Education

Salaries - Substitutes	73,912	
Office Support	199,678	
Classroom Aides	74,174	
Technology Support	111,390	
Salaries - K-5	1,364,862	
Salaries - M.S. (6-8)	1,585,202	
Salaries - Phys. Ed	256,559	
Salaries - Art	159,376	
Salaries - Music	205,605	
Salaries - Media	197,208	
Salaries - ELL	34,976	
Summer Curriculum	52,500	
Prof. Improvement	30,252	
Specialists	128,784	
Early Retirement	18,410	
Contracted Services- Home/Hospital	10,531	
General Supplies	15,793	
Phys. Ed. Supplies	5,703	
Art Supplies	4,448	
Music Supplies	19,881	
ELL Supplies	924	
Professional Dev.	30,431	
Stipends	<u>43,310</u>	
		\$ 4,623,909

Student Services/SPED

Administration	96,000		
Special Education Salaries	1,270,482		
Clerical	48,212		
Aides	272,435		
Contracted Services	86,714		
Supplies	13,720		
SPED Technology	<u>4,463</u>		
		\$	1,792,026

Texts, Regular Education

Texts, Supplies - K-5	11,829		
Language Arts	17,104		
Math	14,863		
Social Studies	3,640		
Science	15,383		
Foreign Language	2,112		
Technology	<u>107,898</u>		
		\$	172,829

School Library

Supplies	<u>2,696</u>		
		\$	2,696

School Psychologist

Salary	184,229		
Supplies	<u>2,174</u>		
		\$	186,403

Health Services

Nurse Salary	124,421		
Doctor's Stipend	750		
Supplies	<u>3,850</u>	\$	129,021

Student Activities

Transportation	<u>275,315</u>	\$	275,315
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SPED Transportation

Contracted Services	<u>123,723</u>	\$	123,723
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Education Equipment

Education Equipment	<u>12,903</u>	\$	12,903
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Student Activities

Supplies	<u>1,962</u>	\$	1,962
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Custodial

Custodians	405,768		
Office Supplies	16,399		
Wastewater Treatment Facility	73,840		
Waste Disposal	<u>7,186</u>	\$	503,193

Heating of Buildings

Gas Heat	<u>61,871</u>	\$	61,871
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Utility Services

Electricity	155,178	
Telephone	14,120	
Water	<u>4,259</u>	
		\$ 173,557

Maintenance of Grounds

Grounds	<u>2,207</u>	
		\$ 2,207

Maintenance of Buildings

Contracted Services	<u>39,187</u>	
		\$ 39,187

Maintenance of Equipment

Contracted Services	<u>29,933</u>	
		\$ 29,933

Tuition to Mass. Schools

Tuition	<u>424,106</u>	
		\$ 424,106

School Articles

Network Replacement	1,365	
Annual Maintenance Projects	<u>13,851</u>	
		\$ 15,216

CCRHS

Assessment	<u>6,332,983</u>	
		\$ 6,332,983

Minuteman Regional

Assessment	<u>166,951</u>	
		\$ <u>166,951</u>

TOTAL EDUCATION

\$ 15,522,571

PROTECTION OF PERSONS & PROPERTY

Police Department

Salaries & Wages	1,025,690	
Radio Repair	2,516	
Consultant	14,775	
Education	7,300	
Printing	468	
Cruiser Repair	14,550	
Fuel/Mileage	27,010	
Uniforms	15,140	
Admin. Expense	470	
Equipment	<u>20,950</u>	
		\$ 1,128,869

Police Articles

Repave P/S Driveway TM0407	12,187	
Police Cruiser TM0509	1,487	
Replacement Boiler TM0509	7,875	
Police Cruiser TM0510	<u>31,954</u>	
		\$ 53,503

Police Station

Electricity	18,881	
Heat	3,056	
Repair & Maintenance	16,229	
Cleaning Supplies	<u>989</u>	
		\$ 39,155

Fire Department

Salaries	82,598	
Fire Wages	63,081	
Fire Education & Training	19,643	
Inspections	7,752	
Electricity-Station	6,603	
Heat	4,813	
Radio Repair	3,146	
Telephone	6,643	
Bldg. Repair/Maintenance	4,044	
Equipment Maintenance	4,139	
Water Cisterns Electricity/Repair	13,441	
Vehicles Repairs	19,095	
Gasoline	3,897	
Protective Clothing/Uniforms	7,999	
Dues/Membership	1,959	
Miscellaneous	3,212	
Fire Chief Expenses	927	
Additional Equipment	2,087	
Hose	746	
Mun. Fire Alarm Maint.	<u>4,450</u>	
		\$ 260,275

Fire Department Articles

Cistern TM0510	3,868	
Base Transmitter	<u>25,000</u>	
		\$ 28,868

Ambulance

Ambulance Wages/EMT-Stipends	20,065	
Training	10,050	
Gas & Oil	2,931	
Repair	594	
Medical Supplies	<u>2,772</u>	\$ 36,412

Building Inspector

Secretary	21,228	
Education	1,223	
Telephone	716	
Office Supplies	1,901	
Mileage	<u>3,419</u>	\$ 28,487

Plumbing Inspector

Mileage	<u>628</u>	\$ 628
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Dog Officer

Wages - Part Time	8,530	
Expenses	<u>795</u>	\$ 9,325

Animal Control Office

Wages - Part Time	<u>153</u>	\$ 153
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Communications Department

Wages	258,293	
Service Contracts	3,431	
Teletype Maintenance	598	
Education	555	
Telephone	13,260	
Office Supplies	833	
Clothing	214	
Equipment/Maintenance/Repair	<u>5,828</u>	
		\$ <u>283,012</u>

TOTAL PROTECTON OF PERSONS & PROPERTY

\$ 1,868,687

DEPARTMENT OF PUBLIC WORKS

DPW Administration

Salaries & Wages	<u>523,280</u>	\$ 523,280
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Construction & Maintenance

Lines	4,024	
Signs	2,409	
Road Maintenance	<u>42,262</u>	
		\$ 48,695

Snow & Ice Removal

Vehicular Supplies	13,336	
Salt	45,429	
CA & Deice	1,108	
Sand	25,773	
Miscellaneous	<u>32,568</u>	
		\$ 118,214

Street Lighting

Service Contract	<u>19,569</u>	\$ 19,569
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Other Highway

Electricity	6,933	
Heat	8,834	
Telephone	719	
Gasoline	25,308	
Maint./Supplies	50,089	
Uniforms	<u>4,874</u>	\$ 96,757

Transfer Station

Wages, Part-Time	51,929	
Electricity	1,258	
Dumping	131,559	
Gasoline	34,910	
Maint./Supplies	<u>17,877</u>	\$ 237,533

Trees

Service Contracts	<u>6,724</u>	\$ 6,724
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DPW Articles

DPW Dump Truck TM0407	1,024	
DPW-One Ton Truck TM0510	<u>45,617</u>	\$ 46,641

TOTAL DPW

<u>\$ 1,097,413</u>

HEALTH & SANITATION

Board of Health

Clerical	6,304	
Agent	64,567	
Animal Inspector	1,000	
Nursing Care	984	
Training & Meetings	98	
Office Supplies	403	
Dues & Subscriptions	50	
	<hr/>	
		\$ 73,406

TOTAL HEALTH & SANITATION

\$ 73,406

PUBLIC ASSISTANCE

Council on Aging

Wages	67,184	
COA Van Driver Wages	5,043	
Office Operations	5,308	
Program	4,216	
Transportation	3,044	
Newsletter	180	
	<hr/>	
		\$ 84,975

Senior Voucher System

Senior Vouchers	11,200	
	<hr/>	
		\$ 11,200

Youth Commission

Wages	1,853	
Custodian	741	
	<hr/>	
		\$ 2,594

Veteran's Agent

Wages	1,500	
	1,500	\$ 1,500

TOTAL PUBLIC ASSISTANCE

\$ 100,269

LIBRARY

Gleason Library

Wages	336,871	
Automation	27,469	
Training & Meetings	1,079	
Office Supplies	4,096	
Books	64,259	
Records & Visual	20,700	
Periodicals	10,041	
Additional Equipment	360	
	360	\$ 464,875

Library Building

Custodial	25,940	
Repair & Maintenance	41,555	
Supplies	1,907	
	1,907	\$ 69,402

Library Computers

Additional Equipment	8,000	
	8,000	\$ 8,000

TOTAL LIBRARY

\$ 542,277

RECREATION

Parks & Fields

Wages

	62,932	
Mowing	23,375	
Sprinkler Maintenance	1,883	
Electricity	2,460	
Scheduled Maintenance	9,715	
Sanitation	1,370	
	<u>1,370</u>	
		\$ 101,735

TOTAL RECREATION

\$ 101,735

MISCELLANEOUS

Memorial Day

Wages	217	
Miscellaneous	415	
	<u>415</u>	
		\$ 632

State Assessments

State & County Charges	37,870	
	<u>37,870</u>	
		\$ 37,870

Encumbrances

Bldg Inspector	300
General Expenses	944
Town Administrator	1,984
Small Capital	403
Town Accountant	750
Assessors	4,640
Conscom	4,025
Town Hall	340
Police	1,722
COA	655
Library	

	1,208	
Parks & Fields	169	
Unemployment Insurance	<u>6,563</u>	\$ 23,703
TOTAL MISCELLANEOUS		<u>\$ 62,205</u>
 <u>INSURANCE & BENEFITS</u>		
Group Insurance	867,183	
Blanket/Workmen's Comp	124,543	
Unemployment	<u>51,778</u>	\$ 1,043,504
TOTAL INSURANCE & BENEFITS		<u>\$ 1,043,504</u>
 <u>PENSIONS</u>		
County Retirement	<u>594,740</u>	\$ 594,740
TOTAL PENSIONS		<u>\$ 594,740</u>
 <u>DEBT & INTEREST</u>		
Retirement of Debt	714,000	
Interest on Long Term Debt	<u>179,912</u>	\$ 893,912
TOTAL DEBT & INTEREST		<u>\$ 893,912</u>
Subtotal		\$ 22,977,020
 Cash Balance June 30, 2011	 4,045,143	
Warrants Payable FY 2010	<u>716,760</u>	\$ 4,761,903
Total		<u>\$ 27,738,923</u>

TAXES

TAX - 2004

Personal Property

Outstanding July 1, 2010 1,874 \$ 1,874

Outstanding June 30, 2011 1,874 \$ 1,874

TAX - 2005

Personal Property

Outstanding July 1, 2010 333 \$ 333

Payment to Treasurer 3

Outstanding June 30, 2011 330 \$ 333

TAX-2006

Personal Property

Outstanding July 1, 2010 256 \$ 256

Outstanding June 30, 2011 256 \$ 256

TAX-2007

Personal Property

Outstanding July 1, 2010 326 \$ 326

Payment to Treasurer -

Outstanding June 30, 2011 326 \$ 326

TAX-2008

Personal Property

Outstanding July 1, 2010 326 \$ 326

Payment to Treasurer	69	
Outstanding June 30, 2011	<u>257</u>	\$ 326

Real Estate

Outstanding July 1, 2010	<u>28</u>	\$ 28
Abatements	28	
Outstanding June 30, 2011	<u>-</u>	\$ 28

TAX-2009

Personal Property

Outstanding July 1, 2010	<u>310</u>	\$ 310
Payments to Treasurer	66	
Outstanding June 30, 2011	<u>244</u>	\$ 310

Real Estate

Outstanding July 1, 2010	<u>31</u>	\$ 31
Abatements	31	
Outstanding June 30, 2011	<u>-</u>	\$ 31

		TAX-2010	
Personal Property			
Outstanding July 1, 2010	<u>1,168</u>	\$	1,168
Payments to Treasurer	38		
Outstanding June 30, 2011	<u>1,130</u>	\$	1,168
Real Estate			
Outstanding July 1, 2010	<u>137,509</u>	\$	137,509
Payments to Treasurer	112,652		
Abatements/Exemptions/Deferrals	244		
Transferred to Tax Title	24,613		
Outstanding June 30, 2011	<u>-</u>	\$	137,509
		TAX-2011	
Personal Property			
Commitments	248,220	\$	248,220
Payments to Treasurer	241,851		
Written off by Treasurer	7		
Abatements/Exemptions/Deferrals	2,472		
Written off by Treasurer	20		
Outstanding June 30, 2011	<u>3,870</u>	\$	248,220

Real Estate

Commitments	20,741,528	
Written off by Treasurer	<u>24</u>	\$ 20,741,552
Payments to Treasurer	20,576,025	
Abatements/Exemptions/Deferrals	46,575	
Transferred to Tax Title	23,176	
Outstanding June 30, 2011	<u>95,776</u>	\$ 20,741,552

**MOTOR VEHICLE
EXCISE**

TAX - 2004

Outstanding June 30, 2010	<u>8,593</u>	\$ 8,593
Payments to Treasurer	519	
Outstanding June 30, 2011	<u>8,074</u>	\$ 8,593

TAX - 2005

Outstanding June 30, 2010	<u>2,220</u>	\$ 2,220
Outstanding June 30, 2011	<u>2,220</u>	\$ 2,220

TAX - 2006

Outstanding June 30, 2010	<u>4,788</u>	\$ 4,788
Payments to Treasurer	65	
Outstanding June 30, 2011	<u>4,723</u>	\$ 4,788

TAX - 2007

Outstanding June 30, 2010	<u>3,806</u>	\$	3,806
Outstanding June 30, 2011	<u>3,806</u>	\$	3,806

TAX - 2008

Outstanding June 30, 2010	<u>1,848</u>	\$	1,848
Payments to Treasurer	85		
Abatements	590		
Refunds	(590)		
Outstanding June 30, 2011	<u>1,763</u>	\$	1,848

TAX - 2009

Outstanding June 30, 2010	8,064		
Commitments	<u>261</u>	\$	8,325
Payments to Treasurer	5,701		
Abatements	40		
Refunds	(46)		
Outstanding June 30, 2011	<u>2,630</u>	\$	8,325

TAX - 2010

Outstanding June 30, 2010	27,379	
Written off by the Treasurer	1	
Commitments	<u>80,697</u>	\$ 108,077
Payments to Treasurer	102,517	
Abatements	7,837	
Refunds	(7,056)	
Outstanding June 30, 2011	<u>4,779</u>	\$ 108,077

TAX - 2011

Commitments	710,569	
Written off by the Treasurer	<u>61</u>	\$ 710,630
Payments to Treasurer	686,972	
Abatements	11,244	
Refunds	(8,034)	
Outstanding June 30, 2011	<u>20,448</u>	\$ 710,630

**SPECIAL REVENUE
- SCHOOL LUNCH
RECEIPTS**

Cash Balance July 1, 2010	80,902	
Lunch Receipts	124,584	
State Reimbursements	15,907	
Warrants Payable F/Y 11	<u>3,966</u>	\$ 225,359

EXPENDITURES

Salaries & Wages	97,775	
Food & Supplies	45,981	
Cash Balance June 30, 2011	80,775	
Warrants Payable F/Y 10	<u>828</u>	
		\$ 225,359

**COMMUNITY
PRESERVATION
ACT**

CPA Surcharge - 2008

Outstanding July 1, 2010	<u>1</u>	\$ 1
Written off by the Treasurer	1	
Balance June 30, 2011	<u>-</u>	\$ 1

CPA Surcharge - 2010

Outstanding July 1, 2010	<u>1,871</u>	\$ 1,871
Payment to Treasurer	1,478	
Transferred to Tax Title	393	
Balance June 30, 2011	<u>-</u>	\$ 1,871

CPA Surcharge - 2011

Commitments	<u>355,763</u>	\$	355,763
Payment to Treasurer	350,287		
Abatements/Exemptions	4,356		
Refund	(807)		
Transferred to Tax Title	386		
Balance June 30, 2011	<u>1,541</u>	\$	355,763

CPA Surcharge

Cash Balance July 1, 2010	466,030		
Receipts (Net of Refunds)	352,139		
State Receipt	93,000		
Interest	3,914		
FY 11 Expenses	(1,500)		
Paid out for Debt Service	(196,370)		
Transferred to CPA Capital Fund	(235,000)		
Transferred from CPA Capital Fund	9,952		
Warrants Payable F/Y11	<u>739</u>		
CPA Balance June 30, 2011		\$	492,904
Cash Balance June 30, 2011	<u>492,904</u>	\$	492,904

CPA Capital Fund

Benfield Site Plan Review:

Balance July 1, 2010	2,766		
FY11 Expenses for Benfield Site Plan Review	<u>-</u>		
Balance June 30, 2011		\$	2,766

Historical Survey:

Balance July 1, 2010	2,617		
FY11 Expenses for Historical Survey	<u>-</u>		
Balance June 30, 2011		\$	2,617

FY06 Initiatives:

Trails Improvements:

Balance July 1, 2010	2,446		
Transferred to CPA Fund	<u>(2,446)</u>		
Balance June 30, 2011		\$	-

Benfield-Professional Expenses:

Balance July 1, 2010	8,412		
FY11 Expenses for Benfield-Professional Expenses	<u>(7,413)</u>		
Balance June 30, 2011		\$	999

Benfield-Field Design:

Balance July 1, 2010	25,000		
FY11 Expenses for Benfield-Field Design	<u>-</u>		
Balance June 30, 2011		\$	25,000

Benfield-Affordable Housing:

Balance July 1, 2010	33,909		
FY11 Expenses for Benfield-Affordable Housing	<u>-</u>		
Balance June 30, 2011		\$	33,909

Accessory Apartments of Affordable Housing Plan:

Balance July 1, 2010	25		
FY11 Expenses for Accessory Apartments	<u>-</u>		
Balance June 30, 2011		\$	25

FY07 Initiatives:

Bruce Freeman Trail:

Balance July 1, 2010	888		
Additional Appropriation Town Meeting May, 2010 (FY11)	5,000		
FY11 Expenses for Bruce Freeman Trail	<u>-</u>		
Balance June 30, 2011		\$	5,888

FY07 Initiatives:

Conservation Signs:

Balance July 1, 2010	2,608		
FY11 Expenses for Conservation Signs	<u>-</u>		
Balance June 30, 2011		\$	2,608

Pathways:

Balance July 1, 2010	11,729		
FY11 Expenses for Pathways	<u>-</u>		
Balance June 30, 2011		\$	11,729

FY09 Initiatives:

Gleason Library-Professional Services:

Balance July 1, 2010	3,341		
Transferred to CPA Capital	<u>(3,341)</u>		
FY11 Expenses for Gleason Library-Professional Services			
Balance June 30, 2011		\$	-

Gleason Library-Preservation:

Balance July 1, 2010	181,092		
FY11 Expenses for Gleason Library-Preservation	<u>(5,000)</u>		
Balance June 30, 2011		\$	176,092

FY10 Initiatives:

ConsCom Open Space & Recreation Plan:

Balance July 1, 2010	16,610		
FY11 Expenses for ConsCom Open Space & Recreation Plan	-		
Balance June 30, 2011	<u>16,610</u>	\$	16,610

Highland Building Preservation:

Balance July 1, 2010	403,918		
FY11 Expenses for Highland Building Preservation	<u>(170,257)</u>		
Balance June 30, 2011		\$	233,661

FY11 Initiatives:

Restore Bog House:

Transfer from CPA Fund	165,000		
FY11 Expenses for Bog House	<u>(6)</u>		
Balance June 30, 2011		\$	164,994

Housing Coordinator:

Transfer from CPA Fund	50,000		
FY11 Expenses for Housing Coordinator	(45,835)		
Transfer to CPA Fund	<u>(4,165)</u>		
Balance June 30, 2011		\$	-

Trails Improvements:

Transfer from CPA Fund	15,000		
FY11 Expenses for Trails Improvements	<u>-</u>		
Balance June 30, 2011		\$	<u>15,000</u>

CPA Capital Balance June 30, 2010			691,898
Warrants Payable FY11			<u>109,917</u>
CPA Capital Balance June 30, 2011			801,815

Cash Balance June 30, 2011	<u>801,815</u>	\$	801,815
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**Affordable Housing
Trust Fund**

FY07 Initiatives:

Affordable Accessory Apartment Program:

Balance July 1, 2010	90,000	
FY11 Expenses for Affordable Accessory Apartment Program	-	
Balance June 30, 2011		\$ 90,000

Affordable Housing Trust-Community Housing

Balance July 1, 2010	41,079	
FY11 Expenses for Affordable Housing Trust-Community Housing	(420)	
Balance June 30, 2011		\$ 40,659

FY10 Initiatives:

Affordable Housing Trust-Benfield Infrastructure

Balance July 1, 2010	425,000	
FY11 Expenses for Benfield Infrastructure	-	
Balance June 30, 2011		\$ 425,000

Affordable Housing Trust Fund Balance June 30, 2011		\$ 555,659
Earnings on Investments (Inception to Date)		\$ 7,598
		\$ 563,257

Cash Balance June 30, 2011	563,257	\$ 563,257
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Septic Loan Program

Cash Balance June 20, 2011	19,657	
Loans Received from the State	40,000	
Loans to Residents Repaid in Full	39,191	
Received from Residents-Betterment-Principal	3,989	
Received from Residents-Betterment-Interest	3,773	
Monies Loaned out to Residents	(42,104)	
	64,506	\$ 64,506
Cash Balance June 30, 2011	64,506	
	64,506	\$ 64,506
 History of Septic Loans: Inception to June 30, 2011		
Loans Received from the State	130,000	
Monies Loaned out to Residents	(112,447)	
Loans Paid Back in Full	39,191	
Monies Available to Loan	56,744	\$ 56,744
Monies Available to Loan	56,744	\$ 56,744

**OTHER SPECIAL
REVENUE**

RECEIPTS

School Grants

DMA	13,371	
Teacher Quality	10,284	
IDEA	147,743	
Title 1	18,727	
Drug Free Schools	750	
Sped EC 10	4,550	
Sped EC 11	8,820	
ARRA Grant	88,007	

ARRA Grant #2	779	
ARRA Early Childhood	3,115	
SFSF	4,220	
Ed Jobs	<u>23,789</u>	\$ 324,155

School Other

CEF	25,405	
Educational Use of Bldgs	16,573	
Library/Lost Books	371	
Athletic Account	49,379	
Vandalism	160	
School Gifts	103,184	
Music Account	29,609	
C. S. A.	20,639	
Preschool Gift	101,800	
Transportation Fee	10,539	
Circuit Breaker	<u>60,972</u>	\$ 418,631

Miscellaneous

Polling Hours	2,244
COA State Grant	4,501
Library State Aid	4,990
Cultural Council	3,901
Health 53E1/2	25,402
Conscom 53E 1/2	6,247
Stickers 53E 1/2	46,412
Recreation "D"	118,446
Planning Bd "G"	25,161
Conscom Intents	2,415

Cemetery Lots	1,200	
New Vests Grant	15,880	
Fire Department Gifts	2,410	
Recreation Gifts	10,560	
Trail Maps	2,660	
Youth 53E ½	13,149	
Ambulance	68,425	
Pathways-Gifts	40	
Town Gifts	46,975	
Elderly/Dis Aid	2,601	
Zoning Board of Appeals 53G	74	
Historical 53E 1/2	90	
Foss Farm/Garden Plots 53E 1/2	1,060	
Library-Mini Grant	10,600	
Gov's Highway Safety Grant	3,507	
Building 53E 1/2	95,446	
COA-Mini Grant	7,600	
COA 53E ½	7,342	
Center Park Gifts	7,858	
Conscom 53G	15	
SETB Training Grant (Communications)	15,469	
Honor Roll Gifts	2,265	
PHER Grant	10,027	
LRTA (Lowell Regional Transit Authority)	26,843	
Library Sunday Hours Gifts	<u>5,200</u>	
		\$ 597,015
Warrants Payable FY 2011		\$ 67,667
Cash Balance July 1, 2010		\$ 932,201
Total		<u><u>\$ 2,339,669</u></u>

EXPENDITURES

School Grants

DMA	4,328	
Sped EC	1,500	
Teacher Quality	10,284	
IDEA	147,743	
Title I	18,727	
Drug Free	750	
Sped EC	8,820	
ARRA Grant	23,943	
ARRA IDEA	81,005	
ARRA EC	3,115	
SFSF	4,220	
Ed Jobs	<u>23,789</u>	
		\$ 328,224

School Other

CEF	36,588	
Educational Use of Bldg	20,422	
Library/Lost Books	36	
Athletic Account	49,379	
Vandalism	160	
School Gifts	102,167	
Music Acct	25,165	
CSA	23,943	
Preschool Gift	92,879	
Transportation	44,431	
Circuit Breaker	<u>52,334</u>	
		\$ 447,504

Miscellaneous

Polling Hours	2,244
COA State Grant	4,501
Library State Aid	10,055
Arts Council	5,391
Veterans	625
Health 53E1/2	35,884
Conscom 53E 1/2	11,142
Stickers 53E 1/2	33,742
Recreation "D"	106,986
Planning Bd "G"	28,053
Conscom Intents	8,486
Cemetery Lots	9,322
Community Policing	1,050
Police New Vest Grant	15,200
Library Gifts	3,403
Conservation Gifts	109
Police Gifts	110
Fire Gifts	1,141
Recreation Gifts	580
Roadway Reconstruction	98,456
Youth Commission	8,338
Ambulance	37,322
Aid to Elderly	1,856
Zoning Board of Appeals 53G	552
Peer Assistant Grant	159
Historical 53E 1/2	90
Foss Farm/Garden Plots 53E 1/2	483
Library-Mini Grants	6,690

Gov's Highway Safety Grant	3,507	
Building 53E 1/2	73,785	
COA-Mini-Grant	7,600	
COA 53E ½	9,654	
Center Park Gifts	7,821	
Conscom 53G	789	
SETB Training Grant (Communications)	17,204	
Title 5 Grant	5,183	
Honor Roll Gifts	2,000	
Clean Energy Choice Grant	55	
PHER Grant	9,357	
LRTA (Lowell Regional Transit Authority)	26,843	
Library Sunday Hours Gifts	<u>5,057</u>	
		\$ 600,825
Warrants Payable FY 2010		\$ 47,995
Cash Balance June 30, 2011		<u>\$ 915,121</u>
Total		<u><u>\$ 2,339,669</u></u>

AGENCY FUNDS

RECEIPTS

Cash Balance July 1, 2010	36,980	
Sporting Licenses	1,019	
Police Special Detail	129,334	
Meals Tax	212	
Student Activity Account	4,664	
Firearm Licenses	3,475	
Warrants Payable FY 2011	<u>7,933</u>	
		\$ 183,617

EXPENDITURES

Sporting Licenses	1,062	
Police Special Detail	128,370	
Meals Tax	212	
Student Activity Account	1,825	
Firearm Licenses	3,475	
Warrants Payable FY 2010	7,997	
Cash Balance June 30, 2011	<u>40,676</u>	
		\$ 183,617

CAPITAL FUNDS

RECEIPTS

Cash Balance July 1, 2010	1,318,387	
Received from the State	856,703	
BANS Received	9,965,000	
Warrants Payable FY 2011	<u>499,584</u>	\$ 12,639,674

EXPENDITURES

Warrants Payable FY2010	193,224	
BANS Paid	1,465,000	
Cisterns	113,667	
School Bldg-Design & Construction	2,955,453	
Cash Balance June 30, 2011	<u>7,912,330</u>	\$ 12,639,674

**TRUST &
INVESTMENT
FUNDS**

**INVESTMENT
FUNDS**

**STABILIZATION
FUND**

Balance July 1, 2010	935,154	
Transferred to Stabilization Fund from General Fund	75,000	
Interest & Investment	<u>2,928</u>	\$ 1,013,082
Transferred to General Fund	14,948	
Balance June 30, 2011	<u>998,134</u>	\$ 1,013,082

**CONSERVATION
FUND**

Balance July 1, 2010	139,641	
Interest	<u>426</u>	\$ 140,067
Balance June 30, 2011	<u>140,067</u>	\$ 140,067

**PERPETUAL CARE
FUND**

Balance July 1, 2010	135,852	
Contributions Received	1,200	
Interest & Investment Income	<u>283</u>	\$ 137,335
Balance June 30, 2011	<u>137,335</u>	\$ 137,335

TRUST FUNDS

**GLEASON SILENT
POOR FUND**

Balance July 1, 2010	9,500		
Interest	<u>29</u>	\$	9,529
Balance June 30, 2011	<u>9,529</u>	\$	9,529

**SIMON BLOOD
SCHOOL FUND**

Balance July 1, 2010	3,470		
Interest	<u>11</u>	\$	3,481
Balance June 30, 2011	<u>3,481</u>	\$	3,481

**GLEASON TOWN
CLOCK FUND**

Balance July 1, 2010	1,425		
Interest	<u>5</u>	\$	1,430
Balance June 30, 2011	<u>1,430</u>	\$	1,430

**SELINA G.
RICHARDSON
LIBRARY FUND**

Balance July 1, 2010	1,021		
Interest	<u>4</u>	\$	1,025
Balance June 30, 2011	<u>1,025</u>	\$	1,025

**MARY A. HEALD
WORTHY POOR
FUND**

Balance July 1, 2010	409		
Interest	1		
		\$	410
Balance June 30, 2011	410		
		\$	410

**WILLIAM H.
LITCHFIELD
CEMETERY FUND**

Balance July 1, 2010	2,592		
Interest	8		
		\$	2,600
Balance June 30, 2011	2,600		
		\$	2,600

**THOMAS A. &
MARY GREEN
CEMETERY FUND**

Balance July 1, 2010	5,141		
Interest	17		
		\$	5,158
Balance June 30, 2011	5,158		
		\$	5,158

**THOMAS A. GREEN
PUBLIC GROUNDS
FUNDS**

Balance July 1, 2010	2,058		
Interest	7		
		\$	2,065
Balance June 30, 2011	2,065		
		\$	2,065

**THOMAS A. GREEN
SIDEWALK & TREE
FUND**

Balance July 1, 2010	6,409		
Interest	<u>21</u>	\$	6,430
Balance June 30, 2011	<u>6,430</u>	\$	6,430

**MARY A. GREEN
LIBRARY FUND**

Balance July 1, 2010	1,021		
Interest	<u>4</u>	\$	1,025
Balance June 30, 2011	<u>1,025</u>	\$	1,025

**FRED E. & RUTH M.
ROBBINS FUND**

Balance July 1, 2010	47,786		
Interest	<u>146</u>	\$	47,932
Balance June 30, 2011	<u>47,932</u>	\$	47,932

**CAROLINE E. HILL
LEGACY**

Balance July 1, 2010	221,543	
Interest & Investment Income	<u>335</u>	\$ 221,878
Warrants Payable FY10	2,000	
Expended	11,300	
Balance June 30, 2011	<u>208,578</u>	\$ 221,878

**ALVIN R. TITUS
SCHOLARSHIP
FUND**

Balance July 1, 2010	12,679	
Interest	<u>41</u>	\$ 12,720
Balance June 30, 2011	<u>12,720</u>	\$ 12,720

**MELONE LIBRARY
FUND**

Balance July 1, 2010	257,920	
Interest & Investment Income	<u>501</u>	\$ 258,421
Balance June 30, 2011	<u>258,421</u>	\$ 258,421

**DONALD A.
LAPHAM
SCHOLARSHIP
FUND**

Balance July 1, 2010			
Interest	33,375		
	<u>102</u>	\$	33,477
Balance June 30, 2011	<u>33,477</u>	\$	33,477

**HOLLIS TRUST
FUND**

Balance July 1, 2010	129,484		
Interest & Investment Income	<u>10,843</u>	\$	140,327
Balance June 30, 2011	<u>140,327</u>	\$	140,327

**VIVIAN CHAPUT
MEMORIAL FUND**

Balance July 1, 2010	2,500		
Interest	<u>8</u>	\$	2,508
Balance June 30, 2011	<u>2,508</u>	\$	2,508

TOWN OF CARLISLE
COMBINED BALANCE SHEET
JUNE 30, 2011

	Governmental Fund Types			Fiduciary	Account	Total
	General	Special Revenue	Capital Projects	Fund Types	Group	
				Trust and Agency	General Long-Term Obligations	
ASSETS AND OTHER DEBITS						
Cash and short-term investments	\$4,045,143	\$2,116,563	\$8,714,145	\$2,053,328	-	\$16,929,179
Receivables, net of allowance for uncollectibles:						
Real estate and personal property taxes	104,063	-	-	-	-	104,063
Allowance for abatements	(96,987)	-	-	-	-	(96,987)
Tax title	110,544	1,399	-	-	-	111,943
Motor vehicle excise	48,442	-	-	-	-	48,442
Tax deferrals	42,709	-	-	-	-	42,709
Tax possessions	27,223	-	-	-	-	27,223
Betterments	-	69,266	-	-	-	69,266
Community preservation act	-	1,541	-	-	-	1,541
Police Special Duty Receivable	-	-	-	29,176	-	29,176
Amounts to be provided for retirement of long-term obligations	-	-	-	-	4,890,000	4,890,000
TOTAL ASSETS AND OTHER DEBITS	\$4,281,135	\$2,188,770	\$8,714,145	\$2,082,504	\$4,890,000	\$22,156,555
LIABILITIES AND FUND EQUITY						
LIABILITIES:						
Warrants payable	720,454	72,371	609,501	7,933	-	1,410,258
BAN Payable	-	-	9,965,000	-	-	9,965,000
Accrued School Payroll & Expenses	388,766	-	-	-	-	388,766
Abandoned property	33,108	-	-	-	-	33,108
Liabilities due depositors	-	-	-	61,919	-	61,919
Deferred revenue	235,993	72,207	-	-	-	308,200
Bonds and notes payable	-	-	-	-	4,890,000	4,890,000
TOTAL LIABILITIES	\$1,378,320	\$144,578	\$10,574,501	\$69,852	\$4,890,000	\$17,057,251

TOWN OF CARLISLE
COMBINED BALANCE SHEET (continued)
JUNE 30, 2011

	Governmental Fund Types			Fiduciary Fund Types	Account Group	Total
	General	Special Revenue	Capital Projects	Trust and Agency	General Long-Term Obligations	
FUND EQUITY:						
Fund balances:						
Reserved for:						
Encumbrances	54,858	-	-	-	-	54,858
Designated for continuing appropriations	238,124	-	-	-	-	238,124
Debt Service-MSBA	46,807	-	-	-	-	46,807
CPA Historical	-	4,381	-	-	-	4,381
CPA Community Housing	-	301,425	-	-	-	301,425
Unreserved:						
Designated for subsequent year's expenditures	297,852	-	-	-	-	297,852
Undesignated	2,265,174	1,738,386	(1,860,356)	2,012,653	-	4,155,857
TOTAL FUND EQUITY	\$2,902,815	\$2,044,192	(\$1,860,356)	\$2,012,653	\$0	\$5,099,304
TOTAL LIABILITIES AND FUND EQUITY	\$4,281,135	\$2,188,770	\$8,714,145	\$2,082,504	\$4,890,000	\$22,156,555

TOWN TREASURER

The following is a summary of the financial records and balances of the Town Treasurer for the Fiscal Year ending June 30, 2011:

CASH BALANCE

Cash Balance, June 30, 2010	\$ 10,159,267.37
Receipts, July 1, 2010 - June 30, 2011	36,704,675.69
Disbursements, July 1, 2010 - June 30, 2011	<u>(29,934,764.42)</u>
Cash Balance, June 30, 2011	<u>\$ 16,929,178.64</u>

ACCOUNT BALANCES

Interest Bearing Accounts:

Eastern Bank	\$ 1,808,421.48
Enterprise Bank and Trust Co.	10,553,241.85
UniBank for Savings	956,989.40
Mass. Municipal Depository Trust	<u>337,877.70</u>

Total Interest Bearing Accounts \$13,656,530.43

Combined Investments Funds:

Eastern Bank	<u>\$ 832,929.55</u>
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Total Combined Investment Funds \$ 832,929.55

Trust Funds:

Eastern Bank	\$ 653,248.24
Mass. Municipal Depository Trust	1,168,449.24
Morgan Stanley	<u>618,021.18</u>

Total Trust Funds \$ 2,439,718.66

TOTAL CASH AND INVESTMENTS \$16,929,178.64

TAX COLLECTOR

Schedule of Outstanding Receivables As of June 30, 2011

Real Estate & CPA Taxes

Levy of 2011, including CPA	\$ 97,317.76
Levy of 2010, including CPA	0.00
Levy of 2009, including CPA	0.00
Levy of 2008, including CPA	0.00
Prior Years	0.00
Total Real Estate & CPA Taxes	<u>\$ 97,317.76</u>

Personal Property Taxes

Levy of 2011	\$ 3,869.57
Levy of 2010	1,129.63
Levy of 2009	243.67
Levy of 2008	256.96
Prior Years	2,786.51
Total Personal Property Taxes	<u>\$ 8,286.34</u>

Deferred Property Taxes \$ 42,708.97

Taxes in Litigation \$ 0.00

Motor Vehicle Excise Taxes

Levy of 2011	\$ 20,447.74
Levy of 2010	4,778.83
Levy of 2009	2,629.84
Levy of 2008	1,763.01
Prior Years	18,822.52
Total Motor Vehicle Excise Taxes	<u>\$ 48,441.94</u>

Tax Liens / Tax Title

Levy, including CPA	<u>\$ 111,943.01</u>
Total Liens / Tax Title	\$ 111,943.01

Tax Foreclosures / Tax Possessions \$ 27,222.57

BOARD OF ASSESSORS

The Board of Assessors operates under the authority of Massachusetts General Laws and the Department of Revenue. In Carlisle, the Board of Assessors consists of three members who are elected to three-year terms. The Assessors' primary duty is to value all real estate and personal property in the town that is subject to taxation. The Board is to assess all properties at their full and fair market value as of January 1st preceding each fiscal year.

Assessors are required to submit these values to the Commonwealth of Massachusetts Department of Revenue for certification every three years. In the years between certifications, assessors must also maintain values. The assessors review sales and the market activity every year and thereby monitor values each year. This is done so that the property taxpayer pays his or her fair share of the cost of local government.

Under Proposition 2 ½, Massachusetts' cities and towns are limited in the total property taxes that can be collected from one year to the next. Tax revenues cannot exceed 2 ½ percent of the prior year's allowable levy, with exceptions for revenue derived from new construction (New Growth), and citizen override elections.

The Board reported \$14,666,224 in new growth valuation to the Department of Revenue, which was certified during the fiscal year 2012 tax rate setting process. The tax rate in the Town increased from \$16.13 to \$17.14 for fiscal year 2012. The Town has a total assessed valuation of \$1,335,062,046, which includes exempt properties.

Below is a chart listing the Fiscal Year 2011 breakdown by Property Class:

<u>Property Class</u>	<u>Parcel Count by Class</u>	<u>Total Value by Class</u>	<u>Tax Rate per \$1,000</u>	<u>Total Tax by Class</u>	<u>% of Levy by Class</u>
Residential	1910	\$1,232,106,185	\$17.14	\$21,118,300.10	97.9644%
Open Space	-	-	0.00	-	0.00%
Commercial	76	8,696,439	17.14	149,056.98	0.6914%
Industrial	2	1,206,800	17.14	20,684.55	0.0960%
Personal Property	91	15,698,222	17.14	269,067.49	1.2482%
Exempt		77,354,400	0.00	0	0.00%
Totals:	<u>2,079</u>	<u>\$1,335,062,046</u>		<u>\$21,557,109.12</u>	<u>100.00%</u>

The Board received 64 applications for abatement during the appeal period for FY 2011.

Assessors are elected (in Carlisle) or appointed locally in Massachusetts' cities and towns. Massachusetts State Law requires assessors to list and value all real and personal property. The valuations are subject to "ad valorem" basis for taxation, which means that all property should be taxed "according to value". Assessed values in Massachusetts are based on "full and fair cash value" or 100 percent of fair market value.

Assessors do not make the laws that affect property owners. Our Massachusetts Legislators enact tax laws. The Department of Revenue establishes various guidelines and regulations to implement the legislation. The assessors, in short, follow the procedures established by others to set the value of property. Market Value is actually set by buyers and sellers as they establish the worth of comparable properties through their transactions in the real estate marketplace. The Assessors also do not determine taxes. The Town itself determines the level of property taxation through its town meeting by voting on total spending for the Fiscal Year. Whether assessments increase or decrease, tax rates are adjusted annually to raise the revenue required to fund local government operations.

Members:

Michael Coscia, Chairman

James Marchant

Kenneth Mostello

LONG TERM CAPITAL REQUIREMENT COMMITTEE

The Finance Committee budgeted \$250,000 for the LTCRC to allocate for capital equipment in the Levy Limit budget. A series of meetings were held with various town departments soliciting their capital needs for FY 2012 and their plans for the near future (2013-2016).

The Committee received presentations from CPS, CCRSD, Fire, Police, Town Administrator, Finance Department, Conservation Commission, Energy Task Force, and DPW.

The order of prioritization was: health and safety, maintenance of existing infrastructure, and finally, new initiatives.

The Committee recommended the approval of \$250,000 at Town Meeting for the following items:

1. Levy Limit Funding		
CPS	Tech Replacement	80,000
CPS	Annual Maintenance	25,000
CPS	Hot Water Heater – Corey	15,000
CPS	Auditorium Seat Refurb	
	Phase I	13,000 *
Police	Cruiser	32,000
Communication	Radio System Upgrade	17,000
Fire Dept	Repave Parking Lot	23,000 **
DPW	Transmitter	25,000
Library	Computer Replacement	10,000
Library	Misc Maintenance Projects	10,000 ***

* This is enough to buy all the fabric. The next two phases will cover the actual covering of the seats.

** Another \$27,000 is expected to be budgeted in the future for a total of \$50,000 to complete the project.

*** Project expected to include sidewalk, roof and HVAC repairs.

2. Warrant Article for a Capital Exclusion

The Committee recommended passage of an article to raise \$120,000 to replace the 1979 Mack dump truck at the Department of Public Works.

The following items were Not Recommended at this time:

CPS	Wilkins Security Alarm	50,000	Wait until the Spalding project is done
Energy	Town Hall HVAC	45,000	See if funding comes from other sources
Fire	Municipal Fire Alarm	40,000	
Fire	generator replacement	50,000	Stay with the same for another year

Members:

Donald Rober – Chair

Thornton Ash

Dave Guarino

Jack Kablotsky

Tom Lane

PERSONNEL BOARD

In 2011, the Personnel Board undertook the review and grading of several current and new positions. This included reviewing requests for changes in hours and job descriptions. The Board reviewed several current policies and began work on clarifying them.

The Board made a recommendation to the Board of Selectmen regarding adjustment for Town employee rates of pay for FY2013 based on a review of information from Carlisle and local comparable towns combined with the inflation rates at state and national level. Members also attended and contributed information to a variety of other Town Boards and Committees.

Chairmanship of the Board passed to Diane Makovsky. The Board would especially like to thank Jo-Ann Driscoll for her service. Jo-Ann stepped down from her longstanding position as Chair of the Personnel Board this year but remains an active member of the board, and her insight and background on previous decisions continues to be invaluable to the Board.

Our thanks go to the Town Administrator and all Town employees who have helped with our projects during the year.

Members:

Diane Makovsky, Chair

Jo-Ann Driscoll

Mark Hersey

Sandy Savage

HEALTH
and
REGULATORY SERVICES

BOARD OF HEALTH

Envisioning Carlisle as healthy people living in a healthy community is at the heart of the Board of Health's work. The Board enforces laws and regulations that protect health and safety, educates and empowers people about health issues, monitors the health and well-being of the community and protects the environment and natural resources that sustain Carlisle's quality of life.

Boards of Health in Massachusetts are required under MGL Ch. III, Section 31 to oversee and enforce many of the state's public health regulations including 310 CMR.15.00 (Title 5), 310 CMR 22.00 (Public Water Supplies), 105 CMR 410.00 (Housing and Sanitation), 105 CMR 590.00 Federal/State Food Code, and 105 CMR 430.00 (Recreational Camps). In addition the Board is authorized to enact local regulations to address the special characteristics of the town. Regulatory duties often carry crucial timelines. If a septic system application is not acted upon within 45 days, it receives presumptive approval; certain diseases require 24 hour reporting; housing and sanitary complaints must be addressed within 48 hours. At all times the Board must be aware of and comply with these legal constraints.

The Board consists of a five member elected board. Board members are Jeff Brem (chairman), Mark Caddell (vice-chairman), Bill Risso (clerk/treasurer), and Cathy Galligan. Donna Margolies joined the Board in May to fill the seat vacated by Elizabeth Nilson. The Board is pleased that Dr. Nilson has agreed to continue as the Board's medical advisor. The Board has a full time health agent, Linda Fantasia, and a part time assistant, Bobby Lyman. The Board also retains the services of two Animal Inspectors, Larry Sorli and Deb Toher, and a Pump and Well Inspector, Ralph Metivier. In addition to these employees, the Board has contracts for engineering and inspectional services with Technical Consulting Group (Rob Frado) and Phelps Food Service (Randy Phelps), respectively. The Board supervises two subcommittees, the Water Quality Subcommittee whose members are Steve Hinton, Tony Mariano Sr. and Tony Mariano Jr. and Vallabh Sarma and the Carlisle Medical Reserve Committee co-chaired by Martha Bedrosian and Mary deAlderete.

In 2011 the Board addressed two major health issues – garden composting and excessive noise. The Board was asked to look into the possible health risks associated with the use of fresh animal bedding at the community garden. Following an extensive research analysis by Board member Mark Caddell, the Board developed a policy of best management practices for composting which was shared with the community. The second issue involved researching the potential health risks from the use of a ram hoe and similar impact devices during construction activity. Board member Cathy Galligan researched industry standards and regulations and participated in a noise bylaw working group with the Planning Board. Rather than enacting a regulation, the Board agreed with the Planning Board to develop a noise control policy which will be a requirement of a development's construction management plan.

In the area of emergency preparedness, the Board undertook two major activities. In July the Board hosted a table top exercise for Carlisle and Concord town officials. The exercise involved developing risk communication responses in advance of a pending

hurricane. Following the exercise, an After Action Report was distributed to both communities. This event was paid out of a grant from the MA Public Health Region 4A. The exercise was well received and came just in time for two real life events in August and October.

The first event “Hurricane Irene” caused little inconvenience to Carlisle residents; the second event, the “Halloween Snow Storm”, caused major disruptions. The Local Emergency Planning Committee (Police, Fire, DPW, Selectmen, Board of Health, Council on Aging, Town Administrator) met twice daily during the storm and aftermath. The town made significant use of the Blackboard Connect messaging system which the Board had helped to fund through a Region 4A grant. With power outages throughout town, some for as long as five days, the Board of Health with the assistance of its Medical Reserve Corps and the Council on Aging organized a warming center at the school where residents could shower, collect water and charge cell phones. The center was open from 12:00 to 8:00 pm for three days. All five Board Members and Health Department staff worked at the center. Twenty-two residents took advantage of the center. Both events provided town officials and residents with confidence in the town’s ability to respond during an emergency. The Board is extremely grateful to all of the volunteers who worked at the center and to all residents who offered to share food, housing and equipment.

A wildlife incident involved the attack of a rabid raccoon on a young child. The child received prophylactic treatment and the raccoon was disposed of by the police. The Board used a Blackboard Connect mapping tool to warn residents in a half mile radius of the attack to secure trash and avoid wildlife.

Other projects that came before the Board included the school building project, a state arsenic and uranium study, farmers market permitting, solar energy bylaw, solid waste permitting, ground source heat pumps and guest houses. Board member Bill Risso represented the Board on the School Building Committee. The Board approved an asbestos removal plan and the drilling of a new well for the fire cistern. The state provided an interactive website so residents could track whether their well was located in an area of high predictability for the presence of naturally occurring arsenic and uranium. Additional information was placed on the town website. Following meetings with market managers, the Board issued permits for the winter market at the First Religious Society and the summer market at Kimball’s. Since the winter market intended to sell beef and poultry, the Board researched the requirements for the safe handling of these products. The Board’s food service consultant inspected both markets and provided recommendations. The Board investigated a complaint about one of the vendors which the managers addressed. The Board continues to support this local activity. The Board fully supported the Solar Energy Bylaw which was passed at spring town meeting. In 2010 the Board was notified that the responsibility for permitting of small transfer stations (50 tons of refuse per day or less) was being transferred from Mass DEP to local Boards of Health. Board member Cathy Galligan began looking into what this might mean for the Carlisle Transfer Station. In May of 2011 a ruling from the State Auditor resulted in the regulation being rescinded. Following the new state guidelines, the Board approved three applications to install geothermal wells. One well was an open loop system for an existing house being renovated. This well would also

serve as the drinking water supply well. Two applications were closed loop wells one for a new house being built and one to replace an existing geothermal well. The technology in this field has improved since geothermal wells were first introduced in the 1980's and Mass DEP has streamlined its permitting process for the wells which are classified as Underground Injection Control wells. The Board expects there will be more applications for ground source heat pumps and has started to prepare a local application form and policy. In September the Board approved a septic upgrade for a guest house based on the decision of the Building Commissioner that it was a permitted use. Although the Board does not decide zoning, a later question arose about the town's long standing policy with regard to guest houses. The Building Commissioner's decision was appealed to the Zoning Board of Appeals by the Planning Board and two residents. When the appeals failed to get the required unanimous decision the Board released the septic system construction permit and the work was done in late fall.

The Board continued its permitting duties throughout 2011. Ferns Country Store received high marks during its bi-annual inspections. A one year food establishment permit was issued and the Board recommended the Selectmen renew Ferns Victualler's license. The Board granted Food Establishment permits to the Carlisle Public School, Kimball's and Great Brook Ice Cream Stands and three local churches. One Day Permits were issued to non-profit organizations (Fire Department, Boy Scouts, Council on Aging, Old Home Day Committee, and 6th Grade Spaghetti Supper). The Board also issued twenty-eight septic system permits; two for new construction, eight for redesigns, thirteen for repairs of failing systems and five minor component repairs. Four applications required public hearings for waiver requests. One accessory apartment application was approved. Seventy-four barns were inspected and licensed. The Board responded to one complaint about horses on the loose. The Board's agent inspected and licensed two sport camps during the summer.

The Board used grant money to hire two consultants (Clearly Organized Solutions and Kathleen Bond) to do an After Action Report on the previous year's flu clinics and to incorporate those recommendations into the Town's Emergency Dispensing Site plans. The Board also investigated a District Incentive Grant funded by the state to provide regional public health nursing services. A number of neighboring communities expressed interest in the proposal, some as fully committed and others (Carlisle) willing to consider. The regional application was withdrawn when the state changed the grant deliverables. The Board's State Revolving Fund application for a sewer connection project did not make the 2011 Intended Use Plan. Projects that made the list involved large sewer projects or storm water management. The Board will continue to look into funding for this project which could be used to serve the Library, senior housing and to improve the functioning of the school's waste water treatment plant. Board members Cathy Galligan, Donna Margolies and Health Agent Linda Fantasia worked on a community health assessment grant application sponsored by the Community Health Network Association (CHNA 15). The award will be announced in 2012. Board member Donna Margolies and Health Agent Linda Fantasia also completed a 45-hour Foundations for Local Public Health course funded by the state and designed to provide skills and resources to improve local competencies. Board members continued to take advantage of association trainings and certifications throughout the year.

The Board continued with its community service activities including a Hazardous Waste Collection held in May, a senior flu clinic held in November and a Rabies clinic held in March. Veterinarian Tiffany Rule, DVM, volunteered her services and Countryside Animal Hospital provided staff and vaccine for the clinic. A total of 30 cats and dogs were vaccinated. Concord Carlisle students earned community service points helping at the clinic. The Board and the Carlisle MRC sponsored a booth at Old Home Day which highlighted the newly organized HAM Radio Group. The Board received a Citizen Corps Grant which paid for the installation of the antennas at the police station and school (public shelter). Resident Alan Lewis demonstrated the radios at the booth.

Summary of the Board of Health Finances FY11

The Carlisle Board of Health has been very successful throughout the years in maintaining a high level of service to the community at a very reasonable cost to the taxpayers (\$45.66 per household in 2011).

Revenue

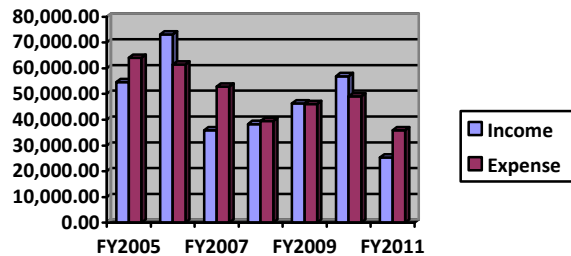
The Board’s FY11 operating budget of \$72,440.00 ended with a balance of \$34.37 that was returned to the General Fund. The Board also generated \$5066.50 in licensing fees which were returned to the General Fund. Beginning in FY11, the Board agreed to give back 10% of its revolving account fees to the General Fund (\$2820).

53 E ½ Revolving Account –

The Board strives to keep fees consistent with costs and to ensure there are sufficient funds available to pay for old obligations. This fund has experienced a significant drop in income due to the poor economy (Table A).

Table A

53E ½	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011
Income	54,669.00	73,162.00	35,890.00	38,330.00	46,305.00	56,924.00	25402.00
Expense	64,055.00	52,895.00	39,452.00	46,090.00	49,009.00	35,884.00	



Prepaid Obligations

Currently there is \$15,893.00 outstanding in old obligations based on the hourly engineering rate of \$95.74 as shown in Table B. The majority of inspections and as-built

reviews take one half hour. The hourly rate does not include 30% management costs overall. The engineering rate will increase on July 1, 2012 at an unknown percentage.

Table B

Engineering	Prepaid Services	Current Costs
54 Permits	4 inspections	\$10,340.00
	2 as-builts	\$5,170.00
5 Permits	1 inspection	\$239.00
1 Permits	2 inspections	\$96.00
	1 as-built	\$48.00
Obligations		\$15,893.00

In addition to engineering fees, the 53E account also holds well, barn and food establishment permit fees. Barn inspection fees are \$25 which is the amount paid to the inspector. The Well Inspector receives \$75 out of every \$100 collected. Commercial Food Establishment fees cover the costs of semi-annual inspections. The Board does not charge permit fees for non-profit organizations. A small portion of this account also covers secretarial wages (up to eight hours per week).

Community Septic Loan Program (CSLP):

The Board maintained the Community Septic Loan Program, funded by the state for \$130,000. Three loans were processed in 2009, one in 2010 and one in 2011. The fund has \$56,743.93 to loan as of December, 2011. A balance of \$6,272.32 remains available from the administration grant. The Board continues to use a portion of this amount to cover staff time to work on the program.

Public Health Emergency Response (PHER)

The Board received \$8947.27 in Region 4A Emergency Preparedness funding in 2011. This money was used to provide cell phone service (\$575.64), consulting and medical supplies (\$3024.92), one-half the cost of the Blackboard Connect system (\$1537.00), training and equipment (\$3809.71).

Potential Budget Impacts

Permit Extension Act of 2010

This Act of the Legislature was intended to promote long-term economic recovery by establishing an automatic two-year extension for any active permit during the period August 15, 2008 through August 15, 2010. This means an extension of the prepaid septic permits from four to possibly six years.

Delivery of Services

As the population and demand for services grow, the Board is challenged to meet these needs without incurring additional budget impacts. Rather than increase its fees during a poor economy, the Board strives to decrease costs of services through efficiencies and looking for outside sources of revenue (grants). It is through these endeavors that the Board is able to stay within local funding guidelines while continuing to provide a high level of service to residents.

Conclusion

One of the main strengths of the Carlisle Board of Health is the commitment of its elected members in service of their town. Protection of the public health is a core essential of a vital community. The Board of Health envisions a community where all members are provided the tools to make positive life choices in a safe and healthy environment. The Board is very grateful to the Town of Carlisle for supporting these goals.

Members:

Jeffrey A. Brem, Chairman

Mark Caddell, DDS

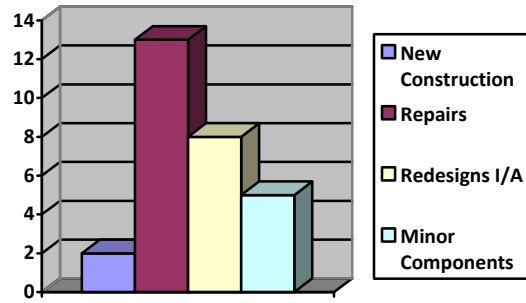
William Risso

Catherine Galligan

Donna Margolies, R N

BOARD OF HEALTH
2011 ANNUAL STATISTICS

Septic Plan Allocations - 28 Septic Systems
2 New, 13 Repair, 8 Redesign, 5 Minor Components



Title 5 Inspections: 53 inspections, 92% pass rate
Pass-45, Conditional Pass-4, Failed-4

General Statistics

Licenses	46
Septage Haulers	16
Pump Installers	5
Septic System Installers	25
Hazardous Waste	106
Full Load	22
Half Load	84
Reportable Diseases	30
Lyme	20
Babesiosis	2
TB follow up	3
Communicable Diseases	1
Salmonella	2
Campylobacter	2
Barn Inspections	74
Rabies Clinic (16 dogs/ 14 cats)	30
Senior Flu Vaccination Clinic	87

Food Establishments	11
Food Service	4
Residential Kitchen	3
Farmers Market	1
Retail	1
Ice Cream	2
One Day Food Permits:	8
FRS: Strawberry Festival	
FRS: Memorial Day Lunch	
FRS: Harvest Fair	
Jakes Boss BBQ	
FRS: Greens Sale	
Cong. Ch.: Pancake Breakfast	
Fireman: Old Home Day	
Boy Scout Troop 135	
Well Permits	10
Ground Source Heat Pumps	3

BUILDING COMMISSIONER

During the period January 1, 2011 through December 31, 2011, 191 building permits were issued as follows, and \$150,570.84 collected in fees, which were turned over to the Town Treasurer. The Building Inspector addressed 9 zoning issues and complaints.

Number of Permits	Purpose
7	New Dwelling
12	Addition
105	Alteration
2	Garage
0	Porch/Deck
0	Barns
10	Shed
4	Woodstove
4	Pool
2	Pool House
36	Roof

INSPECTOR OF WIRES

During the period January 1, 2011 through December 31, 2011, 177 electrical permits were issued and \$23,890.00 collected in fees and turned over the Town Treasurer.

PLUMBING INSPECTOR

During the period January 1, 2011 through December 31, 2011, 111 plumbing permits were issued and \$11,730.00 collected in fees, which were turned over to the Town Treasurer.

GAS INSPECTOR

During the period January 1, 2011 through December 31, 2011, 105 gas permits were issued and \$7,185.00 collected in fees, which were turned over to the Town Treasurer.

FIRE DEPARTMENT PERMITS ISSUED

During the period January 1 to December 31, 2011
The following permits were issued:

Agricultural Burning	0
Blasting	7
Cistern	1
Dance Hall	5
Facility Inspection	4
Fire Alarm System	9
Fuel Tank Installation	6
Fuel Tank Removal	8
LP Gas Installation	27
Oil Burner Installation	21
Oil Line Upgrade	28
Open Burning	660
Smoke & CO Detector	72
Sprinkler System	1
Temp Heater	1
Tentage	2
Welding	4
<hr/>	
TOTAL	856

A total of \$ 6,085.00 was collected and turned over to the Town Treasurer.

CARLISLE HOUSING AUTHORITY

Mission

The mission of the Carlisle Housing Authority is to develop and support affordable housing opportunities for Carlisle. The Housing Authority also works with other Town departments and boards to provide housing referrals and housing education to Carlisle residents.

Membership

The Carlisle Housing Authority has five members, four of whom are elected by the Town. The fifth member is appointed by the Governor, pursuant to Massachusetts statute (M.G.L. c. 121B). Carolyn Ing was appointed by the Governor in 2009 and her term ends in 2016. Alan Lehotsky served as Chairman throughout the year. James Bohn served as Treasurer, and Carolyn Ing served as Secretary. Steven Pearlman served as a member of the Board. In November 2010, the Carlisle Housing Authority voted to submit W. Randall Brown's name to the Board of Selectmen to fill the vacant position created by Ms. Susan Stamps' resignation. In December 2010, the Carlisle Board of Selectmen appointed Mr. Brown to serve in the position until the 2011 town election. Mr. Brown was elected to the Board in May 2011.

In addition to their service to the board, members of the Housing Authority Board serve as liaisons on other Town boards and committees. James Bohn was appointed by the Board of Selectmen as the Housing Authority's representative member on the Town of Carlisle Affordable Housing Trust; Steven Pearlman represents the Housing Authority on the Community Preservation Act Committee, with Alan Lehotsky as the Alternate. Mr. Brown serves as the Planning Board's liaison and the Board's representative on the Banta-Davis Task Force.

Affordable Housing Development - Year in Review

In 2011, the Housing Authority held 17 meetings, as a rule scheduled on the second Thursdays and fourth Tuesdays of each month. Highlights of these meetings follow.

January – February 2011: The Housing Authority's selected developer NOAH responded to a Massachusetts Department of Environmental Protection (MassDEP) request for additional information on the engineering design of the Benfield Farms wetland replication area. The Housing Authority also worked with the Town of Carlisle Affordable Housing Trust (Housing Trust) on a request for a 2011 Community Preservation Act (CPA) funding extension for the \$425,000 appropriated by TM in 2008 for Benfield affordable housing infrastructure, to be used toward the Benfield senior housing.

The Chair of the Housing Authority was invited to attend the Annual Meeting of the Carlisle Elderly Housing Association, which owns the Village Court Senior Housing development. The purpose of the invitation was to discuss possible expansion of Village Court, as proposed in the 2010 Carlisle Housing

Production Plan.

In response to a request by the Highland School Building (HSB) Stabilization Committee for reuse proposals for the recently stabilized HSB, the Housing Authority developed a cost-benefit and feasibility checklist which considers an affordable housing reuse option for the HSB. The Housing Authority received small scale re-use project assistance from the Massachusetts Housing Partnership (MHP) in developing its re-use option proposal. Ms. Rita Farrell of MHP provided valuable advice.

The Massachusetts Department of Developmental Services (DDS) Area Management staff met with the Housing Coordinator, Elizabeth DeMille Barnett, expressing renewed interest in working with the Town to develop two group homes, with a total of 9 to 10 bedrooms, for developmentally disabled adults. The design, construction and management of the proposed DDS homes would be financed and operated, by a state funded non-profit.

March-April 2011:

DEP issued a Superseding Order of Conditions for the NOAH Benfield Farms senior housing project, which affirmed the Carlisle Conservation's Wetland Order of Conditions, issued in June 2009. The Housing Authority voted to fund additional wetlands delineation at the Benfield property, as required by this Order.

The Carlisle Board of Selectmen authorized the Building Commissioner to reduce the Benfield Farms Building Permit fee by 50%. The Housing Authority voted to use appropriated CPA funds to pay 25% of the reduced fee for the NOAH Benfield Farms Building Permit.

U.S. Senators John Kerry and Scott Brown, Congresswoman Niki Tsongas, State Senator Susan Fargo and State Representative Cory Atkins have written letters of support for the proposed NOAH Benfield Farms senior housing, which were all included in the second One-Stop Application filed with DHCD on April 28, 2011.

The Housing Authority approved the Carlisle Trails Committee's request to lay gravel at the Benfield property entrance.

May-June 2011:

The Massachusetts Community Economic Development Assistance Corporation (CEDAC) Board conducted a pre-funding site visit to the Benfield Farms site with NOAH and Elizabeth DeMille Barnett, Housing Coordinator. Shortly afterwards, NOAH received final approval from CEDAC for a

\$100,000 loan (an additional \$350,000 was set aside to be disbursed at later stages in the project).

CEDAC manages a \$45-million revolving loan fund that provides seed money for non-profit housing development. The CEDAC Board is chaired by the Secretary of the Executive Office of Housing and Economic Development, and includes representatives the Executive Office of Administration and Finance, the Massachusetts Housing Partnership, MassHousing, other housing entities and leading banks.

The Housing Authority met with Police and Fire representatives to review the potential Highland School Building housing option and associated public safety issues.

The Housing Authority came before the Housing Trust in order to request funding for an engineering site evaluation of the Conant Land, in order to determine the feasibility of siting a DDS group home on the property. The Housing Trust voted to deny this request, but made three recommendations: 1) the Trust receive more information about the Conant Land Site and DDS housing ; 2) the Highland School Building be considered as an option for the proposed DDS housing; and 3) that the Housing Trust revisit the Housing Authority's DDS engineering proposal in the near future.

The Housing Coordinator conducted a site visit of a DDS group home in Burlington.

July-August 2011: Mary Beth Coyne, DDS Area Manager, conducted a site visit of the Highland School Building with the Housing Coordinator and the Building Commissioner, with a view to evaluating the potential of the building for development of a DDS group home.

The Housing Authority conducted a site visit of the DDS Till, Inc. group home in Westborough, Massachusetts, with view to the quality of the design and the home's integration into the surrounding community.

September-October 2011: The Housing Authority gave a presentation to the Carlisle School Committee entitled "The Highland School Building Affordable Housing Option." This presentation detailed the Housing Authority's re-use proposal, which would be to develop up to nine, one-bedroom and/or studio rental units in the building through a ground lease RFP, at no additional cost to the Town. This proposal would meet local demand for smaller, non-age restricted units. Nine rental units (with at least 25% affordable), also would provide the Town "safe harbor" from

unfriendly Chapter 40B development for one year.

The Housing Trust renewed its discussion of the Housing Authority's request for funding for an engineering site evaluation of the Conant Land, in order to determine the feasibility of a DDS group home. At the same meeting, the Housing Authority made a presentation of its Highland School Building Affordable Housing Option to the Housing Trust.

In mid-October, NOAH learned that it did not receive Benfield Farms funding. This was the second time NOAH had submitted an application for the limited funding available.

November-December 2011: NOAH attended a DHCD One-Stop Application "de-brief" for Benfield Farms, receiving very positive feedback. The Housing Authority also learned that the current DHCD funding environment is extremely competitive, with DHCD funding decisions taking into account factors such as a community's progress developing family housing and progress toward meeting its 10% affordable housing goal on the Subsidized Housing Inventory.

The Housing Authority Chair met with NOAH and members of the Housing Trust, in order to develop a strategic plan for the January 2012 DHCD One-Stop Funding round. The consensus reached at this meeting was that, in order to receive funding for NOAH Benfield Farms or any other future Town-supported affordable housing projects, the Town needs to develop affordable family housing.

As of December 31, 2011, the Benfield Farms "Interest List" included the names of 109 seniors, 95 of them either current Carlisle residents or family members or former residents.

Policy and Program Development

Throughout 2011, the Housing Authority, through the Housing Coordinator, received inquiries for housing referrals/education on a near daily basis, which included questions about resources for mortgage counseling, affordable housing opportunities, assistance for households under threat of foreclosure, assistance for home modification accessibility or assistance with other zoning by right options, which allow residents to remain in their homes.

On January 31, 2011, the Housing Authority held an evening workshop on home accessibility modification for disabled and frail senior residents, titled the "Hope for Staying in Carlisle". Christina Cutting, Coordinator, Home Modification Program, Southern Middlesex Opportunity Council, was the keynote speaker. The purpose of the workshop was to talk about grant and loan programs available to make accessibility modifications to homes, to enable seniors or disabled residents to stay in their homes.

The Housing Authority also provided home modification outreach to the Carlisle Public Schools Special Education Parent Advisory Committee (SEPAC).

The Housing Trust funded a legal services consultant, Kathleen O'Donnell, Esq., to prepare a draft revision of Carlisle's Regulatory Agreement (deed restriction) for the proposed Affordable Accessory Apartment (AAA) Program for review. The draft revision to the Regulatory Agreement is intended to address concerns and comments expressed by the Planning Board in a manner that will be acceptable to DHCD. The Regulatory Agreement is the final component of the AAA program that requires DHCD approval. This approval is required in order to initiate the proposed program.

In February 2011, the Housing Coordinator met with the Town of Harvard Municipal Affordable Housing Trust, Harvard BOS and other town representatives, to discuss Carlisle's progress with the proposed AAA program and other potential areas of affordable housing collaboration. The Housing Authority initiated development of its web-based Affordable Housing Glossary, now on the Town's website.

In March 2011, Thomas Lane, Planning Board (PB) liaison to the Housing Authority, provided the Housing Authority with the PB's comments on the O'Donnell draft AAA Regulatory Agreement. These comments were forwarded to Ms. O'Donnell.

On March 31, The Housing Authority offered an evening program "Federally-Authorized Mortgage Foreclosure Prevention Assistance: how it works and how it can help," in collaboration with the Home Preservation Center, Coalition for a Better Acre. The panel comprised of Suzanne Frechette, Deputy Director, Coalition for a Better Acre (CBA); Wen (Wayne) Farina, Director of the CBA Home Preservation Center; and Frank Carvalho, Executive Director of Mill Cities Community Investments. At this event, Mr. Carvalho announced a no-interest loan program for unemployed and/or underemployed residents of Carlisle, Acton, Chelmsford, Westford, and Lowell. These loans, which are not to be more than \$20,000 per household, are funded by a local Carlisle family.

In April 2011, the Planning Board provided additional comments and proposed revisions to the O'Donnell draft AAA Regulatory Agreement. These were reviewed by the Housing Authority and forwarded to Ms. O'Donnell. At the April 28, 2011 meeting the Housing Authority voted to support the Town Meeting article to appropriate CPA funds for the Housing Coordinator position.

In June 2011, the Housing Authority met with Attorney Kathleen O'Donnell, Legal Services Consultant, the Housing Trust and the Planning Board to discuss Ms. O'Donnell's draft AAA Regulatory Agreement and the Planning Board's comments. Following this meeting, Ms. O'Donnell was directed to develop final documents ready for DHCD approval. Also in June, the U.S. Census released 2010 Census figures, which among other things reported that Carlisle has 1,740 households. As a result, the Town's DHCD affordable housing production goal was raised from 8 to 9 affordable units a year in order to reach municipal certification of compliance or a Chapter 40B "safe harbor."

August through October 2011, the Housing Authority was invited to speak on the COA CCTV program on resources available to homeowners facing mortgage foreclosure, and how to avoid scams.

On September 8th, the Housing Authority voted to approve the final draft AAA Regulatory Agreement and authorized Ms. O'Donnell to submit to DHCD. The Housing Authority also met with the Chelmsford Housing Authority in order to discuss the status of the proposed AAA program, and the proposed rent certification collaboration, under which Chelmsford would provide.

The Housing Authority provided data and resources to the COA's Long-Term Planning Committee, in order to assist it with its goals and objectives. As part of this effort, the Housing Authority began an analysis of demographic changes between the 2000 and 2010 U.S. Census (2005-2009 American Community Survey Data). The Census figures indicate that the poverty rate for Carlisle residents over age 65 had grown from zero in 2000 to 8.4 percent. This means that on in twelve Carlisle residents over age 65 are at or below the federal poverty level (annual income of \$10,890 for an individual). The Housing Authority's analysis also shows that the housing cost burden increased over the past decade, particularly among renters.

November 2011, the Housing Authority participated in a Concord-Carlisle Community Chest meeting on available economic resources for those households facing short-term and long-term economic distress

December 2011, the Southern Middlesex Opportunity Council reported that two Carlisle households received home accessibility modification grants (up to \$30,000, at no interest).

Financials – Fiscal Year 2011

Income and Salaries

Housing Coordinator - (also supports the Town of Carlisle Housing Affordable Trust)

2010- 2011 Town Meeting CPA Housing Coordinator	\$50,000.00
Appropriation	
2010-2011 Town Meeting Housing Authority Expenses	\$500.00

2006 Benfield CPA Affordable Housing Development Appropriation Account Balances

June 2006	\$50,000
June 2010	\$36,415

Expenses

Salary –Housing Coordinator (also supports Town of Carlisle Affordable Housing Trust)	\$45,835

Housing Authority Operating Expenses: Office equipment; meeting supplies and professional Training.	\$500
Housing Coordinator Funds returned to Carlisle CPA Fund	\$4,165

2006 Benfield CPA Affordable Housing Development Appropriation - Expenses

FY 11: Benfield Lot A Wetlands Delineation	\$7,414
FY 11: Benfield Farms Building Permit (appropriated)	\$17,250
June 2011 CPA Benfield Funds remaining	\$11,752

In closing this report, the Housing Authority would like to recognize the service of Elizabeth DeMille Barnett, Housing Coordinator, who continues to provide support for the members of the Housing Authority as well as the public. It would also like to recognize the many Town boards on various aspects of the Benfield Farms project, but in particular the Conservation Commission. We also would like to thank a number of Carlisle residents and staff who have volunteered their time and creativity to further affordable housing. They include Greg Peterson, Chair of the Housing Trust; John D. Williams, Board of Selectmen; Albert Williams, Chair of the Carlisle Elderly Housing Association (Village Court); and Angela Smith, COA outreach worker who has worked tirelessly with the Housing Authority to assist residents facing foreclosure. Numerous residents have called, written or stopped by Town Hall to offer suggestions and support for the proposed senior housing development or ideas for the next project. We are grateful for their input and encourage their continued suggestions.

Members:

Alan Lehotsky, Chairman
 James Bohn, Treasurer
 Carolyn Ing, Secretary
 W. Randall Brown
 Steven Pearlman

CARLISLE AFFORDABLE HOUSING TRUST

The Affordable Housing Trust Fund was established by a Declaration of Trust (“Declaration”) made on October 24, 2006, by the Town of Carlisle, acting by and through its Board of Selectmen, as approved by vote of the 2006 Annual Town Meeting. The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Carlisle. In furtherance of this purpose, the Declaration authorizes the Trustees to acquire, by gift, purchase or otherwise, in accordance with the procedures set forth in the Declaration, real estate and personal property, both tangible and intangible, of every sort and description for the preservation and creation of affordable housing in the Town of Carlisle.

During 2011, the Trustees of the Carlisle Affordable Housing Trust (“Trust”) held three meetings, in March, April and November. These are briefly summarized with context as follows:

- April 2011: the Trust met to have a general housing policy discussion which focused on: needs, goals, and housing creation options (both affordable housing for the Subsidized Inventory (SHI) and otherwise).

Six options were proposed:

1. The possibility of developing housing on property in tax arrears (with or without housing units). A recent Treasurer’s report on Town properties, which was distributed to the Trust, revealed that there were no opportunities for this option, e.g., either housing units were not suitable or parcels were land-locked.
2. The use of the portion of the Cranberry Bog agricultural land (across Curve Street from the Cranberry Bog), which had been proposed as a potential site in the 2010 Carlisle Housing Production Plan. This property may well be currently protected under Article 97, and is under the Conservation Commission’s control. The Chair shared that reclassifying Article 97 land, would take a vote of Town Meeting, a Massachusetts Environmental Protection Act review process (MEPA) and a 2/3 vote of the Massachusetts Legislature to reclassify this property for affordable housing. This additionally would require that land of more than equal value (size and quality) be protected on another property in Town.
3. Promote accessory apartment options for elders: to make use of accessory units, by-right guest houses by family members or employees of the owner of the main house on the property, and by-right room rentals for up to three unrelated persons. Under this option, an elderly couple might offer home health service providers housing. Also under this Special Permit, an accessory unit, which is attached to a home, might be used as a rental unit. An elderly household might remain in the main unit or move to the smaller unit, maximizing the potential for income. One suggestion raised was to develop a single sheet of simplified guidelines, which would allow interested residents to walk through the Special Permit steps.

4. Promote and develop the “intentional community,” model, i.e., housing services run by not-for-profits such as Carlton Willard or Beacon Hill Village. These intentional communities (which charge an annual fee) allow residents to remain in their homes, but provide access to supportive services and a roster of social activities.
5. Encourage more private senior communities such as Malcolm Meadows, which would not necessarily be subsidized by the Town, but would allow current residents as well as other seniors to downsize, but remain in Carlisle.
6. Try limited two-family conversion for seniors by Special Permit (no more than 15 to 20 conversions and no closer than 0.5 mile per conversion). This proposal would take Town Meeting change.

The Trust also discussed other options for meeting Carlisle’s Affordable Housing Production Plan, e.g., the Town-owned Banta Davis property had been proposed as a location in the 2010 Housing Production Plan.

Also at this meeting, the Trust Chair proposed a schedule for finalizing the Regulatory Agreement (deed restriction) required by the Department of Housing and Community Development (DHCD) in order to grant credit for Affordable Accessory Apartments (AAA) as affordable units under MGL c. 40B.

- June 2011: The Trust discussed the ongoing revision of the AAA Regulatory Agreement. It was decided to attend the upcoming Planning Board, accompanied by Kathleen O’Donnell, Attorney and Trust Legal Services Consultant, to discuss the Planning Board’s concerns, with the goal of having the Regulatory Agreement document ready for DHCD review in mid-summer.

On behalf of the Carlisle Housing Authority (CHA), Alan Lehotsky, Chair, requested funding for a consulting engineer to perform a preliminary site evaluation/ assessment of the Conant Land, to determine the technical feasibility of developing two contiguous Department of Developmental Services (DDS) housing units (9-10 bedrooms total) to be used as a group home for adults, and to identify permitting requirements for such a project. The presentation request noted that the CHA and Trust had been in discussion with area DDS representatives since 2007. The presentation included: a Conant Land timeline (much larger developments had been proposed in the past); a proposed site evaluation goal to investigate the feasibility of a tie-in to the existing Town Hall well and septic infrastructure; and the strategy to minimize community and resource impacts by locating the housing directly off the Town Hall parking area. Mr. Lehotsky emphasized that this was the least expensive option to the Town for affordable housing,

as state funding was readily available. Each bedroom in the proposed houses would count as an affordable unit, so the project would provide the Town a year's Chapter 40B "safe harbor."

The Trust proposed considering issues regarding the use of the Highland School Building (HSB) as an alternative location for DDS housing. The Trust also discussed concerns about potential Conant Land DDS housing impacts to the Town Center.

The Trust voted to deny the funding request, due to concerns that the Trust did not have enough information and/or preparation. It requested that the CHA provide: additional information on the Conant Land site; examples of the housing proposed; and that it invite DDS to a site visit to the HSB. The Trust asked that the CHA return to revisit the discussion.

The Trust also discussed the Banta-Davis property as a potential site for family affordable housing. A Banta-Davis Chronology was distributed, which included maps, plans and documents referring to current and former uses. Discussion focused on how best to integrate existing uses, e.g., playing fields, with potential housing use. Douglas A.G. Stevenson proposed that the Trust recommend to the Board of Selectmen that a Banta-Davis Master Plan Committee be appointed by the Board of Selectmen, including stakeholders, to review options for a Town Meeting vote for uses of the land.

- October 2011: Greg Peterson, Chair, reported that the 2010 U.S. Census data for Carlisle had been released. The Massachusetts Department of Housing and Community Development (DHCD) bases towns' Housing Production Plan goals on the U.S. Census. The Town of Carlisle has 1,740 housing units and its affordable housing goal, under the Town's approved Housing Production Plan, according to DHCD, is now 9 units a year.

The Trust also learned that the NOAH Benfield Farms senior housing development was not selected in the latest DHCD One-Stop funding round, concluded on October 17th. DHCD received applications from 103 projects, and selected 25 projects for funding. It was noted that DHCD funded only one senior affordable housing project. Trust discussion followed on the need to develop a One-Stop Funding action plan for the next DHCD funding round (Spring 2012) which is directed toward developing strong state and regional support.

The Chair proposed strategic goals, which included: identifying where the NOAH Benfield Farms senior housing project fell in the DHCD rankings; setting up meetings with elected officials in order to advocate the continuing housing needs of low-income seniors in Carlisle and the lack of affordable options for seniors; and the exploration of other options for project funding. The Chair also noted that that NOAH Benfield Farms represents a \$2.5 million investment by the Town of Carlisle, as well as a seven-year effort, and that the Town had been encouraged by the state to go down this path.

As part of the Trust’s continued discussion of the CHA’s proposed use of the Conant Land for DDS group homes, a Conant Land Chronology was provided by the Housing Coordinator. This chronology included Town Meeting Minutes, the property deed, environmental and engineering technical reports, and prior proposals for proposed use. The Trust also received information on the Town Hall septic system, Public Water Supply and images and plans of recently developed suburban/rural Department of Development Services (DDS) housing. It was explained that the state would finance the DDS housing, but would expect some assistance with the sanitary and water infrastructure.

Alan Lehotsky shared the Housing Authority’s reluctance to consider one of the two proposed affordable housing Conant Land sites, i.e., the so-called Rockland Road site, due impact on the scenic vista and excavation challenges. Trust discussion focused on the value of funding a third-party engineering study, the impact that the proposed housing might have on Town Center residents, and whether or not this was the next affordable housing project which had the most prospects for success. Tangential issues raised included: the availability of state funding; local demand for DDS housing; DDS’s continued interest in working with the Town; and the prospect of a year’s Chapter 40B safe harbor. The Chair concluded that it would be helpful to have more information on actual TH water usage prior to considering funding the preliminary study.

Alan Lehotsky also gave a Housing Authority presentation on affordable housing as a proposed Highland School Building re-use. The CHA proposed that all tenants undergo Criminal Offender Record Information (CORI) checks. The CHA’s proposal also would mandate a fence, which the CHA felt would be necessary with any of the proposed Highland re-use options. With the CHA’s proposed affordable housing ground-lease, rehabilitation costs and ongoing building management and operation costs would be the responsibility of the developer/manager, unlike the other options currently being considered.

In addition to the items noted above, the Trust also has continued to support the CHA’s proposed Benfield Farms senior affordable housing development, particularly working with state and local leaders.

Financials

Income

Housing Coordinator - (also supports the Carlisle Housing Authority)

2010- 2011 Town Meeting CPA Housing Coordinator Appropriation	\$50,000.00
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CPA Affordable Housing Development Appropriation Account Balances

June 2006 –Community Housing	\$50,000
June 2010 –Community Housing Balance	\$41,079
June 2011–Community Housing Balance	\$40,659*
June 2006 Affordable Accessory Apartment (AAA) Program	\$90,000
June 2010 AAA Program	\$90,000
June 2011 AAA Program	\$90,000
June 2008 Benfield senior housing infrastructure	\$425,000
June 2010 Benfield senior housing infrastructure	\$425,000
June 2011 Benfield senior housing infrastructure	\$425,000
6/2006 to 6/2011 Inception to date interest	\$6,895

Expenses

Salary –Housing Coordinator (also supports the Carlisle Housing Authority)	\$45,835
Housing Coordinator Funds returned to Carlisle CPA Fund	\$4,165

Fiscal Year 2011 CPA Affordable Housing Development Appropriation - Expenses

Community Housing Expenses	\$420*
2011 Community Housing Balance	\$40,659

John D. Williams, Chair (January 2011 to April 2011), trustee
 Greg D. Peterson, Chair (April 2011 through December 2011), trustee
 James Bohn, Vice-Chair, Carlisle Housing Authority, trustee
 John Gorecki, Board of Selectmen, trustee
 Timothy F. Hult, Board of Selectmen (July 2011 to December 2011), trustee
 Peter Scavongelli, Board of Selectmen, trustee
 Douglas A.G. Stevenson, Board of Selectmen, trustee
 William R. Tice, Jr., Board of Selectmen (January 2011 to June 2011), trustee.

COUNCIL ON AGING

Mission Statement

The Carlisle Council on Aging serves the Carlisle senior population (60 and over), disabled residents, and Carlisle caregivers of elders. We are the town's only social service agency, providing residents of all ages with fuel and food assistance, and access to counseling support and referrals. The COA mission is to continually improve the quality of life for Carlisle seniors by addressing their health and safety, social, transportation, and housing needs.

WHERE ARE WE?

In lieu of a permanent space we are presently coordinating our offerings among 11 different venues: Town Hall offices and scheduled meeting rooms, Gleason Public Library, Carlisle Public School, the Sleeper Room at Village Court, First Religious Society, St. Irene Church, Congregational Church of Carlisle, Ferns, Nashoba Tech. H.S., Minuteman Regional Technical H.S., and Concord-Carlisle High School.

- The COA's monthly newsletter, the "Senior Connection" is sent to over 750 Carlisle senior households per month (once a year to all families), and over 55 out of town subscriptions. The newsletter is funded in part by grants from the State's Elder Formula Grant and the Concord-Carlisle Community Chest.
- Our email distribution list reaches over 150 households.
- The Council on Aging has a web page on the Town of Carlisle official Town Web Site. Go to <http://carlislema.gov> and click on "Boards and Departments" then "Council on Aging."
- We are in our fifth year of production of a CCTV cable show "Senior Connection" which is filmed monthly. This popular informational production is shown to residents of Concord and Carlisle on Channels 8 and 9, hosted by Bert Williams.

WHO WE ARE:

- Carlisle has a senior population of over 21% at the time of this report. In just five years, our 60+ population is estimated to represent 31% of our town. According to the Carlisle Housing Authority, 8.4 % of seniors are living below the poverty level- that equates to about one in every eleven of your senior neighbors.
- We serve four generation of Carlisle Seniors (citizens from 60-100 + years of age and their care givers) each with their own needs, limitations and requirements. In order to meet this diverse set of needs we must offer a variety of appealing and informative programs.
- The COA has now been assisting many younger residents as they become caregivers to their elder parents.

The COA staff consists of:

Director	30 hours per week
(Town funded and partly reimbursed by LRTA)	
Outreach Coordinator	30 hours per week

(Town funded)
Transportation Coordinator 19 hours per week
 (Town funded and partly reimbursed by LRTA)
Licensed Social Worker up to 6 hours per week as needed
 (Funding from Town funds and Community Chest Grant)
Administrative Assistant 12 hours per week
 (Town funded)
Part-time drivers @ approx. 30-60 (total) hrs/wk. as needed
 (Town funded and partly reimbursed by LRTA)
Newsletter Formatting Consultant Monthly Stipend
 (Funded by a Community Chest Grant)

Volunteers: 5,500 hours each year of volunteer time are coordinated by COA staff, resulting in a significant financial savings to the Town of Carlisle, as well as an advanced quality of life to our citizens. If these 5,500 hours were paid at minimum wage (\$8/hour), the town saves \$44,000. per year, and if performed by staff at Grade 1 (\$15/hour) the town has saved \$82,500.

WHAT WE DO:

Social Services - (for ALL Carlisle residents, not only seniors!) The COA manages the Senior Tax Worker program, Food Assistance, Fuel Assistance, caregiver support, and the Friendly Visitor program. In addition, the COA makes referrals to our part-time licensed Social Worker or other providers for protective services or other mental health or legal issues. We provide extensive information via phone from the COA office at Town Hall, and links on the COA web site. Our LICSW consultant works with residents and families enabling them to receive supportive services, including help from the Visiting Nurses Association, financial assistance, and providing other information on social programs, which allows residents to age in place.

Physical Needs- The COA coordinates the Meals on Wheels program with Minuteman Senior Services, our federally-designated area agency on aging. The Lowell Regional Transportation Authority (LRTA) transportation program is managed through the COA, and offers rides to medical appointments, grocery and other trips, and offers access to services both in and out of town. The COA offers a wide variety of fitness and exercise programs geared toward seniors of all physical abilities. In addition, we provide blood pressure and podiatry clinics, as well as many meal options each month. We help the Board of Health with annual flu clinics and emergency planning, and were responsible for opening and helping to run the shelter during this year's October Storm.

Socialization Opportunities- ALL of our programs have the goal of outreach, promoting the ability of seniors to remain socially active as they age and to decreasing the incidence of isolation and depression in the elderly. We accomplish this by men's and women's breakfasts, monthly coffees and lunches, day trips, fitness programs and after-lunch programs, as well as a variety of Outreach programs.

Educational/Brain Health Needs- We offer seminars and lectures focused on educating seniors on subjects such as tax relief, housing options, health issues, poetry groups, cultural programs, and much more.

Transportation- The Town of Carlisle is reimbursed by the LRTA for up to \$25,715.60 per year, in exchange for the COA management of transportation services. The goal of this program is to help seniors be able to get where they need to be when they need to be there, and maintain their independence, always trying to provide transportation at low-cost. We provide transportation to local medical appointments, local shopping and area events using the COA van, the RecCom van when available and friendly drivers using their own cars. If we cannot provide the transportation service desired by a senior, we help them find what they need through other resources in the area.

2011 Highlights-

- Our main accomplishment in the past 12 months has been to develop a 3 year long-range plan including budgets for each year. Through data collection and analysis, we have been able to assess the needs of our burgeoning senior population through a combined effort that includes: expanding our clinic offerings, establishing regular transportation routes, acquiring a dedicated Senior Space and supporting the efforts of town departments that can provide tax relief and housing options, to ensure the long term residency of Carlisle's Seniors.
- Since August this year, we have an Administrative Assistant working 12 hours per week in our office.
- We now receive funds from the Friends of the Carlisle Council on Aging (FCCOA) through a grant, and the COA Director now manages the funds rather than the FCCOA Treasurer.
- Our Transportation Coordinator, Carol Killpartrick, resigned in early December 2011.
- Our Transportation program has grown dramatically due mostly to increased demand for rides to medical appointments. In FY11, our LRTA statistics show in October 64 vehicle hours and 12 work days (most days with more one van in use) compared to FY12 October: 178 vehicle hours and 24 work days (again, most days with more than one van in use.) At this time, we own one vehicle to transport seniors in, and we borrow the Recreation Department's van when we are able to. The availability of this second van is becoming more and more limited, due to the needs of the Recreation Department. We have been struggling to support the demand with two vans and help from many volunteer friendly drivers. If we do not have use of a second van, many seniors will have to look elsewhere to pay for these transportation services.
- Grants and Reimbursements represent 25% of our entire annual budget.

Popular Programs this year:

- Martial Arts, Boston Symphony Orchestra Open Rehearsal Series, Community Conversations, Ballroom Dancing Classes, Opera and Modern Art Lecture Series, Senior Poetry Group, Senior Moments at Ferns (coffee hour with blood pressure checks), Restaurant Review group, Spring Fling Dance, Texas Hold 'Em lessons, and always the Monthly Coffee.
- SHINE (Serving Health Information Needs for the Elderly) seminar on Medicare Changes

- Funded by a grant from the Concord-Carlisle Community Chest, our Inter-generational Poetry program last year paired senior citizens with Concord-Carlisle High School sophomores, and to great success! Certified Poetry Therapist Patti Russo guided the group through an experience that strengthened bonds between generations, and opened the minds and hearts of all of those involved. We believe it is important to continue this relationship with the school and with the community.
- Our Volunteer Travel Coordinator, Joanne Willens has organized trips to area attractions such as: Museum of Fine Arts, The Monthly Restaurant Review group, Newburyport Day Trip, Stoneham Theatre plays.
- At present we hold 86 individual program opportunities per month.

With a little help from our Friends...

The Friends of COA is a volunteer non-profit organization that continues to provide financial support by supplementing programs not funded by the town, state, or other special grants. The Friends have worked closely with the COA since 1994 to enhance many of our programs that directly benefit the senior population. They receive funding from several charitable corporations, but most of their income comes from townspeople through their Annual Drive starting in December and donations given throughout the year.

In 2011 these donations were used to:

- Provide 20 senior households with Fuel Assistance.
- Support the COA Medical Equipment Loan program.
- Help support meals programs for seniors.
- Subsidize fitness classes, and other exercise programs.
- Help support senior trips and other cultural experiences.
- Support successful senior podiatry and blood pressure clinics.
- Art Matters, Opera Lecture Series (with Friends of the Gleason Public Library).

COA Board Members

Liz Bishop – Board Chair
 Verna Gilbert – Vice-Chair
 Elizabeth Acquaviva- Secretary
 Abha Singhal – Treasurer of COA Board
 Lillian DeBenedictis – Board Member
 Tom Dunkers – Board Member
 Jim Elgin – Board Member
 Phyllis Goff – Board Member
 Jean Sain – Board Member
 Helen Taylor – Board Member
 Joanne Willens – Board Member

COA Associate Board Members

Nadine Bishop
 Mary Daigle
 Natalie Ives
 Sandy McIlhenny
 Ted Read
 Marjory Stickler

HISTORICAL COMMISSION

The main roles of the Carlisle Historical Commission (CHC) are to act as the Historic District Commission for the Carlisle Historic District, which primarily includes the town center, and to act as the Historical Commission for the town as a whole.

The Historic District was created to preserve and protect the distinctive characteristics and architecture of buildings and places that are significant in the history of Carlisle; to maintain and improve the settings for such buildings and places; and to encourage designs compatible therewith.

In its role as the Historic District Commission, the CHC receives, hears, and rules on applications for alterations to structures within the Historic District. During 2011, the CHC reviewed four new applications and issued four Certificates of Appropriateness. The applications reviewed by the Commission were:

- Reviewed, modified and approved an application for an addition on the back of a house, a deck off the barn, window replacements and other modifications.
- Reviewed, modified and approved an application for permanent signage for the Gleason Public Library front lawn.
- Approved an application for a roof replacement
- Approved an application for resurfacing of pathway between the rear of the parking lot at Gleason Public Library and Church Street.

With several new members the Commission also spent time this year reviewing the Rules and Regulations to ensure a solid understanding of our role in the Historic District and in our role as the overall town Historic Commission, a role that charges us with the preservation, protection and development of the historical or archeological assets of the town.

Member Changes: Unfortunately, two long serving members of the Historical Commission decided not to renew. We give a truly heart felt thank you to Sylvia Sillers and Margaret Hilton for their tireless dedication to the Commission over the years. Their leadership and guidance was instrumental to our success and ensured we fulfilled our role in protecting Carlisle distinctive historical character. They are missed.

To fill those roles, Jack O'Connor (Church Street) agreed to become a full member. Ken Grady (Bedford Road) joined as a full member, Annette Lee (Lowell Street) joined as an Alternate Member.

The Commission extends its sincere thanks and appreciation to all those who have worked diligently to preserve the historic character of Carlisle, and particularly to the residents of the Historic District for their appreciation of the historical importance of the town center.

Members

Nathan Brown, Chair, Geoffrey Freeman, Neal Emmer, Ken Grady & Jack O'Connor

Alternate Members: Duncan Grant & Annette Lee

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) heard and rendered decisions on seven petitions as prescribed in Massachusetts General Laws (M.G.L.) Chapter 40A (The Zoning Act), M.G.L Chapter 40B (The Comprehensive Permit Act) and the Town's Zoning Bylaw.

The ZBA consists of three full members that are appointed by the Board of Selectmen. Additionally, the Board of Selectmen may appoint up to four associate members to serve on the ZBA. Associate members may attend all ZBA hearings and can serve as a full member when a regular member or members can not sit for a particular hearing. All ZBA hearings are open to the public and are typically held the first Monday of the month at Town Hall when there is a petition to be heard. All hearings are advertised in either the Concord Journal or the Carlisle Mosquito for two consecutive weeks prior to the hearing. Additionally, a ZBA hearing is posted on the Town Clerk's Bulletin Board no less than fourteen days in advance of the scheduled hearing. *The Rules and Regulations of the Town of Carlisle Zoning Board of Appeals* and the *Town of Carlisle Zoning Bylaws* are available from the Office of the Town Clerk at Town Hall for a nominal fee. These documents are also available on the official Town of Carlisle website, www.carlislema.gov, under the "Boards and Committees" menu.

The ZBA is not charged with the enforcement of the Town's Zoning Bylaws. Rather, the Building Commissioner has the initial responsibility for interpreting and enforcing the zoning bylaw. This responsibility includes the duty to enforce the conditions of a variance or special permit issued by the ZBA. If a towns person has reason to believe that the zoning bylaws or conditions directed under a special permit or variance are not being complied with, the appropriate process is to make a written request to the Building Commissioner to enforce the zoning bylaw or conditions in question. The Building Commissioner's decision is subject to review by the ZBA.

Ending 2011, the three-member Board is comprised of Kevin T. Smith, Chair, and Ed Rolfe. Associate Board members are Emmanuel Crespo, Marty Galligan, and Lisa Davis Lewis. There is one associate member position that remains unfilled. [Kent Gonzales, Vice Chair submitted his resignation late this year].

In 2011, the Board held a total of seven hearings, addressing the matters listed in Table 1. The hearing on the NOAH/Benfield affordable housing application took place over 14 public hearing days. Table 2 lists a brief summary of the outcomes of each petition heard by the Board. Table 3 lists all active special permits. Finally, Table 4 lists the current board members and their term of service expiration date.

The Board would also like to offer our sincerest thanks and appreciation to the other Town departments, staff and boards that have provided their guidance and leadership upon various occasions.

Looking forward, the Board, in its adjudicative role in support of land-use planning for Carlisle, will remain mindful of its responsibilities to be fair and equitable in the application and administration of local and State zoning ordinances.

Table 1: 2011 Petitions heard by the ZBA

Petitions Heard by the Zoning Board of Appeals					
	Granted	Denied	Withdrawn	Extended/Review	Active
Petitions for Variance	1				
Applications for Special Permits	2				
Comprehensive Permits					
Comprehensive Permit Modifications					
Appeal of Administrative Decision		4			
Earth Moving					
Totals	3	4	0	0	0

Table 2: 2011 Hearings

Applicant or Petitioner	Date of Hearing	Date of Decision	ZBA Action	Expires
Robert Hilton	2/7/11 2/17/11	4/4/11	Denied Appeal of Decision by the Zoning Enforcement Officer under Zoning Bylaw 7.4, relative to the Special Permit requirements under Bylaw 3.4.2.4 for the operation of a restaurant or similar place for the serving of food or beverages at Ferns Country Store, 8 Lowell Road.	
Timothy Lowinger	04/04/11		Grant a variance under bylaw 7.5 from zoning by laws Section 4.3.2. for the construction of an addition at 352 School Street.	
Kathryn Dennison	11/07/11	12/5/11	Grant of a special permit under zoning bylaw Section 3.2.2.8.6 for the continued operation of a stable/horse boarding business at 78 Stearns Street.	12/6/2019
Bonnie Jacobellis	11/07/11	12/5/11	Grant of a special permit under zoning bylaw Section 3.2.2.8.6 to operate a stable/horse boarding business at 164 Fiske Street	12/6/2016
Kevin Bergquist	11/07/11 12/05/11	1/19/12	Denied Appeal of Decision of the Building Commissioner, under zoning bylaw 7.4, to grant building permit under zoning bylaw Section 3.2.1.11.1 to allow a guest house with a kitchen/and-or/stove at 389 River Road	
Roberta Lyman	12/5/11	1/19/12	Denied Appeal of Decision of the Building Commissioner, under zoning bylaw 7.4, to grant building permit under zoning bylaw Section 3.2.1.11.1 to allow a guest house with a kitchen/and-or/stove at 389 River Road	
Carlisle Planning Board	12/5/11	01/4/12	Denied Appeal of Decision of the Building Commissioner, under zoning bylaw 7.4, to grant building permit under zoning bylaw Section 3.2.1.11.1 to allow a guest house with a kitchen/and-or/stove at 389 River Road	

Table 3: Active Permits

Name	Location and Type of Permit	Expiration Date
Kevin Stacey	Landscaping Business 570 West Street Special Permit	4/1/12
Scott Jenney	Landscaping Business 303 Brook Street Special Permit	4/1/12
The Red Balloon First Religious Society	Nursery School, Day Care 27 School Street Special Permit	4/1/14
Bonnie Jacobellis	Horse Stable and Boarding 164 Fiske Street Special Permit	12/6/16
Peter L. and Margit Morey Healthy Pet Co.	Animal hospital 988 Bedford Road Modified Special permit	11/1/15 3/1/10
Ian Sampson	Furniture Gift Shop 43 Bedford Rd (Barn) Special Permit	6/1/10
D-Kon Realty Trust Richard DeFelice Robert Koning	Building for U.S. Post Office 70 Bedford Rd Special Permit	6/30/18 *6/30/11
Kathryn Dennison	Riding Academy and Stable 78 Sterns St. Special Permit	12/6/19
Red Magnolia Realty Trust William and Dean Luther Carlisle Auto Body	Automotive Body Repair Shop 673 Bedford Road Special Permit	11/1/17 *11/15/12
Angelo and Lillian DeBenedictis	Day Care Center 3 Carleton Rd. Special Permit	6/1/13
H. LaRue Renfroe Assurance Technology	Professional Offices 84 South Street Special Permit	No date; review *2/6/14
John Kyprianos	Antique/Collectible Shop 549 Bedford Rd. Special Permit	1/31/17

*These permits require periodic review of conditions for adequacy, without which the permit expires prematurely. The first date is the expiration date for the permit; the asterisked dates are premature expiration dates if no review of conditions has been applied for.

Members:

Kevin T. Smith, Chairman
Ed Rolfe, Full member
Vacancy for Full member
Vacancy for Associate member

Emmanuel Crespo, Associate member
Marty Galligan, Associate member
Lisa Davis Lewis, Associate member

PUBLIC SERVICE
and
SAFETY

POLICE DEPARTMENT

The Carlisle Police Department provides comprehensive police services including, but not limited to: criminal investigations, emergency response, proactive patrol, community problem solving, traffic control, and a school resource officer program. The Police Department employs ten (10) full time sworn officers and ten (10) part time sworn officers to deliver professional law enforcement services to our community. From January to December 2011, the Police Department handled 11,009 calls for service. The total number of calls handled is an increase of 228 calls compared to 2010 statistics.

Our Mission Statement is: The Police Department shall provide fair and courteous services designed to promote public safety, protect individual rights, and be responsive to the needs of the community in a manner that stresses the highest values of excellence, dignity, and professionalism. Accomplishing our mission requires strong partnerships with residents, business owners, town employees, and visitors.

Our Safety Officer continued to provide his expertise and training for any resident interested in the proper installation of a child seats. Over the past year, the Safety Officer installed 3 child seats.

The Police Department continued an important partnership with the Communities for Restorative Justice Program. The Concord/Carlisle Restorative Circles focuses on the harmful effects of an offender's actions and actively involves the victim and the offender in the process of reparation and rehabilitation. When appropriate, the Restorative Justice Circle provides the police and the community with an alternative for holding an offender accountable for his or her actions. Twenty local youths went through this program in 2010.

Carlisle continued its commitment as a member of the Northeast Massachusetts Law Enforcement Council (NEMLEC). The regional council is effective because it pools the resources of member communities. NEMLEC provides assistance with SWAT, STARS (School Threat Assessment Response System), crime scene services, search and rescue, and cybercrime. One officer from the department is assigned to NEMLEC. Officer Stephen Mack is assigned to the Rapid Response Team (RRT).

The civilian dispatchers at the Police Department are important partners and resources for officers working the street. Recently, two dispatchers left the Department for higher paying positions in other agencies. A comprehensive search and interview process yielded several qualified candidates. The candidates are in the final stages of a background check and should be available for hire in the coming weeks.

The Police Department appreciates the support we receive from Carlisle residents. We strive to ensure residents are confident in our abilities to keep crime out of Carlisle and effectively prosecute those that victimize our residents. We look forward to a safe 2012.

STATISTICS

	2010	2011
Accidents	82	117
Alarms	496	511
Burglar Alarms	414	382
Fire Alarms	82	129
Animal Complaints	318	335
Assault & Battery	3	6
Breaking & Entering:		
Residential	7	6
Vehicle	1	7
Cyber Crime	38	23
Court Activity:		
Arrests	13	21
Citations	89	244
Warnings	1,014	1,180
Restraining Orders	0	3
Court Hearings	133	84
Disturbance Calls	64	51
Domestic Disputes	12	15
Property Checks:		
House Checks	2,026	1,728
Business/town buildings	7,635	7,886
Larcenies:		
General	17	19
Motor Vehicle	0	0
Liquor Violations	6	11
Drug Violations	6	15
(Including Civil Marijuana Citations)		
Log Entries	10,871	11,009
Missing Persons	2	1
Malicious Destruction	31	27
Motor Vehicle Stops	1,930	2011
Psychiatric Concerns	7	10
Check Well Beings	63	74
Suspicious Activity	403	548
Obscene/Harassing Phone Calls	15	31
Traffic Complaints	110	102
911 Hang-up Calls	64	75
Sexual Assaults	2	1

FIRE DEPARTMENT

Personnel and Staffing

Our roster of 28 this year includes the chief, deputy chief, captain and two lieutenants. In addition there are 12 regular fire fighters and 11 auxiliaries. Sixteen in this group are currently State certified emergency medical technicians (EMT's).

Paul Martin of Chelmsford went on a leave of absence for military service in April. Kevin Walker resigned in May and Mark Snay of Concord was appointed as an auxiliary firefighter/EMT in June. We welcome Mark as he begins his service to our community. Richard Sibley also went on a leave of absence in August and returned to service in December. Keeping our roster complete with adequately trained personnel who have the availability to respond to calls remains the number one challenge for the department. Once again we have placed ads in the Carlisle Mosquito for anyone who may have the qualifications and interest to become a firefighter/EMT. Recruiting efforts continued during the year and a few prospective candidates are being pursued. As our ambulance call volume increases our need for EMT's increases. This will continue to be a priority for the coming year.

The department continues to take advantage of the senior tax worker program to support the administrative tasks in the chief's office. Under this program the department receives a total of 70 hours in support of clerical and administrative tasks. I am very grateful for this help, although it is limited. The department has requested administrative support via the budget process without success. Due to State and Federal requirements the number of hours necessary to process paperwork for departmental operations continues to increase each year. It has reached the point where we are becoming burgeoned with routine clerical tasks and need additional assistance.

Training

Auxiliary firefighter Mark Snay enrolled in the Massachusetts Firefighting Academy Firefighter I/II training class in July. Mark graduated in the top of the recruit class in December. We congratulate Mark on this achievement. This essential training is very important in rounding out a firefighter's knowledge and skill base. Our firefighter training sessions are scheduled twice a month on Wednesday evenings for a three hour period. Training topics vary from pump operations to water supply, firefighting tactics to self-contained breathing apparatus and search and rescue. We often go out into the various neighborhoods around town and conduct practical drills.

Our EMT's attend monthly continuing education sessions held at our station. We were very fortunate to have Dr. Jill Simon, a pediatrician living in Carlisle, come and speak to us on pediatric emergencies in December. The training session was an excellent opportunity for our EMT's to interact directly with a pediatric physician. We thank Dr. Simon for her time and interest in our emergency medical service. Burt Rubenstein continues to provide a high quality continuing education program with a wide range of topics each month. Our EMT training sessions include drills and practical skill reviews. Several EMT's have also attended other courses during the year focusing on advanced emergency medicine.

Calls and Statistics

Our ambulance calls continue to increase with over 200 this year. In addition, our fire calls for gas leaks, residential alarms and carbon monoxide alarm investigations have increased as well. Interestingly, of the 40 carbon monoxide alarm investigation calls we responded to, approximately 25% of these homes were found to have unsafe levels of carbon monoxide. Residents are reminded that carbon monoxide detectors have a low battery alert built into the alarm. We also responded to an extraordinary number of master box alarms at the Highland building and the Carlisle Public Schools mostly due to construction activity.

State of Emergency was declared in August for Tropical Storm Irene and October for an early season snowstorm. Both storms brought extreme weather conditions to our community. The Local Emergency Planning Committee (LEPC) met prior to these storms and used the Town's emergency notification system to alert and update residents. The LEPC also met regularly during the storms to manage the response by our town departments and address issues related to the storms. Middlesex County was declared a disaster area which opened the channels for federal assistance to the town. The fire department expended over \$6,300 during these storms responding to emergency calls. Once again we are filing the necessary paperwork requesting 75% reimbursement from the Federal Emergency Management Agency (FEMA) for these costs.

Projects

I am pleased to report that the 40,000 gallon fire station cistern project was completed in August. This 40,000 gallon cistern provides water for fire protection in the center district, including portions of Bedford, Westford, Concord, School, Church and Rockland Roads. In addition, we continued to work with the school project engineers and contractors as the project moved into the construction phase in April. An 80,000 gallon cistern was completed in December after many months of difficulties with the installation including several leaks. A well was drilled and the plumbing and electrical connections remain to be completed. Due to the knowledge and diligence of Deputy Chief White I am happy to report that the installation is moving along. Although this installation provides the water for the new buildings fire sprinklers, the water is also available to the fire department to use in the School Street and center area via a suction pipe. Additional work continues with the installation and coordination of the school sprinkler system, fire alarm, and fire lanes. Many hours of meetings on site planning, coordinating, and inspecting this work is necessary.

Chestnut Estates cistern is incomplete at this time. Additional work is necessary to relocate a utility pole at this development.

The Hanover Hill Road project is complete and the cisterns there have been tested and are fully functional. As of this writing, the Elliot Farms project on River Road has not started. This is a common driveway and when completed will add another cistern in that area.

There has been no progress made with the municipal fiber cable project while consideration for the needs of other departments and facilities of the town takes place. The primary purpose of the fiber cable installation between the school and the

communications center is for the public safety departments. We look forward to completing this project for the public safety departments in 2012.

Emergency Medical Services

During the year EMT's continued to receive training and updates to the statewide pre-hospital treatment protocols. Thanks to the skill and expertise of Burt Rubenstein the department is now in compliance with the Massachusetts Ambulance Trip Record Information System (MATRIS). Unfortunately the new reporting adds an additional burden of time to the EMT who must input the additional data required by the State.

As the year came to a close we were notified that a new program regarding Medical Orders for Life Sustaining Treatment (MOLST) will begin on March 1, 2012.

The Emerson Hospital advanced life support service (ALS) changed on February 14, 2010. Professional Ambulance of Cambridge now provides advanced life support (ALS) services to 8 area communities. Professional is under contract with Emerson Hospital and Carlisle has signed an agreement to be in the area collaborative. A report was issued to the Selectmen in December updating them on the first full year of this service. The first year of operation had many positives. The quality of patient care is very high and we appear to be meeting revenue goals. The only issue still remaining is the response time to Carlisle by the paramedic unit which is stationed in Acton. The average response time to Carlisle is 13 minutes.

Apparatus, Vehicles & Equipment

The May 2010 annual town meeting approved funds for the replacement of Engine 6. Delivery of this new engine was expected in early summer of 2011. However, due to issues with the production of the truck at the International manufacturing plant, which was shut down due to economy, we are now expecting the truck to be delivered in January 2012.

The application that was filed with the Federal Emergency Management Agency, Assistance to Firefighters Grant Program for the replacement of 22 of our 24 self-contained breathing apparatus (SCBA) was approved in January. The order was placed in the fall and we are expecting delivery of the equipment early 2012. The total amount of the grant received was \$ 108,500 with the Town paying a \$ 5,425 match to the grant. Therefore not all of the capital funds that were approved by the Town Meeting in May 2010 for this project will be needed.

In April the town received a homeland security grant of \$ 7,210 from the Northeast Regional Homeland Security Advisory Council. Items purchased with these grant funds included interoperable communications equipment. We also received an additional sump pump and two large salvage tarps.

Working with the Finance Committee I was able to obtain funds to repair several cisterns this year. In addition we were able to add funds to the FY'12 fire department budget in the form of a line item for cistern maintenance. I am pleased to report that we have cleared up all of the repairs and now have a mechanism to conduct on-going maintenance on the 21 installations we currently responsible for.

We were once again the recipient of a generous grant from the Nichols Foundation. These funds will be used to improve technology in the fire station.

Fire Station Facilities

Two space issues continue to hamper the operations at the fire station. Our building is now 26 years old and over time with the addition of new equipment and the replacement of apparatus with larger vehicles we have used up all of the available square footage. Our firefighters, EMT's and officers are working in tight quarters. The need for office work space and record storage has become very real and problematic. Some equipment is now being stored outside the building. The time has come to begin to discuss future plans for the expansion of the fire station.

Open Burning

Open burning season runs from January 15th until 4:00 PM on May 1st. As a reminder, residents must register with the fire department in order to be issued a burning permit during this period. Residents only need to register once. However, once registered residents must still call each day they wish to burn. There were 854 residents registered with 659 burning permits issued for the season. I want to take this opportunity to thank all of our residents who maintained safety during the 2011 burning season.

Please be aware that state regulations require that all fires be extinguished by 4:00 PM and there can be no smoke or hot coals. We receive many complaints regarding this each year. You may lose your burning permit for the season if this rule is not observed.

Additional rules include:

- A responsible adult must be in attendance during open burning at all times.
- Fires may not be left unattended. Keep children away from the fire.
- A callback telephone number is required when issuing the permit and a telephone must be nearby in case of emergency.
- The fire department reserves the right to suspend the issuance of open burning permits at any time it deems necessary in the interest of public safety.

New Regulations Reminder

The new regulation regarding smoke detector upgrades upon sale or transfer of homes constructed prior to January 1, 1975 took effect. Upon the sale or transfer of a home constructed prior to January 1, 1975 a photoelectric smoke detector is required within 20 feet of a kitchen or bath with a shower; in other areas a dual technology detector is required (ionization and photoelectric). Contact the fire prevention office for more information.

Another new regulation regarding oil lines and oil safety valves took effect last year. Homeowners without a protected oil line or an oil safety valve need to upgrade by installing either of these in order to be in compliance. For additional information contact the fire prevention office at 978-287-0072.

As I begin my tenth year I would like to take this opportunity once again thank all the members of the department, especially the officers for their continued hard work and dedication. Our community is blessed with a group of men who serve and protect us

every day all year long. In addition, the department has been very fortunate to receive the unwavering support of the residents. For that we are grateful too. Finally, I am also especially appreciative of the support I have received from the Board of Selectmen.

CARLISLE FIRE DEPARTMENT

2011 Cumulative Call Totals

<u>TYPE OF CALL</u>	<u>YTD TOTAL</u>	<u>% OF GT</u>
APPLIANCE FIRE	1	0%
ASSIST AT MEDICAL EMERGENCY	6	1%
BRUSH / GRASS FIRE	1	0%
CARBON MONOXIDE ALARM	40	8%
CHIMNEY/WOODSTOVE FIRE	5	1%
ELECTRICAL FIRE / INSIDE	1	0%
FUEL SPILL / LEAK	0	0%
GAS LEAK	12	3%
HEATING / OIL BURNER PROBLEM	1	0%
INVESTIGATION	71	15%
MOTOR VEHICLE ACCIDENT	27	6%
MOTOR VEHICLE FIRE	3	1%
MUTUAL AID TO OTHERS	4	1%
MUTUAL AID TO CARLISLE	2	0%
RESIDENTIAL ALARMS	61	13%
SMALL OUTSIDE FIRE	3	1%
SPECIAL SERVICE	2	0%
STRUCTURE FIRE	5	1%
WATER PROBLEM	3	1%
WIRE PROBLEM	26	5%
FIRE CALLS SUBTOTAL	274	57%
AMBULANCE CALLS SUBTOTAL	206	43%
GRAND TOTAL	480	100.00%

DEPARTMENT OF PUBLIC WORKS

The Department continued to perform its regular responsibilities which include tree maintenance, the care of the cemetery public grounds and the Transfer Station. This year Fiske Street and Russell Street were resurfaced along with sections of Cross Street, East Street and Lowell Street.

During the year 2011 there were 17 interments.

ENVIRONMENT
and
RECREATION

CONSERVATION COMMISSION

The Carlisle Conservation Commission is a seven-member town board appointed to by the Board of Selectmen for three-year terms. This year Tom Brown joined the Commission to fill a vacant position. Tom brings with him an interest in wildlife and some expertise in finance. At the end of the year, the commission learned that Debra Kimbrell-Anderson would be resigning due to work commitments. The members of the Conservation Commission are grateful for her very valuable service since 2009. The Commission continues to provide the town with experience in engineering, farming, environmental law and education, wildlife biology and habitat protection.

The Commission regularly meets in the Town Hall at 7:30 pm, year-round, usually on the second and fourth Thursdays of each month. In addition to its responsibility for management of Carlisle's conservation lands, the Commission's major time commitment involves the administration of the Massachusetts Wetlands Protection Act (MGL Ch 131 s 40), the Carlisle Wetlands Protection Bylaw, and their regulations. Property owners proposing projects which will alter land within the 100-foot Buffer Zone of a Bordering Vegetated Wetland or other wetland resource areas including within 200 feet of a perennial stream, must submit an application to the Conservation Commission for review prior the start of work. Alteration includes tree and vegetation removal. Failure to apply to the Commission for a permit can lead to enforcement action, a potentially time-consuming activity for both the property owner and the Commission.

In 2011 the Commission members met 21 times for the purpose of permitting projects and for decisions regarding the management of Conservation lands. As has been the case recently, they continue to receive filings for projects with increasing complexity due to development of land with sensitive areas such as wetlands and rare species. These projects can, and often do, require multiple continuances, peer reviews and site visits to adequately address all relevant conservation, habitat and wetlands issues they present.

In order to help offset the cost to all Carlisle taxpayers for the expense of wetlands permitting activities, the Conservation Commission has used the filing fees from applications submitted under the Carlisle Wetlands Protection Bylaw and under the Massachusetts Wetlands Protection Act to offset their general budget. In 2011, more than \$18,000 was used from these sources to support the department. With the encouragement of the Carlisle Finance Committee, the Commission conducted an extensive review of their expenses associated with wetlands filings and revised their fee schedule, keeping in mind that increasing fees too much could discourage filing for permits and lead to increased enforcement actions. New fees went into effect in March, 2011.

In 2011, the Commission had the following permitting activity:

ACTIVITIES	2009	2010	2011
Applications			
Notice of Intent/Order of Conditions	33	22	12
Amendments to OOC	2	2	0
Request for Determinations	8	8	12
Resource Area Delineation(ANRAD)	1	0	0
Order of Resource Area Delineation	1	0	0
Certificates of Compliance	19	18	24
Extensions to Orders of Conditions	3	4	0
Enforcement Orders	13	7	2
Emergency Certifications	3	5	5
Conservation Restriction Violation	0	0	2
Project denials or appeals	0	1	0
Conservation Land Use Permits	12	24	10

The Cranberry Bog Conservation Land was the focus of much Conservation land management during 2011. Structural repairs of the Cranberry Bog House paid for with CPA funds authorized in the 2010 Spring Town Meeting were undertaken. Preservation of this 106-year-old historic structure is critical to the current and future management needs of the Cranberry Bog. The project was overseen by the Cranberry Bog Preservation Committee, with Land Stewards Warren Lyman and Debbie Geltner, volunteer expertise provided by Larry Sorli and Alan Ankers, and further support provided by Tim Goddard, Town Administrator and Sylvia Willard, Conservation Administrator. By the year end, the project was nearly complete.

A notable addition for trail users was provided by Carlisle long time resident Janet Lovejoy who donated three large granite blocks for use as seats for rest and quiet contemplation along the trails at the bog. These were installed during the fall and are a great asset to the trails. The Conservation Commission is truly grateful for this generous contribution.

In August, the cranberry grower, Mark Duffy was able to replace a long-failing flume in the Upper Dike that was also becoming a trail hazard. During the process the Upper Water Reservoir behind the dike drained and bog walkers were confronted with a scene of dead and dying fish. Later in the fall, during an unseasonable October snow storm, a break occurred in the Lower dike draining the Lower Water Reservoir also required for the Cranberry Bog operation. Although the harvest had already been completed, the wetland habitat faced a long winter without its normal water level.

This year delegates from both the Carlisle Conservation Commission and the Chelmsford Conservation Commission, which owns the Cranberry Bog Reservation abutting Carlisle's Bog property, began meeting for the purpose of developing better

communication concerning our adjacent conservation properties, particularly since wetland ponds and waterways provide water resources for the cranberry operation. At the first meeting it was learned that the Chelmsford Water District will again propose to install water supply wells on their property, which abuts the Cranberry Bog Reservation, located off Barnes Terrace in Chelmsford. This proposal was first advanced and then withdrawn in 1999 and 2000.

Another focus of land management was staking by survey the Mannis Conservation Land property lines, funded through a warrant article during the 2011 Spring Town Meeting. This conservation property given to the town in 1982 is comprised of several parcels of land and is located between North Road and Rutland Streets. Increased development adjacent to this nearly 28-acre conservation property compelled the Commission to have the property lines marked for the purpose of protecting the land from future incursions and to correct some likely existing ones.

During 2011 the Conservation Commission became aware of a proposal by the land trust, Sudbury Valley Trustees, to purchase a 9-acre property. The property is located on the Concord River and would provide protection to 1000 feet of river frontage. It was further proposed that the Town of Carlisle, Conservation Commission purchase a Conservation Restriction on the property that would provide perpetual trail access to the river. A canoe landing is also being proposed. This effort, still underway at year's end, is also being coordinated through the local land trust, the Carlisle Conservation Foundation (CCF).

In addition to wetlands permitting, the Conservation Commission and its staff addressed a wide variety of activities somewhat out of the ordinary. These included a continuing public records request, an order by the Massachusetts Office of Dam Safety for an inspection of the Curve Street Dam, a state-wide study at the request of Mass Highways to monitor specific road areas in Carlisle for turtle mortality, and addressing a claim of discrimination at the Foss Farm Community Gardens.

The Commission continues to receive for consideration outstanding reports undertaken by their subcommittee, the Land Stewardship Committee (LSC). Their work is outlined in detail in their own report located elsewhere in this 2011 Town Report.

As noted in the chart above, the Commission issued 10 Conservation Land Use Permits for activities on conservation land. These activities included Pony Club activities including lessons series and a Two-Phase event, Cub Scout rocket launching, rescue dog training, sled dog training, bird watching, moonlight walks, and activities connected with scientific research. In addition, a wetlands permit was issued to two Eagle Scout candidates for installation of new trails, one on Chestnut Open Space parcel located off Rutland Street and one on municipal land linking Spalding Field to Banta Davis.

The Conservation office, through its staff, Sylvia Willard, Administrator and Administrative Assistant, Mary Hopkins, continues to provide support for the members of the Conservation Commission as well as the public. It is also an important communication link between the Commission and project engineers, town boards and committees, and with State and Federal agencies and land trusts which have land or

interests in land here in Carlisle. These include the Carlisle Trails Committee, the Conservation Restriction Advisory Committee (CRAC), MA Department of Environmental Protection (DEP), Department of Conservation and Recreation's (DCR) Great Brook Farm State Park, the Carlisle Conservation Foundation (CCF), The Trustees of Reservations (TTOR), Sudbury Valley Trustees (SVT), New England Forestry Foundation (NEFF), U.S. Fish and Wildlife Service, National Park Service, the U.S. Army Corps of Engineers, Carlisle Cranberries, Inc. and, of course its busy subcommittee, the Land Stewardship Committee. The staff also assists the Commission with the town's Site Plan Review process for non-residential property use. It also reviews proposed regulatory changes by state agencies. The staff also participates in advisory groups such as the Town Advisory Group established to review in concert with other boards development projects when requested by any town department.

In addition to the above support, the office is relied upon on a daily basis for wetlands or conservation restriction information on specific properties by many area realtors and potential home-buyers and for information about conservation lands. Homeowners planning future projects review old files maintained by the office from as far back as 1973 containing helpful information accrued from years of wetland filing activities. During 2011, the office was contacted many times by residents for advice concerning correspondence received relative to the 100-year flood zone mapped on their property.

The Commission conducted its annual interview with the farmers licensed to work on its conservation land under their license agreement. The Commission is grateful for our farmers' efforts to maintain the land's agricultural value at no cost to the town. Mark Duffy, George Fraser, Dick Shohet, John Valentine and John Bakewell all helped the commission to continue the town's desire to maintain its rural character by supporting, encouraging and promoting agriculture in town (a Town Meeting resolution, 1994). In February, 2011, the commission requested, received and approved applications for three-year agricultural license agreements for Foss Farm, Fox Hill, Bisbee, Fiske Meadow and Greenough Conservation Lands. John Valentine, the long-time farmer for the Hutchins and Robbins fields notified the Conservation Commission that he will retire. The Conservation Commission is greatly appreciative of the special care he provided these agricultural lands. For the third year, the sugar maple trees planted many years ago by local Boy Scouts on the Towle Conservation Land were tapped, this year by Gaining Ground, Inc. a Concord based provider of fresh produce to the needy families. Their buckets could be easily seen from Westford Street and added to the scenic rural vista along that roadway in late winter.

Foss Farm Conservation Land still appears to be one of the most frequently used conservation properties by individuals, by groups and for research. The winter of 2011 provided an abundance of snow, allowing for excellent though informal, x-c skiing. The property also continues to be used for dog training by several sled dog teams during cold weather, an activity begun on the property more than twenty years prior to town ownership of the property. This activity is still ably coordinated by Bob Dennison. The Old North Bridge Hounds Club was also given a permit to train at Foss Farm. The North Bridge Pony Club continues their planned youth-oriented equestrian training and events in the pony ring, dressage ring, open and trail areas. Their spring 2-Phase event is impressive to watch and their work to maintain the portion of the property they use is

appreciated. Foss again was the site of the annual spring evening Woodcock Walk conducted by Conservation Commission member Tom Brownrigg and his wife D'Ann in order to see and hear the Woodcock's display. In November Carlisle Cub Scouts held their annual day-long rocket launching event. Again the property was used for bio-surveillance training and monitoring of a resident colony of a non-stinging ground nesting wasps, *Cerceris fumipennis*, by the U.S. Forest Service. The purpose is for early detection of the invasive insect the Emerald Ash Borer. It is always interesting to note the wide-ranging activities and studies made possible by Carlisle's conservation lands. New this year, was a use permit issued to the Massachusetts Canine Response Team for search and rescue team training on all Carlisle Conservation Lands.

Towle Conservation Land continues to be a concern the detrimental effects of poison ivy and invasive buckthorn shrubs. Conservation Commission member Tom Brownrigg conducted an extensive mapping of the Towle field area and organized a site inspection of the area by Ted Elliman of the New England Wildflower Society and Mike Sawyers, a plant specialist working for the Landowner Incentive Program of the Massachusetts Division of Fisheries and Wildlife. Mr. Sawyer's report provided several proposed methods for consideration to improve the habitat of this special property. This past summer, for the first time in at least 25 years, no breeding pairs of the ground nesting Bobolink were found.

Foss Farm is also the location of approximately 100 community garden plots for use during the growing season by residents and by people in area towns. The management team headed by Jack O'Connor, with able assistance from Ed Humm and Carol Foster is tasked with implementing the 2009 rules, revised in 2011, to which gardeners are still adjusting. Their efforts are commendable. The Conservation Commission and the gardeners are grateful for farmer Mark Duffy who has for many years volunteered to disc the community gardens area in the spring in preparation for the new growing season.

With cooperation from the licensed farmers for Fox Hill, the Carlisle Public Schools cross country team conducted some of their training around the edges of Fox Hill, providing an off-road training opportunity for these young people.

The Commission continued to watch the restoration and recovery of the MacAfee conservation land located beyond the Tall Pine neighborhood following a significant tree removal and grading violation. In addition to work to repair the damage caused by this activity, the person responsible for the damage provided permanent public trail for access from Carlisle through private land to the public trail on the Avery-Holmes property owned by CCF and to the Bruce Freeman Trail in Westford and Chelmsford via Sleigh Road. The Conservation Commission is grateful for the effort made by CCF's Steve Hinton and others for this important linkage into other towns.

The Commission sponsored public events during the year: the April family vernal pool walk jointly with the Trails Committee and with former Conservation Commissioner and wildlife biologist Christine Kavalauskas, an annual evening Woodcock walk on Foss Farm, and the Riverfest Sunrise Canoe Trip on the Concord River in June. It also co-sponsored with the Carlisle Conservation Foundation, a talk by Douglas Tallamy on the detrimental environmental effects of invasive plants, an increasing problem in the

Carlisle landscape. The Commission continues the public Conservation Coffees on the second Tuesday of most months at 7:30 AM in Town Hall. During these coffees, interested residents and invited speakers meet informally to discuss a broad range of local environmental, wildlife and land use subjects. For these coffees we were again able to bring to Carlisle, professionals from state agencies and others to inform residents about their specific areas of expertise. We were fortunate to have this year: Pat Huckery of the Massachusetts Division of Fisheries and Wildlife on living with wildlife, Libby Herland, Manager of the U.S. Fish and Wildlife Service's Eastern Massachusetts National Wildlife Refuge complex, members of the Carlisle Conservation Foundation to speak about the campaign to purchase property along the Concord River, Cory Atkins, our representative to the Massachusetts House of Representatives, and members of the Land Stewardship Committee to speak about all their latest conservation land activities.

Carlisle has many special wetland habitats called vernal pools and to date 54 vernal pools have been certified, giving these outstanding resources enhanced protection. This year 6 new pools were certified by the Natural Heritage and Endangered Species Program (NHESP) with observational documentation submitted to them by conservation commission member Tom Brownrigg. Most pools were on public land, but some on private land and were certified at the request of the property owner.

On Old Home Day, the Conservation Commission presented the Annual Conservationist of the Year Award to the past president of the Carlisle Conservation Foundation, Sally Swift for her dedication and stewardship of open space in Carlisle.

Members:

Peter Burn, Chairman
Kelly Guarino, Vice Chair
Luke Ascolillo
Tom Brownrigg
Jenifer Bush
Debra Kimbrell-Anderson
Tom Brown

CONSERVATION RESTRICTION ADVISORY COMMITTEE

The Conservation Restriction Advisory Committee (CRAC) advises the Town on the acceptance of new conservation restrictions (CRs) and monitors those conservation restrictions held by the Town. The committee strives to educate CR-holders and the general public regarding the benefits of conservation restrictions, namely, preservation of open space, scenic vistas and wildlife habitat.

One new Conservation Restriction was created on Skelton Road. This restriction will maintain a scenic vista and will be adjacent to another Conservation Restriction which will create public access on the Concord River.

Congress renewed the enhanced tax incentive for conservation easements (restrictions). The bill was passed in December of 2010 and the incentive was in effect through December 31, 2011 and is retroactive to January 1, 2010.

The committee sent out its informational letter with Frequently Asked Questions sheet to all owners of properties where the town holds the Conservation Restriction. After several years passing without sending out this package, the committee felt it would be prudent to remind long time CR holders and new residents who have bought properties with a CR on it to be informed of their responsibilities concerning the CR.

Violations of CRs are a continuing concern. Violations found during inspections this year were corrected with letters required to be sent to the CR holders.

Inspections were completed on:

CR46	May 1
CR23 and 24	August 13

Members

John Keating (chair)

Wayne Davis (secretary)

Ken Harte

Jenifer Bush(Conservation Commission Member)

Marc Lamere (Trails Committee and Planning Board Member)

Liz Carpenter (Land Stewardship Committee and Open Space and Recreation Committee)

Carolyn Kiely

The committee is grateful for the assistance of Sylvia Willard, Conservation Commission Administrator.

LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee (LSC) was created as a permanent sub-committee of the Conservation Commission (Cons Com) in December 2005. The charter of the LSC is to support Cons Com in managing Town-owned conservation land. LSC currently has seven members; two appointments were renewed in 2011 and three positions are coming up for three-year renewal in June 2012.

In keeping with the mandate to support Cons Com, the LSC has been involved with presenting to Cons Com comprehensive guidelines for assessing conservation land use, analyzing incursions on conservation land, reviewing agricultural activities, preservation of an historic structure on conservation land, applying for funding to control invasive species, drafting Other Power Driven Mobility Devices regulations, assessing the appropriateness of a new trail at Foss Farm and helping to address various other land management issues.

During 2010, a LSC subgroup developed a draft “Conservation Land: Guidelines for Use” document and a “Conservation Land Matrix” (a spreadsheet documenting relevant characteristics of each conservation parcel). These documents are intended to provide guidance to Cons Com when making decisions on proposed uses of conservation lands. The document was presented to Cons Com in 2011 and approved.

There were incursions and vandalism on several conservation parcels in 2011, including the Greenough Barn, the Greenough Skating Shed, the Mannis Lands and the Cranberry Bog. The matter with the Cranberry Bog has been resolved but the others are still ongoing.

One LSC member helped review the agricultural licenses for 2011. LSC agreed to help Cons Com with a review and revision of the license agreements to be granted in the future.

A major preservation and restoration project for the 106-year-old Cranberry Bog House was essentially completed this year. An *ad hoc* committee consisting of two LSC members, the Conservation Administrator and three other members prepared bid invitation documents that were published in April 2011. A contractor was selected in June, and work by that contractor was essentially complete by the end of the year. The work included installing, upgrading, repairing, or replacing structural and other components of the building, including support posts, beams, joists, floors, sills, exits, roofing, gutters, windows and shingles. This preservation effort was considered essential to insure that the Bog House continued to provide storage space for agricultural equipment and safe apartments for agricultural workers, for the current (and future) licensee farmer(s).

The SuAsCo CISMA (Cooperative Invasive Species Management Area) is a partnership of organizations that intend to manage and control invasive species in the Sudbury, Assabet, and Concord (SuAsCo) watershed. The LSC participated in a proposal submitted by the SuAsCo CISMA to the National Fish and Wildlife Foundation for funds to control invasive plant species on several parcels including Foss Farm. The

proposed work at Foss Farm includes edge maintenance of the open areas targeting non-native invasive species including buckthorn, multi-flora rose, and oriental bittersweet.

In response to a new federal regulation, a LSC member worked with other committees to prepare rules for Town conservation land regarding Other Power Driven Mobility Devices (OPDMDs). OPDMDs are any motorized vehicle or device that could provide access on trails for the disabled. The Town can define what kinds of OPDMDs are allowed based on five specific criteria. The overall goal is to provide a wide range of ways for the disabled to enjoy conservation lands while protecting the environment and other trail users. The rules for the Town are near final draft form and anticipated to be adopted by Cons Com in 2012.

A proposal was made by Carlisle residents to add a new trail at Foss Farm to improve access for local area residents, especially those on horseback, and allow safe entry to Foss Farm. One of the LSC members has joined with the Carlisle Trails Committee and the Carlisle Police to assess this proposal. This process is ongoing.

A new effort this year is the Carlisle-Chelmsford Joint Cranberry Bog Committee. The purpose of this new committee is to share common concerns about the adjoining cranberry bog conservation lands in the two towns and to maintain a continuing dialog with our neighboring town's conservation committee. A LSC member, a Cons Com member and the Conservation Administrator serve on this committee.

In addition to supporting Cons Com, the LSC sponsored a joint conservation committee meeting with the Cons Com, the Trails Committee, the Conservation Restriction Advisory Committee (CRAC) and CCF to share information and discuss land management issues concerning all the various committees and the local land trust.

Members:

Debby Geltner (Co-Chairman)

Tim Donohue (Co-Chairman)

Dwight DeMay

Elisabeth J. Carpenter

Lynn Knight

Elizabeth Loutrel

Warren Lyman

HOUSEHOLD RECYCLING COMMITTEE

Solid Waste / Recycling

Carlisle generated a total of 2,911 tons of solid waste in 2011. There were 1,874 tons of trash taken to the NESWC incinerator for disposal and 1,037 tons were recycled. This was a recycling rate of 35.6%. Approximately 1,800 households purchased dump stickers. That is a total of 3,230 pounds of material per household.

The following is the list of recycled materials for 2011.

<u>Recycled Item</u>	<u>Tons</u>	<u>Revenue(\$/Ton)*</u>	<u>Total Revenue (\$)*</u>
Newspaper	89.9	+ 20.00	+ 1,798
Mixed Paper	166	+ 20.00	+ 3,320
Cardboard	161	0	0
Wood (Construction Debris)	321	- 70.00	- 22,470
Metal	86.3	+ 120.00	+ 10,356
Clear Glass	46.1	0	0
Colored Glass	76.3	- 35.00	- 2,671
Milk Jugs (See mixed plastic)	---	---	---
Mixed Plastic	54.7	0	0
Aluminum and Tin Cans	15.6	+ 30.00	+ 468
Tires	10.3	- 125.00	- 1,288
Freon Units	10.9	0	0
TOTAL	1,037	----	(year-end) (-10,487)

* The amounts received and total revenues are the year-end figures.

Historical Summary (Tons)

<u>Recycled Item</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Newspaper	204	192	190	162	155	117	92	90
Mixed Paper	230	229	219	214	189	183	179	166
Cardboard	139	143	141	128	151	155	155	161
Wood	305	343	351	281	314	292	344	321
Metal	121	123	124	110	99	105	99	86
Clear Glass	37	42	40	34	43	44	44	46
Colored Glass	57	66	70	66	73	74	74	76
Milk Jugs	5	5	4	4.6	7.4	5.4	7.1	----
Mixed Plastic	31	36	29	34	47	39	28	55
Aluminum/Tin Cans	10	9	11	9.5	11	12	13	16
Tires	15	16	14	9.6	11	10	10	10
Freon Units	9	11	13	12	11	12	11	11
Recycle Total	1,163	1,215	1,206	1,064	1,111	1,097	1,055	1,037
Trash Total	2,037	2,035	2,028	1,882	1,838	1,795	1,890	1,874
Total Material	3,200	3,250	3,234	2,946	2,949	2,892	2,945	2,911
% Recycled	36.3%	37.4%	37.3%	36.1%	37.7%	38.0%	35.8%	35.6%

Other Activities

- The recycling committee participated in the Old Home Day with an information booth. Home composting was one of the main topics of promotion. The booth was shared with Carlisle Grows Green, the Carlisle School organic garden and lunch composting project. It was exciting to share with the residents the great success of the project so far. A big “Thank You” to CHRC member Launa Zimmaro for her hard work in helping to get the project started and training all the student helpers.
- The “Green Disk” collection of electronic media (tapes, disks, CD) for recycling continued at the swap shed.
- A Municipal Outreach Grant of \$750 was obtained from the State. At the end of the year an order was placed for a whole new set of signs at the Transfer Station. They will arrive in early 2012.
- A Municipal Assistance Grant was obtained from the State (Dept. of Environmental Protection) for 30 hours of in-kind technical assistance from the Regional Municipal Assistance Coordinator (Carolyn Dann). This was utilized to evaluate changes/options to our trash and recycling processes in town in order to increase the amounts of materials recycled.
- A pilot collection day for Styrofoam was held at the Transfer Station in mid-January utilizing the services of the ReFoamIt Company from Framingham, MA. This trial was quite successful. The ReFoamIt staff was impressed with the amount and quality of the material collected. The committee worked together with the highway dept. to initiate the permanent collection of Styrofoam in May. Since then we have been collecting a large roll-off container full each month. The weight is not substantial but it has diverted a large volume of material from the trash containers which must be hauled to the incinerator for disposal.
- The CHRC endorsed and supported an Extended Producer Responsibility (EPR) petition that asks the state legislature to enact EPR regulations in Massachusetts. The EPR petition was presented to and approved by the Selectmen. The idea behind EPR is that the manufacturer of a product is responsible for the recycling or disposal of the product at the end of its useful life. That relieves the Town from having to pay for the recycling or disposal.

Members:

Robert Peary, Chairman
Launa Zimmaro
Daniel Scholten
Robert Wallhagen
Amy Jolly
Gary Davis (DPW)

PLANNING BOARD

The Carlisle Planning Board is a seven-member elected board with two positions for appointed Associate Members, supported by a Planning Administrator and a part-time Administrative Assistant. Massachusetts state statutes and the Town's bylaws establish specific responsibilities and requirements for the Planning Board.

The Board reviews and approves the division of land under the Subdivision Control Law (MGL Ch. 41) and the Board's Subdivision Rules and Regulations. It also serves as the Special Permit Granting Authority as authorized by the state Zoning Act (MGL Ch. 40A) and the Carlisle Zoning Bylaws for various types of land use and development petitions, including those for common driveways, conservation clusters, senior residential open space community developments, personal wireless service facilities, and accessory apartments. Under MGL Ch. 40, the Planning Board also must give its consent before any alterations are made to trees and stone walls along the Town's Scenic Roads. Further, the Planning Board serves in an advisory capacity to the Board of Selectmen for site plan review of non-residential development, and to the Zoning Board of Appeals for Comprehensive Permits for affordable housing development under MGL Ch. 40B. The Zoning Act also requires the Board to guide the process of Zoning Bylaw amendments through Town Meeting.

Beyond these responsibilities, the Planning Board is also charged by state law (MGL Ch. 41) to "make careful studies and when necessary prepare plans of the resources, possibilities and needs of the town, and...submit to the selectmen a report thereon, with its recommendations." This charge also includes the Board's responsibility to prepare, from time to time, a master plan or study plan of the town. Although the most recent study plan was adopted by Town Meeting in 1995, the Planning Board regularly assists other boards in the preparation of more focused and contemporary plans that are required by the Commonwealth. These include a Housing Production Plan approved by the state in 2010 and a comprehensive update of the Open Space and Recreation Plan undertaken this year and expected to be completed in 2013.

Mission

The Board's overall responsibility under state law is to protect the health, safety and welfare of Carlisle's residents. Guided by the General Laws of the Commonwealth, the Zoning Bylaw, the Study Plan, and citizens' comments and concerns, the Board strives to preserve and enhance the integrity of Carlisle's character through the use of its regulatory tools, while also safeguarding property owners' rights. To achieve these goals, the Board recommends and specifies changes to development proposals through the permitting process. Board members and staff strive to work with project proponents, technical advisors, and citizens to shape development projects so as to preserve resources and minimize negative impacts upon the community.

2011 Developments/Site Plan Review

Consistent with the above mission, the Planning Board has long emphasized its attempts to manage residential growth in Carlisle, rather than simply permitting it in response to development applications. Increasingly, tracts proposed for development in Carlisle have been either large parcels that long-term owners have kept out of development for many years or parcels with serious constraints on development such as extensive ledge or wetlands, minimal upland, and/or access issues. The latter category of parcels proposed for development, those with serious constraints, requires increased coordination among the land use boards to address often interrelated issues of stormwater management, water supply, sewage disposal, and surface water and groundwater protection.

From 2006 - 2008, the Planning Board experienced extremely high levels of land development permitting. However, in the past two years, 2010 - 2011, development applications have decreased markedly and only 7 building permits for new homes have been issued each year. Nevertheless, most of the new building lots created since 2006 remain unsold, and there is a potential of at least 70-75 new, as-of-right dwelling units to be built in the future, primarily in the sections of town south and west of the town center.

While in 2011 the Planning Board continued to oversee the buildout of roadways and other infrastructure at Hanover Hill, Greystone Crossing and Chestnut Estates (see table summarizing Carlisle's development status below), it also approved the development of a significant, 41.5-acre parcel of land at the corner of River and Skelton Roads, with approximately 1,000 feet of frontage on the Concord River. To be known as "Elliott Farms," recognizing the family that has long lived and raised horses on this land, the development will consist of 6 building lots, 4 to be served by an extended common driveway for which the Board issued an amended special permit. Two of these lots, each containing 7 acres or more, are expected to remain in agricultural use. In addition, the land owners have worked with the Carlisle Conservation Foundation and the Sudbury Valley Trustees to make available for purchase one of the riverfront lots for conservation protection and to establish public access to the river. Shortly after this approval, the owner of an adjacent 18-acre riverfront parcel presented an Approval Not Required (ANR) Plan to the Board for its endorsement, creating four additional new building lots while preserving through a Conservation Restriction (CR) an open field along a public way. It is hoped that the development of all these neighboring parcels will employ conservation restrictions and/or limited impact development (LID) measures to preserve additional rural vistas, treed areas and open fields to the greatest extent feasible.

In its role under the Zoning Bylaws as technical advisor to the Selectmen for Site Plan Review, early in the year the Planning Board reviewed and made its recommendations on a proposed amendment to the Site Plan Approval originally granted in 2008 to expand Ferns Country Store in the town center. This amendment, subsequently approved by the Selectmen, modified use provisions to allow customers to bring their own beer and wine to be consumed within an interior seating area.

Alternative Energy Facilities

In 2010, the Carlisle Energy Task Force (CETF) began its efforts to satisfy the criteria for the Town to be designated as a “Green Community” by the state, bringing with it eligibility for state funding of municipal energy conservation improvements. One key to receiving this designation is to offer as-of-right zoning for sustainable energy generation facilities. The CETF asked the Planning Board to assist with developing an amendment to the Zoning Bylaws that would provide a suitable overlay district where photovoltaic solar panels could be installed to produce energy to be used by the Town and/or sold back to the power grid. Several Town-owned sites were evaluated, and the CETF, with guidance from the Planning Board, placed an article on the 2011 Town Meeting warrant that designated a portion of the DPW transfer station where this use would be allowed. In its role as the body that hears the public’s comments on proposed zoning changes and then makes formal recommendations to Town Meeting, the Board held the requisite hearings and recommended approval to Town Meeting. More than 2/3 of Town Meeting voters supported the recommendations of the Planning Board and CETF members with respect to these facilities, thus enabling the Town to be eligible to receive state Green Communities funding.

Affordable Housing

The Planning Board has also been active in the Town’s efforts to create affordable housing while protecting the Town’s residents from negative impacts from projects that could be developed under Chapter 40B of the Massachusetts Statutes (“Comprehensive Permits”), which allow a developer to override Town bylaws or regulations. One major Planning Board initiative has been a multi-year process to coordinate development regulations town-wide to achieve the above goals.

In 2009, the Board coordinated the preparation and adoption of a set of development regulations to achieve “horizontal alignment” across the land use boards, as applicable. This initiative involved the creation of (1) a set of common development standards, (2) guidelines for the use of interdisciplinary Town Advisory Groups (TAG’s), and (3) a shared agreement for the reimbursement of project review expenses by all applicants. These three components were integrated into revised Comprehensive Permit regulations adopted by the Board of Appeals, and the Planning Board’s drafts of the second and third components were each adopted by the Board of Health and the Conservation Commission.

In 2010, the Planning Board prepared a similar but more comprehensive set of amendments to its own Subdivision Rules and Regulations. It solicited comments from other boards and from peer review engineers, held a public hearing on the revisions, and adopted revised Subdivision Rules and Regulations in April, 2010. Following that, the Board turned to revisions of its rules and regulations governing special permits under which certain housing developments may also proceed, which include those for Conservation Clusters, Common Driveways and Senior Residential Open Space Communities (SROSC). None of these had been updated and amended since 1995, and

so more comprehensive revisions were necessary. The Board adopted revised Conservation Cluster and Common Driveway regulations in July, 2010, and revised SROSC regulations in June, 2011.

In other attempts to facilitate the development of affordable housing, the Board has continued to work this year with the Housing Authority and the Carlisle Affordable Housing Trust to create local regulations for affordable accessory apartments under deed restriction. Although this program in Carlisle was approved by the state near the end of 2008, the form of deed restriction and other details of the program acceptable to both the Planning Board and the Housing Authority have yet to be approved in their final form by the state's DHCD. To support another local initiative of the Housing Authority, the Planning Board designated one of its members to serve on the Banta-Davis Task Force, formed late in the year. The charge to this group is to study possible uses of this Town property with emphasis on establishing a site of affordable housing units.

Zoning Bylaw Interpretation

As described above, the role of the Planning Board is to review proposed Zoning Bylaw amendments and to create site-specific zoning conditions through its special permit granting authority. But it must generally depend upon others, specifically the Building Commissioner and the Zoning Board of Appeals (ZBA), to regularly interpret and enforce its special permits and the zoning bylaws. Appeals to actions or decisions of either of these entities are limited to "parties in interest," generally the abutters to a site subject to a zoning decision who would be directly affected by it. A further provision of state law, however, gives the Planning Board specific "standing" to appeal such decisions when members believe that is necessary to protect the interests of the Town as a whole. After the Building Commissioner granted a building permit this fall to expand a detached "guest house" on a common driveway off River Road in a manner that some believed constituted a second dwelling on the lot in violation of the zoning bylaws, two citizens appealed the permit to the ZBA. Realizing that those citizens might not have legal standing, and that the permit appeared to be also in violation of a condition in the Planning Board's common driveway special permit, the Board decided to file its own appeal of the Building Commissioner's decision with the ZBA. With the approval of the Town Administrator, the Board consulted with Town Counsel concerning this appeal.

The ZBA hearing was held in early December and the Planning Board's appeal to overturn the Building Commissioner's decision failed as a result of a 2-1 vote. (Two members were in agreement with the Planning Board's position, but a unanimous 3-0 vote is required to overturn the Building Commissioner's decision.)

Planning Beyond Town Boundaries

The Planning Board was asked to take roles in several regional and state-wide initiatives this year that could be a benefit to the residents of Carlisle. The MAPC, the Boston-area regional planning agency, requested the Board's formal support for the Comprehensive Land Use Reform and Partnership Act (CLURPA), pending before the state Senate. This

legislation would modernize the statutes under which planning and zoning actions at the local level are conducted, as well as provide funding for municipal master planning. After review and discussion, the Board was pleased to endorse CLURPA.

The Board was also happy to support two regional applications for grant support. The first was for a HUD Sustainable Communities grant to carry out the second phase of a Suburban Mobility Transit Study for the MAGIC (subregional) area of 13 towns. The second was a collaborative effort among Westford, Acton and Carlisle for a MassWorks infrastructure grant to extend the Bruce Freeman Rail Trail to create and provide access to interim parking for users of that trail near its current terminus at Routes 225 and 27. Unfortunately, neither of these grant proposals were funded this year, but the Board expects other funding will be sought for both projects.

Construction Management

A substantial portion of the Planning Board's work involves the oversight of land development projects during the construction process until completion to ensure that each development is consistent with the Board's approval. The amendments adopted in 2010 and 2011 to the Board's various regulations, as discussed above, included a requirement for a construction management plan ("CMP") for all projects of four or more lots or units to be developed by the applicant following the Board's guidelines. The intent of the CMP is to encourage discussion with the developer to reduce the negative impact of large construction projects on the town and the neighborhood, and give the Board another tool to manage such construction.

While several previously-approved projects required the Board's oversight during 2011, as reported last year, one in particular—Chestnut Estates on Rutland Street—proved more challenging than most. The schedule and the challenges of both the site and the design required substantial oversight by Town staff and the Board's peer review engineers. Abutters had complained of repetitive, protracted, intrusive noise from the equipment used to remove the extraordinary amount of ledge that was encountered by the developer, and subsequently proposed that the Town adopt a noise control bylaw to address situations like this in the future. With the support of the Selectmen, the Planning Board and the Board of Health worked cooperatively to respond to this request, but concluded that a comprehensive noise bylaw was too general and complex a tool to solve the problem. Instead, the Planning Board proposed and, after public discussion, adopted in November a written Policy for Noise Control to be administered through the CMP provisions that already existed in its various development rules and regulations.

The status of all current and proposed development, as of December 31, 2011, is summarized below:

<u>Location</u>	<u>Lots</u>	<u>Name</u>	<u>Status</u>
<i><u>Subdivisions</u></i>			
Westford St.	35 lots	Hanover Hill	Approved 2008 under construction
<i><u>Special Permits - Common Driveways</u></i>			
Off Cross Street	2 lots	#317 (no name)	Approved 1998 under construction
	2 lots	#129 & 131 (no name)	Approved 2007 under construction
Off Cross Street	4 lots	Trillium Way	Approved 2006, amended 2010, under construction
Off Rutland Street	4 lots 3 lots	Chestnut Lane Twin Beech Road	Approved 2007 under construction
Off Hanover Road (Westford Street)	5 lots 3 lots 2 lots	Sorli Way Gormley Way (no name)	Approved 2008 under construction
268 Fiske Street	2 lots	(no name)	Approved 2008, not built permit expired 2011
291 River Road	6 lots	Elliott Farms Way	Approved 2011 construction pending
<i>Special Permits - Conservation Clusters</i>			
Cross Street	15 lots	Greystone Crossing	Approved 2006 under construction
Rutland Street	7 lots	Chestnut Estates	Approved 2007 under construction
<i><u>Special Permits - Personal Wireless Service Facilities</u></i>			
Sprint PCS 27 School Street		Stealth installation within church steeple	Permit granted 2007, not built, permit expired
T-Mobile - Omnipoint 886 Lowell Street		Stealth installation within barn cupola	Permit granted 2007, not built, permit expired

Finances

Planning Board activities during 2011 generated a total income of \$7,319.50 through application fees, all of which was paid to the General Fund. The Planning Board has no statutory mechanism to retain application fees, unlike many other Town boards, and is entirely reliant on Town Meeting appropriations to conduct planning activities. In 2007, the Board had reviewed and adopted a revised fee structure that increased application fees by more than 130% to benefit the General Fund. Since those fees are still in the high range of fees for comparable towns, the Board did not propose an increase this year.

Project review fees, which are held in special revenue accounts (“53G accounts”) and limited to payment of the costs of technical review of submitted plans and project construction oversight by engineering consultants, were received in a total of \$20,007.04 for 2011. Any funds remaining in this account allocated to a particular project are returned to the applicant once the development is completed. As noted, none of these fees can be used for planning initiatives for the Town.

In 2010, the Planning Board had proposed a recurring warrant article to provide some funding previously covered under the Planning and Professional budget line item, eliminated in 2009 as part of budget cuts over the past several years. This article in the amount of \$5,000 was approved at the 2010 Annual Town Meeting, and an equal amount was added at the 2011 Town Meeting. These funds can be used for Board initiatives such as the need to review and revise local bylaws or regulations to be consistent with new state stormwater regulations or to fund planning consultant services related to the needs of other boards. Examples of past projects of this nature are the development for the Selectmen of an RFP for Wireless Facilities on Town-owned land or rights of way, the revision to the Comprehensive Permit Rules and Regulations for the ZBA, and the preparation of LIP regulations for the Selectmen.

Overview of 2011 Board Activity

Traditional measures of Planning Board activity in terms of permits granted, new lots or roadways created, development projects completed, or fee income derived do not reflect the majority of the business that the Board normally undertakes. The following categorized summary gives a more accurate picture of that work, much of which was generated by initiatives taken by the Board itself to support its permitting functions and Planning Board services requested by and provided to other Town and regional agencies.

Applications to the Board: Approval Not Required (Subdivision) Plans

- 16 Applegrove Lane – 2 lots
- 291 River Road – 6 lots
- 121 Skelton Road – 5 lots
- Berry Corner Lane – 2 lots
- 78 and 90 Hanover Road – 2 lots
- 285 and 295 Hanover Road – 2 lots

Other Applications to the Board

- Recommendations to Selectmen for amendments to approved Site Plan, Ferns Country Store
- Accessory Apartment Special Permit, 376 Cross Street

Public Hearings not Associated with Permit Applications

- Scenic Road alterations – School Street (Carlisle School Building project)
- Zoning Bylaw amendments – Sect. 5.8, Solar Photovoltaic Facility Overlay District

Planning Board Construction Oversight

- Hanover Hill roadways, common driveways, footpaths, trails, and drainage infrastructure buildout
- Greystone Crossing Conservation cluster (off Cross Street), common drives, trail, footpath and drainage infrastructure buildout
- Chestnut Estates Conservation Cluster, common drives, trails and infrastructure buildout
- Berry Corner Lane, continued implementation and final completion of Settlement Agreement

Planning Board Initiatives

- Completed comprehensive amendments to Senior Residential Open Space Community Rules and Regulations
- Began detailed review of input toward second phase of amendments to Subdivision Rules and Regulations
- Investigation of alternate or additional peer engineering review consultants and review of procedures regarding their selection
- In conjunction with Carlisle Energy Task Force, developed draft of proposed Zoning Bylaw for as-of-right siting of solar facilities to help achieve “Green Community” status
- Report to Town Meeting on Solar Photovoltaic Overlay District amendment
- Continued investigation into noise bylaws/regulations in other towns, conferred with Board of Health and drafted and adopted Policy for Noise Control
- Prepared and filed appeal to ZBA of Building Permit issued for second dwelling alterations at 389 River Road; presented arguments at public hearing
- Continued review of 2010 Open Meeting Law amendments and implementation of PB compliance, including new procedures for posting meetings and meeting conduct
- Staff attendance at seminars and training by American Planning Association, Citizen Planner Training Collaborative, and Mass. Association of Planning Directors
- Research and evaluation of potential grant support for general land use planning activities

Planning Support Services Provided to Other Boards, Departments, Towns and Regional entities

- Reviewed, at Conservation Commission request, the 2005 Open Space & Recreation Plan and submitted PB input for inclusion in amended 2012 Plan
- Provided documentation of all approved map changes from 1/1/04 – 12/21/11 to OS&R Plan Committee to prepare for update of Town’s GIS data base
- Review and provide to Building Commissioner PB file information regarding second dwelling units at properties on River Road, Brook Street and Curve Street
- Review and provide to Selectmen and DPW PB file information regarding status of private ways
- At request of Town Counsel, reviewed history and status of easements granted to the Town

in the process of land development approvals

- Reviewed, at request of Housing Authority, revised draft of Affordable Accessory Apartment proposed deed restriction and informational brochure
- Review of and amendments to Town's Commonwealth Capital Application
- Reviewed and supported HUD Sustainable Communities grant application for MAGIC Suburban Mobility Transit Study, Phase II
- Reviewed, surveyed and supported joint MassWorks grant proposal with Westford and Acton to extend Bruce Freeman Rail Trail through Carlisle to interim parking area
- Reviewed and supported Mass. Land Use Reform legislation (CLURPA)

Other Business

- Annual budget analyses and projections at request of Finance Committee
- Technology management, including but not limited to upgrades of office software and hardware
- Staff and Board member certification of completion of State Ethics Law training

Membership

In the 2011 annual elections, two 3-year positions were available. Neither Kent Gonzales nor Michael Epstein chose to run for an additional term, and no other candidates came forward at the Town Caucus or by petition. However, this unfortunate situation was resolved by the voters who cast about 200 write-in votes each for Jonathan Stevens and Michael Epstein, who both graciously accepted their "draft." Unfortunately, the Board has gone through another year without any Associate Members as no one has stepped forward to be appointed. This continues to be a hardship for the Board and some of its special permit applicants, since there is no back-up in case a regular member is forced to miss a session of a continuing public hearing. With the Board's 2011 reorganization, David Freedman was re-elected as Chair and also to serve as Clerk. Michael Epstein and Marc Lamere were also re-elected as Vice Chair and Treasurer, respectively.

Planning Board members continued to emphasize the importance of maintaining liaisons with other boards and committees. David Freedman serves as liaison to the Selectmen, to the Zoning Board of Appeals, and to the Conservation Commission. Jonathan Stevens is liaison to the Board of Health, and Tom Lane to the Housing Authority. Jeff Johnson is liaison to the Recreation Commission and Michael Epstein to Town Counsel and the Carlisle Energy Task Force, while Marc Lamere is liaison to the Trails Committee. Nathan Brown represents the Board as a member of the Historical Commission, Marc Lamere on the Conservation Restriction Advisory Committee, and Jonathan Stevens on the Banta-Davis Task Force. Jeff Johnson is on the Community Preservation Committee, Tom Lane is a member of the Long Term Capital Requirements Committee, David Freedman is a member of the Open Space and Recreation Committee, and Nathan Brown serves on the Highland Building Stabilization Committee. Finally, Jeff Johnson represents the Board and the Town on the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

Support

The Planning Board benefits from high quality professional assistance, with several engineering consultants with a broad range of expertise available to assist in the technical review of the plans brought before the Board, work that is paid out of restricted special 53G accounts funded by applicants (with any unused funds ultimately returned to them). The Board uses the services of Nitsch Engineering, Inc., of Boston, LandTech Consultants, Inc., of Westford, and Places Associates, Inc., of Littleton. The Board also relies on the expertise of Town Counsel, Deutsch Williams Brooks DeRensis Holland, to help interpret zoning and subdivision law and to represent the Board in litigation. Currently, there is no outstanding litigation against the Board, and the terms of the 2007 Settlement Agreement that brought an end to years of litigation regarding development on Berry Corner Lane were finally implemented this year in their entirety.

The Planning Board's staff has continued to provide excellent service throughout the year. Planning Administrator George Mansfield has completed his sixteenth year providing professional support to the Board, and Gretchen Caywood, appointed as part-time Administrative Assistant in 2005, gives the Board the resources it needs to carry out its many duties. Ms. Caywood has also continued this year to perform the complementary role as part-time Assistant Town Clerk.

The Year Ahead

During 2012, the Board will continue to confront the challenges of the changing needs and resources of the town. The Board expects to complete the update of its Subdivision Rules and Regulations—including the revision of stormwater management guidelines—to reflect best engineering practices and sustainability in land development activities, as well as to provide a firm basis for the review of comprehensive permits, as described above. The Board also expects to continue to provide planning advice to others in their efforts to interpret and amend the Zoning and General Bylaws to meet the needs of the Town, and will collaborate with the Board of Health in a regional “healthy communities” planning initiative. While it is difficult to predict the level of new development activity in the current economy, with the Town’s ongoing long-range planning efforts, and with the expectation of continuing applications for affordable housing development and the build-out of approved projects—including the Benfield Farms 40B project, 2012 is expected to be another busy year.

In all matters, the Planning Board will, as in the past, be working with the Town’s other land development, public health, and environmental protection agencies. In this manner, the Board’s goal is to achieve cost savings through better coordination, as well as to preserve open space and rurality, provide affordable housing through a managed process, safeguard water quality and quantity, and control the fiscal and other impacts of new development upon the town.

Members:

David Freedman, Chair/Clerk
Michael Epstein, Vice Chair
Marc Lamere, Treasurer
Tom Lane

Associate Members:

Vacant (2 positions)

Jeff Johnson
Nathan Brown
Jonathan Stevens

RECREATION COMMISSION

The Recreation Commission continues to develop and deliver a selection of fee-based arts & crafts, life skills and fitness programs to residents of all age groups. During the year 2011 there were approximately 1100 enrollments in combined winter, spring, summer and fall programs, which stayed consistent with the 2010 enrollments.

Operations ran smooth through 2011 with a staff of one, Holly Mansfield (Director).

We would like to take this opportunity to thank Jeffrey Bloomfield for his years of service on the Recreation Commission. Jeffrey decided to resign from the board this past year. The board would like to welcome our newest member of the Recreation Commission, Kevin Smith. Kevin has volunteered to serve on the Recreation Commission and we are grateful for his support and interest in Carlisle Recreation. We would also like to thank Rick Amodei (Chair), Mark Spears Dave Moreau and Noreen Ma for their continued efforts and dedication in serving on the Recreation Commission here in Carlisle.

Need for Fields still exists

It has been evident for the past several years that in Concord and Carlisle there is a lack of adequate practice and game fields to meet the growing demand for safe and functional athletic fields. For many years, Carlisle has been able to capitalize on the goodwill of our neighbors and utilize fields in Concord. With the increasing ratio of Carlisle youth participants in the joint Concord/Carlisle a program, Carlisle is further out of balance in the number of fields contributed.

Banta Davis, Spalding and Benfield

All three of these locations remain possibilities to satisfy future recreational field needs. Below is an analysis of current field usage and future needs. For 2011, and due to the construction completed in Concord there has been a slight reduction in field requirements from 2010.

Existing Fields & Facilities

Currently the Recreation Commission schedules and maintains one 90 ft baseball diamond, two 60 ft baseball diamonds, two softball diamonds and two multi purpose fields. In addition, the Commission maintains an asphalt running track, two tennis courts, a tot lot playground, an outdoor winter skating rink and a fitness cluster. In the past year of a stressed fiscal budget, the existing field resources began to show signs of wear and ill repair. To correct this, the RECCOM graciously accepted donations amounting of \$5,000 each from the Concord Carlisle Youth Baseball and Concord Carlisle Youth Soccer organizations. These moneys will be applied to restorative maintenance in the 2012 season.

Needed Fields & Facilities

It is projected that over the next six years there is a need for two additional 60 ft baseball diamonds, one additional softball diamond, three additional multi purpose fields, two additional tennis courts, two outdoor basketball courts, a cross country running course, two paddle tennis courts, a skateboard facility and a playground for ages 5 – 10 year olds.

The Recreation Commission is also committed to increasing user and spectator ADA accessibility to all recreational facilities.

The Recreation Commission is also beginning to investigate alternate facilities for the growing community educational programs and workshops. The programs currently use the Carlisle School and the Town Hall, and expansion over the next few years will likely require resources not available at either site. One possibility in the near term will be the Highland Building that will provide excellent resource space for several classroom oriented programs.

A five-year plan for fields

The plan for additional fields could be significantly reduced including the cost to maintain and support through the installation of an artificial surface at Banta Davis with lighting. This would likely reduce the need for two additional multi purpose fields and possible a 60' baseball diamond. In addition, participants would enjoy a significantly expanded spring season (starting in early March) and fall season (through early December) along with a safer more comfortable playing surface.

NOTE: Existing facilities are in bold. (Proposed facilities are in parenthesis.)

	90' Baseball	60' Baseball	Softball Child/Adult	Multi Purpose	Tennis/ Basketball Courts	Track	Equestrian
Spalding	1	1	1 + (1)	1/2	2		
Banta Davis		1 + (2)	1	1 + (1)	(4)	1	
<i>Foss/ Conant/ Town Forest</i>				(2)			2
<i>Benfield</i>				(1)			
<i>New</i>							
TOTALS:	1	4	3	5 1/2	6	1	2

Multi Purpose includes soccer, field hockey, lacrosse, flag football, frisbee, etc.

Fields and Facilities Maintenance

The Recreation Commission administers the contract for field fertilization and pest management, which during 2011 continued the organic program. A three-year contract for field maintenance (mowing, trimming, field refurbishments and management) was awarded in the spring 2011.

BANTA DAVIS: The Recreation Commission has responsibility for maintaining and scheduling the fields on the Banta Davis land. The Rory Bentley Fitness Cluster is also located at Banta Davis.

SPALDING: The Recreation Commission has responsibility for maintaining and scheduling the playing fields at Spalding. Careful coordination with the school sports and other youth group usage and maintenance of the fields at times required mowing at one end of Spalding while activities were ongoing at the other end. The Recreation Commission would like to thank all of the groups for their cooperation and patience.

DIMENT PARK: The tot lot is used as a place for children up to age 5 years old as one of the only venues in town to meet and socialize. A safety audit was recently complete and maintenance issues will be prioritized and addressed.

TENNIS COURTS: Tennis lessons for adults and children were offered for five weeks in the afternoons in spring and for five weeks in the mornings and afternoons in the fall. The summer program utilized the tennis courts from 9:00 AM to 3:00 PM Monday through Friday over a six-week period for children's lessons. Because of the failure of the Banta Davis Phase 2 project, the tennis courts will also need some repair in the near future.

BENFIELD: As part of the Community Preservation Act (CPA), a portion of the Benfield project is allocated to installation of a multi-purpose field for soccer, lacrosse, field hockey and other active and passive activities. Moneys were budgeted in prior years to design the fields; however, the design activities on Benfield were prioritized lower due to efforts to complete the Banta Davis Project. Our efforts in 2012 will include the renewed effort to complete the design efforts on Benfield.

Programs

Recreation programs included a variety of recreational opportunities to meet the needs of all segments of our community within the constraints of having no dedicated indoor Recreational facility in town. We offer a range of fitness, arts & crafts and life skills classes during the spring, summer, fall and winter seasons using the town hall and school facilities as well as some outside vendor locations. The Summer Fun Program for youth (age 4+) is offered for six weeks during the summer using the school facility and the outdoor recreation facilities. About 10 young people are employed during the summer as counselors and swim instructors. We offer a wide range of programs for residents in Carlisle to include all ages and interests. Programs include a variety of health and wellness, toddler, science, arts, sports, and educational classes. Ski programs for youth were offered at Nashoba Valley Ski Area in Westford. Basketball programs for adult and youth ran every night in the winter and on weekends in the Corey Gym at the Carlisle Public School. Adult evening badminton and basketball was also popular again this year.

Future Plans – Short Term

The Recreation Department continually assesses the need for program and the ability to support a program in a small community like Carlisle. The need for a free and unstructured recreational outlet for youth in grades 5-8 on early release Tuesdays has become apparent and will continue. We have also discovered the need to expand this type of a program for the youth in grades 5-8 after school. As a result, we implemented the "Home Base" program on Wednesdays and Thursdays from 2:30-5:30. This program is a pilot program for the 2011-2012 school year. So far it has been a great success and we hope to continue and grow the program in the future.

The Recreation Department will be seeking outside funding, possibly from CPA, to construct a bridge between the Spalding and Banta Davis facilities. This will provide an exceptional resource for the school that will allow access to the Banta Davis facility for

sports activities and will also become an enhancement to the community's path and trails resources.

Future Plans – Long Term

Program space continues to be a problem. We are grateful to have the use of Town Hall for most adult classes and several children's classes. We are grateful for the use of the school gym facility in the evenings and on weekends for both adult and youth programs. The Commission will continue to work collaboratively with the town and the school and other venues in planning and improving shared spaces.

At some time in the future, a Recreation Center or Community Center perhaps in league with a Senior Center would be a welcome addition to the community of Carlisle.

A focus area for the Recreation Commission in 2012 will be to evaluate the possible use of the Highland Building to support dual use activities of programs and a community center.

Giving back to the Community

The Recreation Commission's goal is to provide quality programs for all residents of Carlisle and to reinvest in our community. Every year the Recreation Commission gives back to the community from the excess fees generated from our programs and from gifts and grants received for recreation projects.

We are fortunate to have many teenagers and adults performing community service as chaperones, coaches and referees. Often their service means a program can run despite low enrollments or at a lower cost. Sometimes their service allows a child to continue taking swim lessons or participate in a seasonal program when they might otherwise need to forego such an opportunity due to financial circumstances.

The Recreation Commission is very happy and pleased to have senior citizens helping us as part of the Town of Carlisle Senior Work Program. These individuals have brought relief with enthusiasm and good humor to an otherwise over extended staff.

We are grateful for the support of the Concord Carlisle Community Chest and the donations to Carlisle Recreation from residents of Carlisle. These donations all contribute to the well being of our community.

Members

Rick Amodei, Chair
Mark Spears
Dave Moreau
Noreen Ma
Kevin Smith

CARLISLE TRAILS COMMITTEE

There were two major events for the Trails Committee in 2011, one planned and one not. From January to April we undertook our most ambitious construction project ever, the wildlife viewing platform on the edge of Spencer Brook in the Benfield Conservation Land. Scheduling around snowstorms, working in deep snow, and hurrying to finish before Spencer Brook thawed, the 7-weekend project was always challenging and an unforgettable experience. Special thanks go to the Carlisle Conservation Foundation's donors for funding, to CCF's Steve Hinton for masterminding the project and participating in every aspect of the construction, and Alan Ankers for design and construction help.

Our second big "event" was the double-whammy of Hurricane Irene and the October snowstorm, which both brought down huge numbers of trees and branches on the trails. With help from many volunteers, we spent most weekends from September through November clearing storm damage.

The Trails Committee in 2011 pursued its five major goals: 1) public education, 2) maintaining existing trails on public land, 3) working to preserve trails on private land being developed, 4) creating new trails, and 5) advising the Selectmen on trails issues.

Public education –The committee led seven public walks to familiarize townspeople with the trail network. In March, a near-record 67 people took a night walk from Spencer Brook Reservation to the newly-completed Benfield wildlife platform, arriving just as the "Super" full moon rose over Spencer Brook. It was a completely clear and magical night. In April we cosponsored an Earth Day vernal pool walk with the Conservation Commission at the Conant Land, where a population explosion of fairy shrimp captivated the 22 attendees. On a rainy June day, as part of Riverfest, 10 people walked to the Benfield platform. On Old Home Day in July, 25 walkers joined the 7-mile Double Sundae Sunday Saunter with stops at both of Carlisle's ice cream stands, finding relief from the muggy weather. In October, walks were offered on two weekends at River Road Farm to view Pagey's Preserve, proposed for acquisition as conservation land; 16 people came on a rainy day and 60 when the weather was nice. The annual post-Thanksgiving walk at the Greenough Land was blessed with a warm, sunny afternoon, and 32 people took the opportunity to walk off their stuffing.

Our guide to the Town's conservation lands, "Trails in Carlisle", is available at the Town Hall and Ferns Country Store. Individual trail maps are available on the Trails Committee web site, carlisletrails.pbworks.com. The web site, linked to the Town's web site, also includes information on the Carlisle Trekker Award, notices for upcoming walks and work days, and a problem report form.

Marilyn Cugini earned the Carlisle Trekker Award in December for hiking all of Carlisle's trails, becoming the twelfth person to do so. She kept a blog of her experiences, and presented the committee members with photo note cards from her walks.

Trail maintenance – After the snowy winter, a public work day in April cleaned up trail damage all over town. Particularly noteworthy, chest waders were involved in removing fallen trees from River Meadow Brook, where they had rerouted the flow and undercut part of the Otter Slide Trail. Another public work day in June cleared the Sachs Greenway and Hanover trails. High school Earth Science students helped clear trails in Great Meadows and replace broken boardwalk boards. As noted above, the committee and other volunteers cleared nearly every trail in town in September and again in November. The trail to the Benfield platform was mowed twice, and a steel post was installed to prevent unauthorized vehicular access to the Benfield Conservation Land.

Trail markers were put up on the Hart Farm trail and the Holmes-Avery trail. Wooden signs have been made for the Kolansky trail easement.

Preserving trails and new trails – Two Boy Scouts created new trails this year for their Eagle service projects: Brendan Nunan from Church Street to the Banta-Davis trail, and Anthony Perugini in the new Chestnut Estates conservation land. We expect to extend Anthony’s trail into the recently-surveyed Mannis Land next year. Sheldon Kolansky’s trail easement through his property was recorded. It connects trails in the MacAfee land, Holmes-Avery land, and Sleigh Road in Westford, giving access to the Bruce Freeman rail trail. Working with CCF and the Sudbury Valley Trustees, a trail was laid out and cut on the Elliott’s land to allow access to Pagey’s Preserve, proposed for protection as conservation land. This included building a small bridge. We met with a Land Steward from Acton and walked a future trail link from Ben’s Woods to extensive conservation land in Acton. We also met with Alan French of the Bay Circuit Alliance to discuss routing part of the Bay Circuit Trail through Carlisle. We met with neighbors, the Conservation Commission, the Land Stewardship Committee, and the police chief to discuss a potential new trail access into Foss Farm from the intersection of River Road and Bedford Road. We also met with Steve Carlin, the manager of Great Brook Farm State Park, to discuss his plans for new trail parking on Lowell Road with future trail connections to the Fern Loop, the Erickson Loop, and the town’s Gage Woodlot.

Interfacing with other boards and committees –We worked with the RecCom on a CPA proposal to replace the Spalding Field to Banta Davis boardwalk, but it was tabled for legal reasons. We met with other town conservation boards in April, organized by the Land Stewardship Committee. Member Kevin Smith is part of the inter-board committee drafting rules for use of Other Power-Driven Mobility Devices on trails in town conservation lands. Committee members Louise Hara and Kevin Smith are part of the group working on the Town’s new Open Space and Recreation Plan.

Finances – At year’s end there was \$7,275 in the Trail Maps revolving fund and \$15,000 in the CPA account.

Acknowledgement - The Trails Committee would especially like to thank the many volunteers from the community who have helped in our trail projects through the year. We also wish to acknowledge the unnamed volunteers who quietly maintain trails in their neighborhoods without direct involvement of the Trails Committee. Without volunteers, the Town wouldn’t have its wonderful trail system.

Members

Henry Cox (chair)

Marc Lamere (vice chair)

Bert Willard (secretary)

George Fardy

Louise Hara

Kevin C. Smith

Steve Tobin

Report submitted by Steve Tobin.

CARLISLE YOUTH COMMISSION

The Carlisle Youth Commission continues to sponsor Friday Night Live (FNL) the first Friday evening of each month during the school year. At these events we offer dancing, games, and other activities for all Carlisle sixth, seventh, and eighth graders. During the 2010-2011 school year we hosted 1833 attendees, for an average of 204 per FNL. At these events we maintained a 17 to 1 student to chaperone ratio. Each of our chaperones must have an approved CORI form on file with the Carlisle Public School in order to chaperone. In addition to the monthly FNLs, the Commission hosted one dodge-ball tournament which was very well attended.

In 2011 Commission members Lisa Harris and Brenda Hicks completed their terms. They were replaced on the Commission by Dawn Hatch and Alexandra Walsh. Jeff Blue elected to step down from the Commission with two years remaining in his term. Tom Ratcliffe replaced Jeff on the Commission and will complete the two years remaining in Jeff's term.

The Commission, through the Carlisle Recreation Department, launched online registration for the 2011-2012 FNLs. The new registration system was well received by the families and helped to streamline the process.

For 2011-2012, the Commission is now required to have a certified Crowd Manager in attendance at each FNL. A permit must be submitted to the Fire Department prior to each event as well. Phil Lotane and Nicole Pinard have taken the online certification course and are the Commission's certified Crowd Managers.

Members

Pliny Jewell – Co-Chairperson

Phil Lotane – Co-Chairperson/Secretary

Tom Ratcliffe – Treasurer

Dawn Hatch – Chaperone Coordinator

Ray Jimenez – Website Coordinator

Nicole Pinard – Publicity

Alexandra Walsh – Special Events Coordinator

LIBRARY
and
EDUCATION

GLEASON PUBLIC LIBRARY

The Gleason Public Library respectfully submits the 2011 Annual Report to the people of Carlisle.

In 2011, the Library opened on Sundays for the first time in our history. The Trustees abolished overdue fines for the library. We held a gala event in coordination with an Essence of Carlisle Art Show celebrating over seventy Carlisle artists, we received a grant to focus services on Science, Technology, Engineering, Math, and Music (STEM+M), we updated and improved our website, we were able to shift staff hours to have four full time librarians, and we continued to offer an array of educational and entertaining programs and collections from e-books to large print books and everything in between.

The GPL mission is to be a dynamic community nucleus. The Library fosters personal and civic connections, embraces learning and the pursuit of knowledge, and provides professional services and a bountiful collection of research materials, recreational materials and media, and technology. The GPL promotes discovery, equality, loyalty, civility, literacy, positive interactions, and trust through all times.

The Library provides a collection to meet the varied needs of Carlisle patrons. To supplement, support, and promote that collection and the intent to provide lifelong learning, the Library offers a wide range of programs designed to bring the community together. This year, the Library stepped far into the realm of downloadable formats as patrons became more savvy consumers of e-books and e-resources. The Friends of the Gleason Public Library donated several e-readers first used by staff in training then extended for loan. These devices enabled the Library to showcase and demonstrate the e-collections we hold and grow. Use of this media grew considerably over the course of the year.

In 2011, programs for all audiences included: “The Joy of Getting Things Done” with Linda King, “Songbirds of the Northeast” with John Root with the support of the Carlisle Cultural Council, Invasive Plants with Tedd Elliman funded by a grant from the Sudbury, Assabet and Concord Wild and Scenic River Small Grants Program, “Small Arms at Gettysburg and in the Carlisle Gettysburg collection” with Paul Carpenter and “Industrial Evolutions” with Dr. Robert Forrant, both with the Carlisle Historical Society. A presentation on “Guatemala Service Trip” by six eighth-graders from the Carlisle Public School who volunteered in Guatemala was standing room only. The Carlisle Garden Club cosponsored “A Year in the Life of a Honey Bee Colony and its Beekeeper.” The Carlisle Cine Club showed films and organized a special presentation of belly dancing by Carlisle’s “Om” dancers.

We celebrated poetry month in April with a special discussion group and a poetry contest. Prizes were awarded to the winners: Aiko Ma, Rebecca Bishop, and Mary Zoll. The poetry interest continued throughout the year with Sarah Rolph facilitating a monthly group meeting of local poets and Mary Zoll offering monthly poetry courses.

In the fall the Library received a \$10,000 grant for a unique program designed by the librarians and penned by Martha Patten. The grant is to provide focus on STEM+M, Science, Technology, Engineering, Mathematics, and Music to all Library services, while reconfiguring the reference service spaces. As a result, the Library added more related programs starting in late 2011. Some of the programs listed above were cosponsored by this grant that is to be completed by the fall of 2012. Our launch event was “Inside the Video Game Industry,” organized by Trustee Steve Golson, and featuring guest innovators including Doug Macrae, Jamie Gotch, and Ichiro Lambe. Another program is the Science Fiction and Fantasy Book Club, led by librarian Charles Schweppe. This grant is funded through the federal Library Services and Technology Act (LSTA) federal Library Services and Technology Act (LSTA) funds from the [Institute of Museum and Library Services](#) managed by the Massachusetts Board of Library Commissioners (MBLC).

The Susan Zielinski Natural Science Fund supported several programs in 2011 and cosponsored with both the STEM+M grant and Friends of the Gleason Public Library. In particular, the fund cosponsored Anthony Mariano’s Amazon Adventure as part of the Summer Reading program, “How Magmas Form in the Ring of Fire” with Christy Till, and, in partnership with the Carlisle Conservation Foundation, Carlisle Conservation Commission, and Carlisle Garden Club, the Zielinski fund hosted Doug Tallamy’s “Bringing Wildlife Home” at the Carlisle Public School. The Fund receives donations and supports forums, lectures, exhibits and additions to the collection in the areas of Geology and Ecology, and the protection of wildlife, biological diversity, and the environment. The Fund honors the memory of Carlisle native Susan Elizabeth Zielinski and reflects Susie’s love of the natural world and of the town where she grew up.

The Library was opened Sundays from 2 to 5 pm January through April because of private sponsors, including area businesses, organizations, families and individuals matching donations by the Friends of the Gleason Public Library and the Gleason Public Library Endowment. Sunday hours provided a new venue for programs, including an Art Fair featuring Carlisle Artisans, a panel of local Carlisle authors including Nancy Shoheit West, Tracy McArdle, Margaret Crouse-Skelly, a bridge players program, a film with the First Religious Society’s Environmental Action Committee, and a classic film with the Carlisle Cultural Council in memory of former Chair Elissa Abruzzo.

The Friends of the Gleason Public Library and Friends of the Council on Aging continued to offer joint programming through the afternoon and evening lecture series and special events. These included “Carlisle Conversations,” moderated by Carlisle volunteers, “Muslims in America,” with Professor Kayed Khalil, “Opera,” with John Tischio, “Superstars,” with David Aguilar, “Cosmology at the South Pole,” with Colin Bischoff, “Art Matters,” with Jane Blair, and health lectures: “Your Aching Joints: Hip & Knee Arthritis and Modern Joint Replacement,” with Dr. Dean Howard, “Rheumatology and More,” with Dr. Alan Marks, “Heart Health,” with Kathy Laferriere, and “Mind and Body,” with Carole Legro.

The third annual community read, Cover to Cover, was held in January, 2011. The book selected by Carlisle voters was *Zeitoun*, by Dave Eggers. Events included book discussions, a documentary film, a program on Muslims in America, a panel “Disaster and Response: Lessons from Katrina” including Arthur Adelberg, Beth Daley, and Carlisle’s

David Campbell and Fire Chief David Flannery, "New Orleans Cuisine: A Gastronomic Tour," with Tony DiRomualdo, "Stories of Perseverance," a roundtable of stories from Carlisleans including Michael Dundorf and Ray Offenheiser, and to complete the month a new Orleans-style dinner prepared by Dian Cuccinello with music by the New Orleans Jazz Band.

The committee that orchestrated this major event included Estelle Keast, Jennifer Albanese, Ann Rosas, Martha Patten, Angela Mollet, Trustee Steve Golson, Nancy Pierce, Susannah Vazehgoo, and Marilyn Harte. The committee read, discussed, planned, cooked, and marketed the Community Read. Their commitment and energy are a major reason why this event is a growing success.

Library Computer workshops and events included an introduction on how to use the Evergreen system, "Answers to Go," on how to use the range of databases provided by the Library, and a Tech Petting Zoo all about e-resources and how to access the e-content held by the Gleason Public Library. These workshops were planned and led by Shelagh Tomaino and Martha Patten.

Special events for teens in 2011 included monthly early release day films throughout the school year, Wii-Lympics tournament, Office Olympics, Dystopian Scavenger Hunt, Candy Sushi, Tie-Dye, The Amazing Race, Henna Tattoos, Teen Read Week, a visit from author Marcella Pixley, a Karaoke night, and a blogging and book review workshop (presented in conjunction with the Concord Carlisle High School library). The Teens of Gleason Advisory group (TOGA) continued to meet on a monthly basis to plan teen programs and offer recommendations on teen services at the library. The TOGA book group held several meetings. The teen department responsibilities were overseen by Jennifer Barnes through June, then by Jennifer Petro-Roy beginning in July and on.

Of special note, without a teen librarian at the helm, the library staff and volunteers extraordinaire managed to plan our third Harry Potter party. A heartfelt thanks to the team of prefects and professors including Henry and Amelia Cox, Janet Hentschel, Emma and Greg Schmidt, Anagha Chandra, Emma Marshall, Juliana Kulik, Alex Knobel, Meg Doucette, Larissa Shyjan, Warren Spence, Jon and Priscilla Stevens, the de Alderete Family, Genna Carmichael, Lauren Tice, Charles Schweppe, Martha Patten and Dan Brainard. Together we transformed the Library into Hogwarts and welcomed Carlisle middle schoolers for a fun evening of trivia and improvisation.

The children's department was fortunate to be donated a train table and set of train toys which have delighted visitors to the children's space. The librarians offered three Story Time sessions in the fall, winter and spring for ages three to four years old, four to six years old, and Drop-in for children ages three and under. In addition to these weekly Story Times, the librarians made special visits to local preschools, including Noah's Ark and the preschool in the Carlisle Public School. These groups visited the Library in return for special meetings with the librarians. The Cub Scouts and Brownies held meetings in the Library. In addition, each month PJ-clad children ages three and up joined in the Pajama Story Time. Drop-in crafts were offered in the winter. Special Story Times were offered for ages three and up, including Teddy Bear picnic, Safari Hunt, A Pirate's Life for Me, and Storybook Trees, in coordination with the Concord Museum.

The Library held two sing-alongs for our youngest visitors, one each with Sulinha Boucher and Liz Buchanan.

For school age audiences the children's department had the Animal Invaders of the Museum of Science, funded by a private grant, Henry the Juggler and Steve Blunt, songster were sponsored by the Carlisle Cultural Council, and "A Walk Across the Solar System" with Steve Golson. The children's department offered a fiction and non-fiction book club for grades one and two and a book group for grades three and four. These groups met seven times each in 2011. Participants read the book (or have it read to them), discuss the book and participate in a fun activity.

The 28th Annual Great Pumpkin Spectacle featured storyteller Mary Jo Maichack, with a hundred or so guests at the Corey Auditorium, followed by a contest of carved, decorated, or decorated and carved pumpkins of kindergarten through third-graders at the Gleason Public Library.

The summer reading program for all ages is always a fun and important part of what the Library provides the community. "One World, Many Stories" was the theme, and the participants were invited to travel the world with us as they read books set around the globe. The Library hosted kick-off events, craft sessions, and a final celebration for grades one through eight. They made colorful masks, rain sticks, duct tape creations, and more. Special performers included a Rhythm Instruments with a Brazilian Flair by Ricardo Frota, the Creature Teachers with wildlife from Australia, and the antics and stunts of Alex the Jester. For all ages, Everest summiteer and professional mountain climber Craig John told tales from around the world and Carlisle's own Anthony Mariano shared his personal experiences as a geologist of renowned traveling through Brazil's Amazon, and of the rare gems that can be found there. Special Read-Aloud by Carlisle teens was held for ages three and up. In the tally of the over 160 people of all ages that participated and read in 2011, the children read 24,728 pages and high school through adult was 28,630.

The children's programming was led by Milissa Fellers, Seana Rabbito, and Marty Seneta. Jennifer Petro-Roy, the teen librarian, also participated in the children's programming in the fall of 2011. Many thanks to our volunteers who helped with the craft sessions and parties: Caroline Means, Emma Marshall, Susannah Krapf, Amelia Cox, Meg Doucette, Lauren Rayson, Lauren Tice and Hannah Merry.

The display space in the children's department, purchased by the friends, continues to be in demand and our young patrons love sharing their collections as guest curators. Supplies, prizes, and tools for Story Times, book groups, and special programs were provided by the Friends of the Gleason Public Library.

Displays are an important part of the library, to highlight collections or tell a story. Throughout the Library, Library staff regularly provides displays around subjects and collections, as well as writing material for local press outlets and blogs. In addition to these regular communications and displays, there were several historical displays of Historical Society/Gleason Public Library Collections, curated by Janet Hentschel. The Library and Historical Society work closely to preserve and share the story of Carlisle.

The Gleason Public Library staff donned Dr. Seuss costumes and decorated the book carts to participate in the 99th Carlisle Old Home Day parade. Much to our surprise, considering our lack of theatrical experience, the coordinated book cart routine won the Grand Prize of the Parade.

The Art at the Gleason program coordinated by a team of energetic, creative, and organized curators, Amy Livens, Emily Stewart, Andrea Urban, and Jean Barry had an extraordinary year. They organized shows throughout the year, including watercolors by Roger Goulet and works by Carlisle high school and college art students including Lili Boxer, Grave Fitzpatrick, Alec Hutson, and Marcus Kulik. With the spring came the annual school art exhibit, featuring over 500 examples of the creative and innovative works of Carlisle's youngest artists. Next was a mixed media show with the The Depot Square Artists, followed by "Pysanky: Ukranian Easter Eggs" by Dan Kostyshyn, presented by Laura Scarbro, and art by Caroline Rufo, Joni Levy Liberman, and Elizabeth Carter. Art receptions were held for each show with the culinary contributions of Elizabeth Parsons, Joan Klickstein, and Barbara Lewis.

The year culminated with a major show titled, "Essence of Carlisle," from October through December. The art displayed the artistic range and creative energy present in the town of Carlisle. Seventy-one artists of many media were represented. In tandem with the art show and a reception, the curators worked with an event committee to put together a gala event and art raffle to raise funds for a mural for the children's media room. The raffle included seventeen pieces of art donated by Carlisle artists. The gala sold out, with 150 people attending an evening of hors d'oeuvres, desserts, and wine, in which the Library was transformed into an elegant evening venue. Our thanks to the entire committee who put this event together, including Amy Livens, Emily Stewart, Andrea Urban, Jean Barry, Lisa Chaffin, Trustee Larissa Shyjan, Ann Rosas, Shelagh Tomaino, and Angela Mollet.

Throughout the year the Library continued to produce an e-newsletter to our six hundred subscribers listing events, updates, good reads, and more. This is done by the hard work of Martha Patten with input from staff and help from volunteers Ann Rosas and Trustee Priscilla Stevens. Martha Patten was also the lead in the renovation of our website, utilizing the skill of Accent Design and Silver Oak Design. Material to this and the website are created by all Library staff and some volunteers.

Over Memorial Day the Library went through a major migration of our catalog. This was a tremendous endeavor for Library staff in cooperation with the other 35 libraries and staff of the Merrimack Valley Library Consortium. The Library went to Evergreen, which is an open source system that allows for more controlled development.

In 2011, the Library staff focused on the migration of our Library system. This preparation involved database cleanup, collection review, training, and three staff meetings with hands-on case-by-case experience. We added fun to these by brainstorming our parade entry and footwork, which resulted in a triumphant victory. These activities speak to our Long-Range Plan, which articulates a desire to do the most the public would like within our budget and make the library a welcoming and fun place for the community.

In 2011, we said farewell to two long-time staff members of the Library, Shirley Pearlman and Shelagh Tomaino. Shirley Pearlman was with the library for sixteen years and Shelagh was with us for eleven years. The two were devoted to strong customer services and committed to going beyond in their roles as librarians. We also bid goodbye to Jennifer Barnes (shared between CCHS library and the Gleason Public Library), Milissa Fellers, a very popular children's librarian, and our long-time page Lauren Tice. We welcomed pages Hannah Merry and Matthew Hill. To our regular staff we were able, with Personnel Board approval, to shift two staff to full-time, including Martha Patten, Head of Technology and Reference Services, and Jennifer Petro-Roy, teen librarian. In addition, part-time staff joined us, including George Collins, maintenance custodian, and librarians Janet Hentschel, Kelly McMaster, and Nicole Basbanes.

We ask staff to continuously improve the ways we can assist Library visitors in the building or via our digital branch. We must stay current in the continuously evolving modern Library that balances historical artifacts with e-devices, and always attuned to the need for reading and community connectedness. We acknowledge the contributions of all staff as they strive to do their best, including Nicole Basbanes, Linda Dodge, Kay Edelberg, Jean Forman, Janet Hentschel, Joan Hoffman, Kelly McMaster, Martha Patten, Jennifer Petro-Roy, Seana Rabbito, Shoba Ramapriya, Sukie Reed, Deena Scaperotta, Charles Schweppe, and Marty Seneta, and pages Hannah Merry and Matthew Hill. We were fortunate to have custodians Dan Brainard and George Collins keeping the Library building continuously well maintained.

Volunteerism and the involvement of Senior Tax Workers keep the Library rolling by helping with shelving, cleaning shelves, displays, programs, landscaping, marketing, and completion of special projects. Volunteers help the Library keep up with circulation, organization, and special projects, and ensure community involvement in the day-to-day functions of the Library. Not counted in this number are the hours committed to the administration of the Library by the Trustees and other informal committees and groups, who balance the varied needs and limitations of resources, public, building, and time to keep the Library operating at a high level of which the town can be proud. Annually, the Library staff, with the support of the Trustees recognize the essential role of volunteers with a celebration of their service.

As part of the regular policy review under Gleason Public Library Trustees, the practice of collecting fines for the majority of items was abolished. Based on the decrease in circulation of items, increase in circulation of e-items, the time it takes to process and manage fine collection and deposit, and finally due to the increase in notifications and communications with the Evergreen migration, the Trustees decided, in October 2011, to stop the practice of collecting the fines. Response to the policy was viewed as an improvement in the use of staff time, a convenience for patrons, and thus, an improvement in overall customer service.

To articulate the Long-Range Plan wish list items funded by enhancements, the Trustees worked with the Endowment board to prepare a mailer to Carlisle residents noting the long-term role the Endowment plays in supporting the Library. The Trustees of the

Endowment include the Library Director, the three GPL Trustees, and the President of the Friends of the GPL.

A key component of the new Long-Range Plan was to improve the preservation of and access to historical collections in the community, especially those Town-owned collections placed in the purview of the Library. As discussions over the use of the Highland School Building evolved and the request for tenant interest was articulated to community groups, the Trustees resolved to consider Highland as a potential long-term space for the conservation and display of such materials. Recognizing that a concerted approach, working with the Carlisle Historical Society, would be the most attractive option for the community and the various collections, the Trustees met with CHS board members to discuss it. The Trustees determined that they would pursue a tenancy and hoped that the CHS would join them at a degree at which they were comfortable.

The Gleason Public Library had several small incidents of water leaking into the building in 2011. Ice dams forced some water into the second-floor byway of the roof vents, and after a heavy rainstorm and snowmelt, the Library drain system and wetlands were at capacity and water covered about half of the first floor. It came in through the west side door. In both cases, the materials were returned to a stabilized condition and nothing was lost. We continuously monitor these two areas of vulnerability and have made efforts to prevent them occurring in the future.

Of note in 2011, alongside minor item replacement and repairs, the Library replaced the boiler. Our landscaping is ever evolving, as a tulip tree was planted in memory of Wyatt Cragan and in appreciation of the work of his mother, Brooke Cragan, when she served as a Trustee. The new tree has thrived with the attention of arborist John Bakewell. A donor helped return Felix the cat, our outdoor sculpture, to a more permanent home on a rock on the west side. Finally, a plan for a permanent lawn sign was drawn by architect Neal Emmer, Levi + Wong Design Architects, Inc., which was approved by the Carlisle Historical Commission. It is anticipated this sign will be installed in the Spring of 2012.

The Library was fortunate to receive additional private grant awards in 2011. These awards are described throughout this report, but essentially provide enhancements, such as professional development opportunities, staff time for program development, funds to bolster our collections and technology, and monies to provide upgrades to furniture. In 2011, the Gleason Public Library received a two-year grant for \$10,000 over each year to implement enhancements articulated in our Long-Range Plan. Our appreciation goes as well to the support the Library receives across the community.

In another opportunity for townspeople to contribute directly to the library collections, the "Pick-a-Periodical" program began. We received several donations directly for magazine subscriptions which extended to donations for our e-books.

The Friends of the Gleason Public Library rely on their membership drive and the Library Book Sale to raise the funds necessary to support enhancements to the Library. The July 2, 2011 Book Sale, chaired by Kathleen Ryder and John Putnam, and with hundreds of volunteers and local readers, raised record funds. The Friends held two "mini-booksales" in April and December, and began selling select books online.

Under the leadership of President Ann Quenin, the Friends made some major contributions to the library in 2011, including providing funds for a third of the Sunday hours and their programs, passes to fifteen area museums, additions to the collections, and sponsorship of and supplies for the following programs: Summer Reading, Cover to Cover, afternoon lectures, the Pumpkin Spectacle, and the Potluck Supper. In addition, they supported refreshments, matching funds for outside grants, speaker honoraria, and the Art at the Gleason program. They were instrumental partners in our big events including Jazz 'n' Jambalaya and the Essence of Carlisle. Their annual meeting speaker was Ken Gloss, a rare book expert.

The Keys to Library Success:

Discovery: Community learning co-op. The people of Carlisle will be supported in their learning throughout life.

Equality: Welcome to Your place. The people of Carlisle define what the Library is and we provide the access.

Loyalty: Carlisle's Atlas. Carlisle's history has a home at the Library.

Civility: Come Together. The people of Carlisle find opportunity for social engagement, volunteerism, and community building at the Library.

Literacy: A Love of the Word. The word, in its many media, is celebrated and available.

Positive Interactions: Empower People. The people of Carlisle will be welcomed and put first.

Trust: Effective Management. The people of Carlisle will see an open and trustworthy organization.

This report was prepared by Angela Mollet, Library Director.

GLEASON PUBLIC LIBRARY STATISTICS

Hours open per week	56 January – April 53 May – December
Number of items	72,704 (digital and in library)
Number of holds picked up	15,491
Number of items shared to other libraries	23,939
Number of Carlisle patrons	4,228
Circulation	123,287
Circulation of digital items	1,951

Circulation and Holdings data is based on FY as reported in state reporting data.

Calendar 2011/Fine money of \$5,826.77 was paid to the Town Treasurer.

Trustees:

Larissa Shyjan, Chair	Term Expires 2012
Priscilla Stevens, Treasurer	Term Expires 2013
Steve Golson, Secretary	Term Expires 2014

CULTURAL COUNCIL

The Carlisle Cultural Council awarded \$4370.00 to thirteen applicants for the 2012 year.

The awards are as follows:

Anne Marie Brako, to create a song for Carlisle Old Home Day 2012	\$500
Carlisle Community Chorus, for Public Concerts	\$400
Richard Clark, to perform "Clarence Darrow" by David Rintels	\$350
Ed Cope, for Reading is Magic	\$300
Marilyn Cugini, for Discussing Creativity, a Local television program	\$300
Greg Curtis, for COA performance of "Songs to Inspire"	\$400
Wendy Frank, musical enrichment for special needs children	\$400
Gleason Public Library, for The Pumpnickel Puppet Show	\$250
Gleason Public Library, for a Bat Talk by Dr Tom Kuntz	\$250
Lisa Lofdahl, for Blue Skies Trio COA Concert	\$400
John Root, performance of "Popular Music of the Gaslight Era"	\$320
Sunanda Sahay for the Celebrate India Day in Acton	\$250
The Discovery Museum, "Especially for Me Program"	\$250

In addition to awarding grants, the council sponsored a Sunday-afternoon-at-the-Movies, at Gleason Library in March 2011.

Members

Patricia Koenitzer, ex-officio member/Chair
Kathy Coughlin-Horvath, Treasurer
Roslyn Pullman, Secretary
Lura Taylor
Susan Bacher
Abigail Carr

CARLISLE PUBLIC SCHOOLS

The citizens of Carlisle are justifiably proud of the Carlisle Public School District and its accomplishments, and the School Committee and Superintendent are pleased to present this report on our 2011 activities. The year might be dubbed the year of construction, as our building project finally began after years of planning. In spite of the inevitable upheaval caused by a major construction project in the middle of campus, teachers and students went about the business of education in their typical outstanding fashion, resulting in many successes and achievements.

Each year the Superintendent and School Committee jointly establish a set of District Goals, which serves as a guide for the year. In addition, the School Committee develops goals to meet as a committee, and these two sets of goals serve as a framework for the year's achievements. A main goal for both the Superintendent and School Committee for 2011 was to support the building project and ensure a safe environment for students and staff throughout the project. This required an extensive planning process that began early in 2011 and was still underway as the year closed. The plans developed initially concerned the relocation of the buses and the establishment of new, temporary routes across campus. Staff and students both rose to the challenges presented by the fragmented campus and followed the new routes around the back of the school to the Corey Building for lunch, music and physical education. Teachers willingly took extra time to make sure that our youngest students felt safe and comfortable with their new routines, and our middle school students made room in their crowded hallways for the elementary children. As the year drew to a close, discussions began about the next phase of the building project when students move to new classrooms, the buses move back to the lower lot, and the campus configuration changes again as the old Spalding Building is fenced off and eventually removed. We are very grateful for the cooperative spirit shown by all in working around the building project, and we are confident that the end result will be well worth the inconveniences.

While the project consumed much administrative attention and many resources, it was business as usual for the day-to-day education of our students. During the winter, several classes produced class plays, including Kindergarten with the much-loved annual Mitten Play. The seventh grade performances of *Bye Bye Birdie* featured a pit orchestra for the first time, and all who attended enjoyed watching our seventh graders sing and dance in a very professional production. In another special event, Senegalese dancers first entertained middle school students and then gave special dance lessons to the fifth grade classes. In second grade, the annual Iditarod unit introduced students to dog sledding through a visit by a musher. The students used math, writing, and geography skills to follow the Iditarod race over several days, culminating in a festival in which they shared what they had learned with parents and friends. Third graders celebrated winter with an array of craft activities, and the fourth grade classes visited the Harvard Museum of Natural History in conjunction with special science lessons. The music department prepared for the spring MICCA festival with extra rehearsals, and the varsity and junior varsity basketball teams had successful seasons. This year Carlisle eighth grade students were selected to participate in the National Assessment of Educational Progress (NAEP) tests in which reading and math skills were tested. Although students do not receive

individual scores in this test, our student scores contributed to the high ranking that Massachusetts received in comparison with other states.

While students were involved in learning activities inside and outside the classrooms, there were also several opportunities for teachers and parents. In early March the school hosted a showing of the documentary, *Race to Nowhere*, sponsored by the CSA. The film gave families an in-depth look at the pressures on children, particularly in middle and high school and led to lively discussions about ways to balance schoolwork with other activities for stressed children. Teachers focused on writing during professional development time, and Lester Laminack, nationally known writing consultant, continued his work with teachers around the writing process. A new phonics curriculum was introduced in the elementary grades, and grammar units were updated for middle school students. The CSA hosted a parent informational coffee on bullying, in which the superintendent described what is being done to make the school a safe place for all, free from bullying.

As winter gave way slowly to spring, the planned for construction changes began to appear on campus as offices moved and the fence surrounding the plaza went up. Students watched with nostalgia, as a huge hole appeared where their much-loved plaza had been. On May 3rd staff and administration along with state and local officials took part in a groundbreaking ceremony. Spring always heralds the start of MCAS testing, and this year English reading and writing tests were held in March, followed by math and science in May. Our students' MCAS scores were very high as we continue to be among the highest achieving districts in the Commonwealth. The third grades took a field trip to Plimoth Plantation to complete their history unit on the pilgrims and early America. Kindergartners participated in the last Rainforest Play, as the kindergarten play in 2012 will more closely follow the kindergarten curriculum. Meetings and screenings were held to prepare next year's kindergarten students and parents for their entry into the school. Our music students had a very successful spring with gold medals for both the band and choir in the MICCA festival. Several students also won medals in individual band and choir events throughout April and May. For the first time in many years, there was no anxiety around the weather forecast for the eighth grade graduation ceremony. Because of the construction, graduation was held in the auditorium as we said farewell to 73 eighth graders, many of whom have been a part of the school for nine years. One of the most anticipated events surrounding graduation is the Writing Treasury Ceremony. On a morning in early June, parents and eighth grade students gathered in the cafeteria to share a look at the students' writing portfolios, collected over the years the students have been in Carlisle. It is always wonderful to see their writing progress from mostly picture stories in kindergarten and first grade to the sophisticated work produced in the middle school.

Summer is usually a quieter time on the school campus, but there is much activity behind the scenes. At the end of June in 2011, office staff moved across campus to the old Spalding Building to make way for extensive renovations in Wilkins. School administrators attended many workshops and professional meetings, and teachers often visited campus to work together to prepare for the coming school year, with projects in all disciplines. At times, with the amount and pace of the construction work, it seemed

that school would never be able to open on time, but when staff returned on August 31st, all was ready for both students and staff.

In the fall, we welcomed Tara Callahan, as our choral music teacher, replacing Megan Harlow, who moved on to a new position. At the opening meeting, 3rd grade teacher Gene Stamell was recognized as this year's "school sage," in honor of his upcoming retirement at the end of the 11 – 12 school year. Right after Labor Day, we greeted 655 eager students. The middle school students and staff took pleasure in their newly renovated spaces, sparkling clean and painted in bright colors. Shortly after school started, parents' nights were held where parents learned about the curriculum for their children's classes. Staff enjoyed a traditional "welcome back" lunch put on by the CSA. The sixth grade spaghetti supper was a great success, attended by both school families and Carlisle citizens. Murals with scenes of Italy covered the boarded up windows, and the atmosphere was that of an Italian café. The fall marked the second full year of the Carlisle School Gardening and Compost Project, Carlisle Goes Green. Herbs were harvested from the gardens for use in the cafeteria, and full scale composting began during all lunch periods. Students received training from adult project volunteers, and lunchtime cafeteria waste as well as waste from the Spaghetti Supper was added to the compost bins. Andrew Chen, an expert in teaching math spoke to teachers during an early release professional day. In October, teachers visited other schools as part of their professional development activities for the year, and at the end of October, we were pleased to be able to offer shelter and showers to residents without power after the snowstorm. The holidays arrived with the usual Thanksgiving activities and plays, including the final performances of Gene Stamell's Thanksgiving Play, a tradition that will be greatly missed in years to come. The music department shared the talents of their musicians through holiday concerts, and the soccer, field hockey, and cross-country teams celebrated their seasons at end of the year parties.

Throughout the year, the School Committee is key to the smooth running of the Carlisle School, as they ensure that there is sufficient funding to run the programs that make our school excellent. They also develop and approve the policies that guide the school's daily activities, approve the District Goals, and provide the bridge between the school and other town committees and officials. Members spend time at meetings discussing and debating the budget, working on policies, and hearing presentations on the educational activities happening at school. In addition to the School Committee, parents and townspeople are unfailing in their support of our school, both as individuals and through our parent organizations, the Carlisle School Association (CSA), and the Carlisle Education Foundation (CEF). They fund special events, teacher grants, and large projects like the sixth grade iPad pilot, which was in the planning stages at the end of the year. The Carlisle Public School is truly a partnership among our students, staff, and all the individuals who freely give their time and resources to make our school great. We offer our thanks to all for your continued and unflagging support.

Members

Joyce Mehaffey, Ph.D., Superintendent/Principal

William Fink, Chair

Joshua Kablotsky

Chad Koski

Louis Salemy

Mary Storrs

CARLISLE SCHOOL BUILDING COMMITTEE

In 2011, the focus of the Carlisle School Building Committee (SBC) turned to overseeing construction of the school building project as the project moved from the design phase into construction.

The filed sub-bids for the construction project were received in January and the general contractor bids were received in early February. The low general bidder on the project was H.V. Collins of Providence, RI with a bid amount of \$14,889,000. In March, the contractor mobilized to the site and initiated construction. In May, the SBC hosted a groundbreaking ceremony for the project, which was attended by CPS staff, students, local officials, as well as Katherine Craven, Executive Director of the Massachusetts School Building Authority (MSBA).

As the project moved to the construction phase, a Change Order Subcommittee was formed to evaluate requested change orders for the project and make recommendations to the SBC regarding the merit and fair value of the requested changes. In addition, a Color Design Subcommittee was also formed to review the color schemes proposed by the Architect for the exterior metal panels and various interior building finishes.

Over the summer, construction proceeded on the foundation and structural steel erection for the new building. In addition, we began site work including the installation of buried utilities and installation of the new fire cisterns as well as renovation of the interior of the existing Wilkins building. Some of the existing building roofs were also replaced, including the sloped roof section of the Corey Building and portions of the Robbins building roof.

With the return of students for the start of the 2011-2012 school year, the focus of construction activity turned to the construction of the new building. Work included installation of floor slabs, steel framing and interior light gauge framing, exterior building sheeting and vapor barrier, rough in of plumbing, electrical and HVAC, as well as site work in the immediate vicinity of the new building.

Throughout the project, the Committee has been working on the review of project invoices, addressing construction issues requiring owner input, and considering whether proposed revisions to the project are consistent with the project scope. The SBC has also overseen the procurement of telephone, technology equipment, and furniture associated with the project.

As of the end of the year the interior of the new building had been protected from the weather and temporarily heated. Most of the exterior masonry had been completed. The rough-in of HVAC, plumbing, and electrical was substantially complete, and installation of sheet rock on the interior walls had begun. Move-in to the new building is currently scheduled for the spring of 2012. The project is approximately 51% complete with \$7,774,346 in construction completed as of the end of the year.

The SBC anticipates working closely with the School to coordinate for the transition of students into the new building, the subsequent demolition of the existing Spalding building, and the remaining renovations of existing spaces and site improvements throughout 2012.

Members

Lee Storrs, Chair

Larry Barton

Janne Corneil

Bill Fink

David Flannery

Tim Goddard

Joyce Mehaffey

Bob Pauplis

Bill Risso

Douglas Stevenson

Ingo Szegvari

Linda Vanaria

Robert Wiggins

Carlisle Public Schools
 Enrollment by Grade
 December 31, 2011

Grade	Boys	Girls	Total
Pre-Kindergarten	10	4	14
Kindergarten	26	27	53
Grade 1	20	28	48
Grade 2	36	32	68
Grade 3	37	29	66
Grade 4	31	40	71
Grade 5	40	35	75
Grade 6	35	36	71
Grade 7	44	50	94
Grade 8	42	41	83
Out of District or Services Only	8	4	12
Total	329	326	655

**Carlisle Public Schools
Administration and Faculty List
Years of Service 2011 – 2012**

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Barbara Arnold	Smith College, B.A. Wheelock College, M.Ed	Kindergarten	2004
Nicole Baker	University of Massachusetts, B.A. Cambridge College, M.A	French/Spanish	1992
Joan Beauchamp	Fitchburg State College, B.S. Simmons College, M.S.	Special Educator	2002
Susan Bober	Framingham State, B.S. Lesley College, M.Ed.	Reading Specialist	1996
Bethany Boglarski	Fitchburg State, B.A. Simmons College, M.S.	Special Educator	2003
Susan Brinner	Kalamazoo College, B.A. Lesley College, M.Ed.	Mathematics	1991
Tara Callahan	Florida State University, B.A.	Music	2011
Lynne Carmel	Castleton State College, B.S. Cambridge College, M.Ed.	Physical Education	1999
Amy Caron	Boston College, B.A. Fitchburg State College, M.Ed.	Grade 2	2003
Miriam Chandler	University of New Hampshire, B.S. Lesley College, M.Ed.	Kindergarten	1999
Leanne Christmas	Syracuse University, B.S., M.S.	Speech & Language	2001
Donna Clapp	Salem State College, B.A. Rivier College, M.Ed.	Second Grade	1993
April Colson	Quinnipiac College, B.S. Florida International, M.S	Occupational Therapist	2005
Patricia Comeau	Marist College, B.A. S.U.N.Y., Binghamton, M.S.	Special Educator	1991
Bradford Cranston	Bates College, B.A. Johns Hopkins, M.A.	Science	2006
Peter Darasz	Central Connecticut State, B.S. Eastern Connecticut State, M.S.	Grade 2	1994

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Christine Denaro	Bentley College, B.S. Lesley College, M.Ed.	Grade 3	2004
David Flannery	Middlesex Community College	Supervisor, Buildings & Grounds	1975
William Gale, Jr.	Springfield College, B.S. Lesley College, M. Ed.	Mathematics	1997
Vanessa Gerade	University Of Massachusetts, B.A. Lesley University, M.A.	Grade 1	2004
Mimi Gleason	Middlebury College, B.A. Harvard University, M.Ed.	Grade 5	2008
Cassandra Graham	St. Lawrence University, M.S. Boston College, M.Ed.	Grade 1	2000
Elizabeth Gray	Boston University, B.S. Penn State University, M.Ed.	Grade 3	1998
Elizabeth Hamlet	Univ. of New Hampshire, B.A. Emerson College, M.S	Speech & Language	2000
Michaela Hardimon	Middlebury College, B.A. Antioch New England, M.Ed.	Early Childhood	1998
Kristy Hartono	Lesley University, B.S. Eastern Nazarene, M.Ed.	English Language Learner	2010
Cheryl Hay	University of Massachusetts, B.S. Fitchburg State, M.Ed.	Grade 7	2006
Margaret Heigl	University of Massachusetts, B.S. Cambridge College, M.A.	Physical Education	1993
Kathleen Horan, RN	Lowell State College, B.S.N. Cambridge College, M.Ed.	School Nurse	1993
Shawna Horgan	Westfield State College, B.S. Fitchburg State College, M.Ed.	Grade 1	1999
Chiao Bin Huang	Chinese Cultural University, B.A. Emerson College, M.A.	Chinese	2005
Daniel Hunt	Bridgewater State College, B.A.	Physical Education	2006
Patrice Hurley	University of Massachusetts, B.S. Lesley University M.Ed.	Principal	2006
Lori Jackson	Northeastern University, B.A. Northeastern University, M.S.	School Psychologist	2007
Kendra Katz	Eastern Nazarene, B.A.	Grade 5	2006

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
	Mid-America Nazarene M.Ed.		
Sandra Kelly	Framingham State College, B.S. Fitchburg State College, M.Ed.	Library/Media Specialist	1999
Emily King	Boston University, B.S. Lesley College, M.Ed.	Grade 5	2004
Rachel Levy	Institute of Art, B.A. State University of NY, M.A.	Art	2005
Courtney Longaker	University of Massachusetts, B.A. Simmons College, M.S.	Art	1997
Kevin Maier	Manhattanville College, B.A., M.Ed.	Music	2009
Tracy Malone	Assumption College, B.A. Framingham State College, M.Ed.	Special Educator	2003
Kathryn Marsh	University of Wisconsin, B.S. University of California, Ph.D.	Science	2004
Caryl McCabe	University of Massachusetts, B.A. Rivier College, M.Ed.	Grade 2	2008
Cynthia McCann	University of Maryland, B.S. Lesley University, M.Ed.	Technology	2003
Lianne McCann	Worcester State, B.A., M.S Queen Margaret University, Ph.D.	Speech Pathologist	2010
Constance McGrath	Boston State, B.S. Lesley University, M.Ed.	Special Educator	2007
Joyce Mehaffey	Rider College, B.A. Trenton State, M.A.T. UMass, M.Ed. & Ph.D.	Superintendent/ Principal	2008
Michael Miller	Bowdoin College, B.A. Boston University, M.A.T.	Social Studies	1994
Angela Monke	Univ. of Massachusetts, B.A, M.A.	Music	1998
Cynthia Morris	Stonehill College, B.A. Lesley University, M.Ed.	Grade 3	2000
Jason Naroff	Boston University, B.S. Lesley University, M.Ed.	Grade 4	2008
Aria Niemierko	UMass, B.A, M.Ed.	Grade 3	2010
Steven Peck	Xavier University, B.A. Boston College, M.Ed.	Special Educator	2004

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Elizabeth Perry	Brandeis University, B.A. Potsdam State University, M.S.	Grade 5	1983
Michele Petteruti	Brown University B.A. Tufts, M.A.	Psychologist	2010
Marcella Pixley	Vassar College, A.B. University of Tennessee, M.A.	Language Arts	2004
Jennifer Pray	Bridgewater State, B.S. Bridgewater State, M. Ed.	Special Educator	2007
Susan Pray	Framingham State, B.S.	Business Manager	1991
Jennifer Putnam	Mount Holyoke College, A.B. Simmons College, M.A.	Grade 5	1995
Hubertus Quaden	Katholieke Pedagogische, B.A. Lesley College, M.Ed.	Mathematics	1981
Kimberly Reid	State University of New York, B.A. Northeastern University, M.Ed.	School Psychologist	1995
Erin Rooney	Assumption College, B.A. Simmons College, M.S.	Social Studies	2003
Susan Ross	Ohio State University, B.S. University of Southern Cal., M.A	Occupational Therapist	1998
Jennifer Rowland	Stonehill College, B.S. Simmons College, M.Ed.	Special Educator	1999
Kathleen Rupprecht	Miami University, B.A. Northeastern, M.S.	School Psychologist	2009
Cynthia Samuels	Colorado State University, B.S. Emerson College, M.S.	Special Educator	1995
Suzanne Severy	University of Massachusetts, B.A. Lesley College, M.Ed.	Kindergarten	2000
Karen Slack	Cedarcrest College, B.A. Keene State College, M.Ed.	Student Services Dir./Principal	2006
Wendy Stack	Muhlenberg College, B.S. Lesley College, M. Ed. Univ. of New Hampshire, M.S.	Science	1997
Gene Stamell	Trinity College, B.A. Tufts University, M.Ed.	Grade 3	1980
Alisa Steel	Bridgewater State, B.S. Framingham State, M.Ed.	Mathematics Specialist	2010

<u>Name</u>	<u>Education</u>	<u>Position</u>	<u>Began Service</u>
Andrea Steffek	University of Colorado, B.A. Tufts University, M.A.T.	Spanish	2001
Linda Vanaria	Lesley University, B.A., M.Ed.	Grade 1	2007
Heather White	Northwestern University, B.A. Syracuse University, M.S.	Speech & Language	1999
Claire Wilcox	Connecticut College, B.A.	Assistant to the Superintendent	2005
David Zuckerman	Occidental College, B.A. Tufts University, M.A.T.	Social Studies	1999

CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

Concord-Carlisle High School has made excellent progress during 2011 due to the investment of many: students committed to learning at high levels, educators dedicated to effectively teaching students and to pursuing scholarship in their academic disciplines, parents invested in the life of the school, and community members demonstrating support through personal connections and fiscal resources. We are so grateful for these contributions that foster excellence in the high school. Student enrollment for 2011-12 is 1210 students, eleven students less than 2010-11. However, during the last decade student enrollment steadily increased from 1015 students in 1998 to 1268 in 2008.

During the 2011 year, Concord-Carlisle High School continued to set high expectations for all students and reinforced its commitment to motivate young people to expand their knowledge and to develop intellectual, analytical, and social skills daily. 100% of the Class of 2011 received a Competency Determination as a result of passing the English Language Arts, Math and Science MCAS Tests.

- 97% of 10th grade students scored proficient or advanced on the ELA MCAS.
- 94% of 10th grade students scored proficient or advanced on the Math MCAS.
- 94% of 10th grade students passed one of the Science MCAS tests.

The median SAT score for the Class of 2011 was 1860 (with 1526 as the state average). Twelve (12) students in the Class of 2011 have qualified as National Merit Scholar Finalists and three (3) National Merit Scholarships were ultimately awarded. From 2003-2011, 96% of AP Exams taken by CCHS students received a passing score (3 or higher.) Overall, 83% of AP exams were scored at 4 or 5.

The school continued its longstanding tradition of encouraging students to be contributing and caring members of the school, of the larger community, and of the world beyond. As a testament to this, students demonstrated their commitment to social responsibility through participation in numerous activities, raising funds for global efforts to aid relief efforts in numerous countries, and participating in the French and Turkmenistan Exchanges, and hosting Japanese visitors from Nanae. In the summer of 2012, students will travel to Tanzania to perform community service in rural areas. Locally, our students committed over 10,000 hours of service to the surrounding communities during the 2011-12 school year. The volunteer work and community service done by the young people of Carlisle, Concord, and Boston are evidence that students have internalized the core values of the district and CCHS.

The major highlight of 2011 was the successful passage of the CCHS Building Project at both Town Meetings and at the polls. With assistance of the Massachusetts School Building Authority (MSBA,) a new building for our students will be built on the site behind the current high school. The current timeline has a completion date of either the Spring or Fall of 2015. We are extremely grateful for the support that the voters of both communities demonstrated, and on behalf of the students of Concord and Carlisle, we thank you!

The teachers of Concord-Carlisle High School believe in the continuous improvement of both their instructional practices and the methods by which they assess students. Faculty engaged in high-quality professional development efforts to improve their technology skills, remains forward thinking in their practice, and redesign program content and delivery. New courses were developed this year including Organic Chemistry, Advanced Earth Science – Physical Geology & Geologic Mapping and Engineering (several.) CCHS is also offering a Global Literacy Certificate, a program in which students can demonstrate their knowledge of foreign language and world cultures.

Over the past year, the faculty has been broadening the ways in which digital tools can transform the way that students learn and “show what they know.” Technological teaching tools are revolutionizing the way student’s access information and how teachers present concepts. New wireless hubs have been added throughout the building to meet the growing need for laptops and web appliances. Students and teachers in each classroom enjoy use of Activboards in storing and retrieving information and accessing websites. During the summer of 2011, CCHS technology teacher-leaders presented several weeklong ActiveBoard courses for twenty colleagues. Twenty more teachers are now piloting online learning opportunities for students in their courses using Moodle, a free open-source software package.

This year, five new teachers joined the high school professional staff to fill vacancies created by retirements, resignations, and leaves. To ensure that new staff members swiftly and substantively become part of the learning community at Concord-Carlisle High School, the district invested considerable resources in a mentoring program.

The bullets which follow provide a sampling of the work, activities, and accomplishments of students and staff—all of which contribute to making Concord-Carlisle High School a community where academic excellence, achievement, social commitment, public service, and involvement in the arts, athletics and other extracurricular activities are greatly valued.

- The average number of CCHS graduates planning to continue their education in postsecondary placements was 95%. In a survey of graduating seniors, 63% reported they were admitted to their 1st choice college, and 20% were admitted to their 2nd choice college.
- CCHS students continue to be successful in the college admissions process. From 2007-2011, 35% of students, who were planning to go on to college, matriculated at very selective institutions (colleges that admit 40% or fewer applicants) and 44% matriculated at selective institutions (colleges that admit 41-70% of applicants).
- The CCHS Repertory and Concert Bands earned gold medals at the prestigious Massachusetts Instrumental and Choral Conductors Association (MICCA) State Concert Festival. Four students were nominated and accepted into the MENC All-Eastern Honors Ensembles. In the fall of 2011, the CCHS Band hosted the Nanae (Japan) High School band for the first time.

- Students participated in the Boston Globe Scholastic Art Awards regional exhibit and earned gold and silver keys. Students participated locally in the Lexington Arts and Crafts Society Show for art majors and the year-end awards and retrospective at Concord Art Association.
- In the fall of 2010, over 50 students worked together to build sets, coordinate lighting and sound for the production, and perform in the play *Noises Off*. In the winter of 2011, over 150 students performed as actors or musicians, created technical designs, built sets/props, implemented theatrical lighting and sound, and served as stage crew for the musical *The Producers*. In May 2011, over 30 students performed on stage and were involved as technical crew for Shakespeare's *Pericles*.
- The CCHS Student Senate sponsored a freshman orientation program that brought all of the incoming ninth grade students together for an informative and fun-filled day before school started. Additionally, the Senate has implemented an expanded Advisory program for both freshmen and sophomores. The Senate is also working many projects focused on student life managing student stress, enhancing communication among all members of the school community, and increasing green initiatives.
- Over 300 students participated in *Challenge Day*, a unique program designed to enhance a positive school climate and communicate that individuals can make a difference.
- 2011 Athletic Teams
 - Div. 2 State Semifinalist: Girls Ice Hockey
 - Boys and Girls Nordic and Alpine Ski Teams Qualified for All State finals and won league championships
 - State Champions in Diving: Sean O'Brien and Sloane Brazina
 - State Swim Champion: Drew Andre
 - Boys Basketball and Ice Hockey qualified for the North Sectional Tournament
 - DCL Champions Spring: Boys Lacrosse, Girls Lacrosse, Boys Track, Girls Tennis
 - State Semifinalists: Boys Lacrosse @ Harvard Stadium
 - North Semifinalist: Girls Tennis, Girls Lacrosse
 - State Girls Golf Champion: Karolyne Shieh
 - DCL Champions Fall: Football, Boys Soccer, Girls Soccer, Golf, Volleyball, Boys Cross Country
 - Div. 3 Super Bowl Champions: Football @ Gillette Stadium
 - North Sectional Champions State Finalist: Boys Soccer
 - Golf Div. North Sectionals 2nd All State Golf 3rd
 - Boys and Girls Cross Country Qualified for All State Cross Country Meet Div. 1

Diana F. Rigby, Superintendent
 Peter Badalament, Principal
 Contributors to the reports include the following:
 Peter Badalament, Concord-Carlisle High School Principal
 Lynne Beattie, Concord Middle School Principal

Kelly Clough, Thoreau Principal
Kathy Codianne, Director of Teaching and Learning
Patricia Fernandes, Willard Principal
John Flaherty, Deputy Superintendent of Finance and Operations
Kelly McCausland, Director of Human Resources
Jessica Murphy, Director of Special Education
Diana F. Rigby, Superintendent
Gene Warfel, Director of Information Technology
Sharon Young, Alcott Principal

CONCORD-CARLISLE REGIONAL SCHOOL COMMITTEE

Concord-Carlisle High School (CCHS) is an institution on the move. It is hard to keep track of all the great things happening at CCHS. First and foremost, we can't thank the citizens of Concord enough for the strong support that the community demonstrated for our recently approved building project. There was a tremendous showing at Town Meeting where the vote to approve the project passed overwhelmingly in a packed meeting. Then a week later, at the polls, over 84% of the over 4000 voters who turned out voted in favor of the project. This is the highest approval percentage that the state has seen from any community voting on a new school construction project!

The process of determining what to do with the current CCHS building began over a decade ago. Many people put in a lot of work over that time working on solutions. Now, with support from the state in the form of a \$28 Million grant and overwhelming support from the communities of Concord and Carlisle, we are on our way to having a first-class, new CCHS building. The new facility will be green, sustainable, and flexible enough to handle the learning needs of today and tomorrow. It will be a building that the towns of Concord and Carlisle will be proud of. The building committee is hard at work with the architects designing all the details of the new school and we expect to be moving into the new building in the fall of 2015!

Just as there are great things happening with our facility, exciting things are happening with our programs. Next year we will be launching the "Rivers and Revolutions" program spearheaded by Michael Goodwin. This program will allow juniors and seniors an alternative to the normal academic schedule for a semester. The program will involve teaching most academic course work material via central subjects with a team of teachers dedicated to the effort. Students will have the opportunity to learn in a much different environment than they are used to.

The opportunities for learning at CCHS are endless. We have some of the most dynamic and exciting faculty who continually engage and challenge students. Our teachers also dedicate their time outside the classroom to coordinate extra-curricular activities, coach athletic teams, and mentor students. One such example is the program run by Jeff Yuhas in the science department. What started as a small pilot project to involve students in the study of weather has now led to an actual weather report being reported on and produced by the students and aired on CCTV. The students traveled to a national meteorological conference to present their work.

CCHS is a leader in the use of technology to foster the learning process. Our superintendent, Diana Rigby, was recently recognized and received the MassCUE Administrator Award for being a leader in the promotion and adoption of technology as it relates to student learning. She truly understands the ways in which technology can be used to further academic exploration and provides the tools and training necessary to achieve great results.

CCHS and our students achieve at the highest levels in all areas. CCHS was ranked 2nd in the state last year in the annual Boston Magazine rankings for top public high schools

in the state. Our students place at the top of the state in standardized test scores and at the top of the nation in SAT and AP exam scores. Extracurricular activities such as the Environmental Field Studies Group and the Robotics Club provide opportunities for further exploration in the areas of science and technology. In addition to our excellent core academic program, our elective courses allow students to participate in and excel at such endeavors as music, theater, visual arts, and athletics. Our band programs have won gold and silver medals at the MICCA state concert festivals and our student musicians have performed in the all-state ensemble. CCHS students have won state and national awards in the visual arts, such as the Boston Globe Scholastic Art Award and the Congressional Art Award. Our athletic programs continue to shine. This year our Football team marched through the season with an undefeated record and its first Super Bowl Championship since 1978. The freshmen mentoring program and the “Be the Change – Challenge Day” program are two examples of terrific outside the classroom programs that make CCHS the special place it is.

While our students do go on to attend many top level colleges and universities, we should never lose sight that what is really important is to achieve success, fulfillment and happiness in life. This means different things to different people and it can be accomplished through many different avenues. The teenage years can be stressful enough. Although we want our students to achieve at the highest levels possible, we also want to recognize the need for balance and a healthy learning environment.

We strongly believe that a well-rounded high school education includes opportunities for developing character and values through service to others. In 2011, CCHS students performed over 10,000 hours of community service in Concord and surrounding areas. CCHS was among the first public high schools in the United States to institute a community service requirement of 40 hours for graduation, but most students do many more hours of service. Open Table, Gaining Ground, Concord Council on Aging, Emerson Hospital, Concord Public Library, and Concord Children’s Center are just a few of the local organizations served by our students. A CCHS parent group, 2Volunteer (2volunteeronline.org), facilitates connections between the needs of the community and individual students.

The school committee is very grateful for generous donations from local non-profit organizations, the CCHS Parents Association, the Concord-Carlisle Community Chest, and individuals in both Concord and Carlisle. The Concord Education Fund has awarded grants that support the Environmental Field Studies Group, a new club that studies the Blanding’s turtle and the local environment, and the CCHS advisory program, a new program to enhance the relationships and emotional support that students create at CCHS. The Education Fund has also contributed significantly to projects to install Xirrus wireless hubs, install and equip the digital recording studio, and support initiatives in science and technology. These funds allow us to enhance and expand the educational experience of our students.

The Concord-Carlisle Regional School District (CCRS) serves 1209 students in grades 9-12 from Concord, Carlisle, and Boston (through the METCO program). Enrollment at

CCHS has remained relatively consistent since 2002, with an average of 1236 students per year. In addition, 13 students of ages 14-22 participate in the life skills program at CCHS and the region supports 38 students who attend out-of-district placements.

We strive every year to develop responsible budgets that allow us to maintain the high quality of our education program but recognize the tough fiscal climate. Our goal has been and continues to be to construct budgets which provide for the needs of CCHS but also fall within the levy limit (therefore not requiring an override). We have not had an override for the CCRSD's Operating Budget since 2007. This year we have put forth one of the smallest budget increase requests ever, a 1.8% increase. Given the magnitude of the building project and the significant increased pressure on the CPS budget, we made the decision to make some reductions at the High School in order help reduce the impact to taxpayers.

We want to recognize the exemplary leadership of our administrators and the exceptional faculty and staff who make CCHS a vibrant and active learning community. CCRSD and the Concord-Carlisle Teachers' Association continue their work on a new supervision and evaluation process. We look forward to its completion and implementation this coming year.

This past fall we lost one of our most beloved teachers, David Prifti after a 4 year battle with cancer. Dave taught at CCHS for the past 25 years. He was an inspiring and talented art teacher. He had a wonderful wit and a vibrant personality and a unique ability to connect with students. He will long be remembered by all he knew him.

The Concord-Carlisle Regional District School Committee is comprised of the five members of the Concord School Committee with the addition of two members from Carlisle. This year, we welcomed Chad Koski of Carlisle back to the committee. After serving six years on the Committee I will be completing my tenure as will Jerry Wedge. I can confidently say that no single person has made more of an impact in the rebuilding of our schools than Jerry Wedge. His expertise and dedication have served our community exceptionally well.

We are truly grateful to the citizens of Concord for their strong support of the students of Concord-Carlisle High School. The Concord community clearly values education and the results speak for themselves. Please take the time to read the annual performance report when it comes out in the spring. It spotlights many of the great achievements and activities happening at CCHS.

Members:

Peter Fischelis - Chair
Fabian Fondriest, Vice-Chair
Bill Fink
Jerry Wedge
Pamela Gannon
Louis Salemy
Maureen Spada

CONCORD-CARLISLE REGIONAL
SCHOOL DISTRICT ENROLLMENT
OCTOBER 1, 2011

<u>RESIDENT STUDENTS</u>	9	10	11	12	<u>Total</u>
Concord	202	206	193	210	811
Carlisle	69	72	93	85	319
NON-RESIDENT STUDENTS					
METCO	18	20	17	14	69
Tuition Waived	5	2	3	0	10
State Wards	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Non-Resident	<u>23</u>	<u>22</u>	<u>20</u>	<u>14</u>	<u>79</u>
Total Enrollment	294	300	306	309	1209
Out of Dist. Special Education					<u>38</u>
GRAND TOTAL	-				1247

Human Resources - 2011

At the end of the 2011 calendar year the following people retired from the Concord-Carlisle Regional School District.

Instructional Staff	Years in Concord-Carlisle
Lee Coopridner	10

Non-instructional Staff	
David Eddy	45
Betty Kelley	48

At the end of the 2011 calendar year the following people retired from the Concord Public Schools and the Concord-Carlisle Regional School District.

Instructional Staff	Years in Concord and Concord-Carlisle
Jane Ross	26

Employees – 25 Years or More of Service

Concord-Carlisle High School

Teachers	Non-Instructional
Al Dentino	Claudia Dellovo
Joe Leone	
Jerry Moss	Mary Zellner

Carlisle Public/Concord-Carlisle High School

Teachers	Non-Instructional
	Court Booth
	Susan Dunn
	Donnie Foss
	Rocky Griffin
	Ann Pike
	Linda Robbins
	Bud Sheridan
	Liz Tencati
	Bob Wheeler

CONCORD CARLISLE SCHOLARSHIP FUND

The Concord Carlisle Scholarship Fund (CCSF) is a tax-exempt charitable trust which is affiliated with New England Dollars for Scholars, a program of Scholarship America. Established in 1966, the Fund provides need-based grants to assist deserving young women and men obtain, to the fullest extent possible, the benefit of additional educational opportunities that may be open to them after completion of their secondary school studies. The Fund is administered by an 18-member, all-volunteer board of trustees. Scholarships are financed by an annual appeal, by a student-staffed phone-a-thon, and by income generated from memorial gifts, bequests, and named funds. Complete information about the organization can be found on the Fund's web site: www.ccscholarshipfund.org

Grant recipients must either reside, or have attended school, in Concord or Carlisle. Since its inception, the Fund has assisted over 1000 students. This year, the Trustees were pleased to award almost \$150,500 to high school seniors and in-college students while the Fund's affiliated organizations supplemented this amount with another \$47,500.

In May 2011, Concord Carlisle Scholarship Fund awards were made to the following students from the funds provided by our annual income: Benjamin Aghion, Natalie Allen, Alexandra Anthony, Winston Anthony, Emily Balmuth-Loris, Dylan Benkley, Matthew Bergwall, Madeline Bilodeau, Michelle Bilodeau, Scott Bloom, Thomas Bloom, Anya Bounar, Julia Brem, Destinee Brodie, Maree Budris, Yamiley Cavemitte, Randy Chin, Will Coffey, David Corbie, Katelyn Deisenroth, Avital DeSharone, Philip Dumka, Patrick Fantasia, Nathan Feshbach-Meriney, Louis Fiorentini, Matthew Gray, Erin Guertin, Alanah Haynes, James Hitchcock, Sasha Jackson, Christopher Jordan, Tamara Jordan, Dylan Katz-Wicks, Lauren LaBrie, Talk Lekorenos, Dillon Mariano, Jamie Maslowski, Alexander Milofsky, Victoria Moniz, Jeffrey Moran, Isabel Morgan, Melissa Nelms, Tiffany Nova, Kathleen Orlando, Jennifer Perugini, Donna Pioli, Jhalisa Potts and Nicholas Rideout.

The following students received awards from named scholarships established by bequests and memorial gifts: Breanna Andrade and Edward Pioli (The William W. Anderson Memorial Fund), Edward Pioli and Jamison Silverman (The Bean Family Scholarship), Jana Herman (The Trudy Biernson Memorial Scholarship), Spencer Ward (The Concord Women's Club – Ruth Bullerwell Scholarship), Olivia Linville (The Mary Connorton Memorial Scholarship), Tomasen Brady (The Clair Day Memorial Scholarship), Philip Fiorentini (The Elaine DiCicco Fund), Tiara Roberts (The Charles Evans Fund), Austin Eifler (The John B. Finigan Memorial Scholarship), Calbe Malchik (The Wilson Flight Fund), Julia Gwinn (The Essie Golden Fund), Olivia Patsos (The Bobby Gray Memorial Scholarship), Erica Schaefer, Phoebe Sturges, Carl Sundquist, Chloe Vilain and Daniel Zwicker (The Margaret Haggerty Scholarship), Abigail Owen (The Wells A. Hall Memorial Scholarship), Breanna Andrade (The Anthony Halls-Keenan Smith Scholarship), Chapman Wells (The Christopher Hentchel-WIQH Memorial Scholarship), Rachel Dumka and Brian Wholihan (The Seitara & Shina Ishihara Memorial Fund), Jacquelyn Malis (The Tama Ishihara Memorial Scholarship), Ashley Silva (The Vinod Jalan Memorial Fund), Tomasen Brady, Will Coffey, Jibrail Coy

and Spencer Coy (The Casper C. Jenney and Eleanor M. Jenney Fund), Ashley Silva (The Diane Kenneally Memorial Fund), Melissa Mariano (The Knights of Columbus Scholarship Fund), Dylan Benkley (The Norton Levy Fund), Carolina Zapata (The Charles E. Manion, Jr. Memorial Award), Benjamin Parra and Hannah Parra (The Adrian A. Martinez Memorial Scholarship), Sean Dalton, Jacquelyn Malis and John Nevins (The Elizabeth A. Mattison Memorial Fund), Chloe Penaud (The Dr. Barbara Schips Miller Scholarship), Julia Brem (The Janet Gates Peckham Fund), Olivia Patsos (The Albert L. & June B. Powers Scholarship), Tatjana Sena (The Marguerite Purcell Memorial Fund), David Lishansky (The Nick Ressler Memorial Scholarship), David Corbie (The Al Robichaud Fund), Amanda Boucher, Alexis Cheney, Laurna Fasillia, Emily Hughes, Andrew Lavrennikov and Ethan Magno (The Farnham W. Smith Fund), Dominique Blaidés (The Mark Teverovsky Fund), Julia Brem (The Jeanne A. Toombs Memorial Scholarship), Carolina Zapata (The Video Revolution, Ralph & Ellie Grossi Scholarship), Dominique Blaidés and Brian Wholihan (The Doug White Memorial Scholarship), Jamison Silverman (The Charles K. Yeremian Award), and Chapman Wells (The Tameji & Chivo Yoshimura Memorial Fund). The CCSF Trustees Fund Scholarship was granted to Michaela Zucker.

The Scholarship Fund added two new named funds that were awarded for the first time this year. David Lishansky received The CHS/CCHS Alumni Scholarship, Julia Lesses received The James E. Shepherd Memorial Scholarship, and Austin Eifler received the David S. Soleau Memorial Scholarship.

In addition, the Trustees awarded the following Scholarships and Awards from our Affiliates: The Rivercrest-Deaconess-Newbury Court Award to Abigail Owen; The Rotary Club of Concord Scholarships to Enyoio Adegbe, David Blaidés, Merrill Brady, Jonathan Davies, Meredith Lorch and Chloe Penaud; The Rotary Club of Concord William L. Eaton Memorial Scholarship to William Moss; Rotary Club of Concord Thomas R. Huckins Memorial Scholarship to Madeline Mahoney; Melissa Mariana and Chapman Wells (The Carlisle Garden Club Debbie Wright Scholarship), Graham Peck, Edward Pioli, Matthew Solomon and Laura Steinroeder (The Charles Williams Fund); Jana Herman (The Concord Children's Center); Jibrail Coy, Joseph Morahan, Victoria Vierstra and Margaret Waterman (The United Women's Club of Concord); Sonia Boor and Julia Lesses (The Carlisle Old Home Day Scholarship); Victoria Vierstra (The Walden Woods Project Scholarship); Sean Dalton (The Concord Firefighters' Relief Fund), and Nathan Feshbach-Meriney, Julia Gwinn and Tatjana Sena (various Town of Concord named scholarships).

The Concord Carlisle Scholarship Fund trustees are indebted to the citizens of Concord and Carlisle and friends from other towns, as well as to the Concord-Carlisle Community Chest, whose generosity has enabled the Fund to provide scholarships to all of these deserving students, and we wish them well in their post-secondary educational pursuits.

Members

Lucy Miller, Chair
Lindsay Smith Kafka, Assistant Chair
Albert Powers, Treasurer
Ed Sonn, Assistant Treasurer
Jeanne DeTemple
Barbara Fisher
Teri Hale
John F. Mee
Priscilla White Sturges

Paul Ressler, Past Chair
Elaine DiCicco, Secretary
Dorothy Bean, Recording Secretary
Kenneth Anderson
Molly Eberle
David Gould
Mary-Beth Jones
Thomas Rutledge
Christopher Wilson

CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

Adult & Community Education

Concord Carlisle Adult & Community Education (CCACE) provides opportunities for lifelong learning to the citizens of the school district and surrounding towns.

Collaborating with citizens and organizations, CCACE responds to community needs and interests with our communities' talents and resources, calling upon local people to develop and coordinate programs and services for children, adolescents and adults throughout the year.

We make schools available for extended-day educational use for citizens in Carlisle and Concord. We promote and support School and Town projects that cannot be funded or presented in traditional ways.

CCACE is both a program of classes and educational events and a process that connects local citizens with each other and their public schools in ways that are creative, educational and cost effective.

FY 2011 Summary of Activities

- 2,207 enrollments in fee-based continuing education classes
- 274 on-ground courses with sufficient funding were conducted
- 52 on-line classes (new 6-week classes start each month)
- 374 students enrolled in instrumental music lessons (32-40 sessions each)
- 145 new students enrolled in driver education training
- 2,000+ participants in walk-in programs and events (no registration or fee required)

CCACE provided a comprehensive program of non-credit, fee-based learning opportunities for local residents. Two hundred and thirty-two community educators contributed to the program during Fiscal Year (FY) 2011, teaching one or more courses.

The department completed its seventh consecutive year of self-funded activity in FY2011, recovering 95% of the costs for teachers, administrative and management salaries, non-salary expenses and capital investments. Department costs were \$675,744, and revenues \$644,760. The deficit of \$30,984 was the result of capital investment for CCHS Driver Education, reducing the revolving account balance to \$63,265 to begin FY 2012 programs and services. A grant from the Concord Carlisle Community Chest provided financial aid to more than 200 local families and individuals, and no one was turned away because of an inability to pay a course fee.

Children and adults of all ages participated in community education programs. Most of the K-12 participants enrolled in before-school, after-school and summer classes. Adults were active in daytime and evening classes. Instrumental music lessons were held throughout the year, helping young students enrich their school-day music education. The CCHS driver education welcomed 145 new students for classroom learning, and provided on-road training for more than 300 throughout the year. The Village University,

a program for mature citizens who seek advanced studies similar to a graduate seminar, conducted its eighth successful year of classes with its volunteer faculty.

The CCACE Advisory Committee worked with the staff, faculty and School Committee, representing the interests of both towns and advocating for community access to continuing education. Advisory Committee members are appointed by the Regional School Committee for three-year terms. They ensure that the department is sensitive to community needs and manages its limited resources to best advantage. Citizens are urged to contact Committee members, share ideas and volunteer, so that the Adult & Community Education program may respond to community needs, further enrich the towns, and achieve our shared educational goals.

Concord-Carlisle Adult & Community Education
-a school service for the community since 1954-

500 Walden St, Concord 318-1432 ace@colonial.net www.ace.colonial.net

All program information on line at www.ace.colonial.net
Courtland Booth, Director

Advisory Committee
Jennifer Albanese, Chairperson
Paul Anagnostopoulos, Susan Cannon, Susan Frey,
Meg Gaudet, Estelle Keast and Michael Rudd

Minuteman Regional Vocational Technical School District

About Minuteman

Minuteman is a four-year public high school serving the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs.

Carlisle Enrollment

As of October 1, 2011, seven (7) high school students were enrolled at Minuteman providing a full time equivalent (FTE) of seven (7) students that reside in Carlisle.

Minuteman experienced a 7% increase in the Freshman Class resulting in the largest freshman class in 12 years.

Concord-Carlisle Regional High School and Minuteman Half Day Program

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Concord-Carlisle Regional High School and receive a competency certificate from Minuteman. Currently, no Carlisle students participate.

Minuteman offers 'Post Graduate' programs to Carlisle residents of any age who are seeking to enhance their skill development. Post-Graduate Students are charged tuition to offset operating costs.

Class of 2011 Graduate Achievement Highlights

- 73% college bound or advanced Technical Training, 12% career bound and 4% military. Overall, graduates achieved an 89% positive placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 90% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 78% of Cosmetology graduates passed State Board examinations.
- Health Occupation graduates achieved 78% in college acceptance.
- 86% of Environmental Technology graduates earned the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License.

Capital Projects

- Lexington Water Department is requiring replacement of several major components of the school's water supply system. This work will be completed in December 2011; estimated total cost of \$120,000 is covered out of our FY12 budget.
- An emergency \$475,000 capital project was successfully completed. Lexington issued an order at the end of June 2011 in regards to the area of the school known as the Trades Hall. The order restricted access and occupancy to the Trades Hall immediately. Minuteman had to obtain a waiver from DCAM to hire a design architect, demolish the interior area and rebuild the area under current building codes in order to open school in the fall.

- MSBA Update: Minuteman is in the “pipeline” of the Vocational School Repair and Renew program announced by the State Treasurer’s office in 2010. The Feasibility Study financing was unanimously approved by all 16 member towns in 2010. The School Building Committee will review various models to accommodate member community enrollment, as well as various levels of non-member enrollment. A final project model is expected by 2014.

Curriculum and Instruction

- Since 2008, all 9th grade students have English and Math every day, rather than a “week-on-week-off” schedule, thus providing more consistent and concentrated instruction as well as project-based learning.
- The Educational Program planning process has identified several possible new programs that may offer students increased choices in career majors, including Criminal Justice/Bio-Security, Animal Science and the Technical Theater Arts. Two programs phased out in 2010 included Office Technology and Auto Body Repair. Drafting and Design Visual Communications will be phased out by 2014.

Student Access, Participation and Support

- An Executive Function initiative was launched last year. Minuteman provides students with resources to enhance their planning and organization skills.
- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disability, develop skills, and techniques to minimize the impact of the student’s disability, and to promote independence and personal responsibility. The SLC supports the transition to college.

Donald Rober, School Committee Member

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