

Town of Holliston, Massachusetts

Report of the

**FINANCE
COMMITTEE**

for the

December 5, 2020 Special Town Meeting

To the Citizens of Holliston:

The Finance Committee respectfully submits this warrant and associated recommendations for your consideration.

Financial Update

As we all know, this year has been a year unlike any other. Financially, the pandemic has caused tremendous disruption to many of the processes and timelines that govern activities during the fiscal year. Typically, our Special Town Meeting is held in October and is our opportunity to work with actual information on a number of significant assumptions that we used in preparing our budget recommendation so that the town can finalize our fiscal year spending plan. This year, as of this writing in November, the state has not yet passed a budget as legislators work through the fallout from the pandemic and await further federal stimulus.

The Finance Committee has been meeting regularly since the start of the pandemic and has been closely monitoring the impact on the Town's finances. The good news for Holliston is that Town Meeting's support for the Finance Committee recommendations over the last several years has provided fiscal flexibility to the town during these extremely challenging times. Last year, on December 1, 2019, the town made the final payment on the bond for the Placentino and Miller Schools. In addition, the Finance Committee recommendations for this Town Meeting, if approved, will result in a one-year tax levy benefit of over \$500,000. **Together, these two items will result in FY21 property tax bills that will be lower than FY20 for most residents at a time when many residents are facing difficulties.** These measures are only possible thanks to the continued Town Meeting support of the Finance Committee recommendations.

Since the July Town Meeting the following updates have occurred:

1. Local Aid – The state has not yet finalized local aid numbers for FY21 but has committed to funding local aid at the same level that was provided in FY20. Unfortunately, the pandemic has caused a significant drop in state revenue so it is not yet clear whether the state will be able to meet its local aid target. The FY21 budget approved in July does not require level funded local aid; the town is ‘insulated’ from this uncertainty.
2. Free Cash – At the close of each fiscal year on June 30, a final accounting of actual revenues and expenses is made and is compared with the revenue assumptions and appropriations voted by the Town. Any excess funds (such as revenue that exceeded targets or appropriations that were not completely expended) become “Free Cash” that can be reallocated for other expenses. “Free Cash” also includes one-time moneys that the Department of Revenue certifies as “unreserved” or “undesignated.” This year, Holliston’s Free Cash amount is \$2,654,475 (down 13% from last year) and was primarily driven by higher than anticipated local revenue (mostly the vehicle excise tax) prior to the onset of the pandemic. The state recommends that Free Cash be used only for one-time expenditures as it is not a reliable source of funding; the Finance Committee follows this practice and it is reflected in our recommendations below.
3. Reserves – The Finance Committee has adopted a policy to build and maintain our reserves at 8.1% of the omnibus budget, just above the 8% level considered “strong” by bond rating agencies, with a goal of reaching 10%. Maintaining strong reserves gives the town flexibility in times of economic stress like the one we are currently experiencing. Currently our stabilization fund balance is \$6,281,866 (9.86% of omnibus).

Capital Spending

In FY09 the Finance Committee initiated an ongoing annual commitment to fund \$350,000 per year for capital purchases. Prior to the pandemic it had increased annually to a peak of \$1,750,000 in FY20. In July it was reduced to \$1,425,000 for FY21 in anticipation of pandemic-related revenue reductions. In July, Town Meeting approved \$1,038,834 in capital spending. The Finance Committee is recommending \$1,255,316 in additional capital spending (see below), bringing the total capital spending for FY21 to just under \$2.3 million, significantly more than the annual appropriation approved in July. To close the gap, our recommendations include restoring the July appropriation back to its FY20 level and adding other funds to the Capital Expenditure Fund totaling \$1,744,775. The Finance Committee is comfortable with the increased spending due to the larger than anticipated Free Cash amount, and because the town cut back on capital spending earlier in the pandemic. The Finance Committee will examine restoring growth in the annual appropriation in FY22 as we work towards our final objective of appropriating enough annually to adequately fund ongoing capital needs.

The Committee evaluated each capital proposal and is recommending the following capital expenditures:

Item	Department	Amount
Facilities Manager Vehicle	Facilities	\$20,100
Step/Railing Repair/1750 Washington St	Select Board	\$10,000
Town Hall Septic System	Select Board	\$150,000
Fire Dept Air Pack/Bottle Replacement	Fire	\$370,000

Ambulance Tone/Voice Pagers	Ambulance	\$25,500
Trackless Mower with attachments	DPW/Highway	\$166,125
Vehicle (Chevy Silverado) w/equipment	DPW/Highway	\$55,000
Police Vehicles w/equipment (3)	Police	\$151,525
Library Interior Improvements	Library	\$65,000
Senior Center Interior Improvements	Council on Aging	\$40,000
High School Field House Insulation	Schools	\$90,000
Chromebooks	Schools	\$112,066
Total		\$1,255,316

The \$1,255,316 in recommended spending is funded from two sources: \$105,000 from free cash, and \$1,150,316 from the Capital Expenditure Fund. With Town Meeting approval of these actions the ending balance in the capital expenditure fund will be over \$7 million, a level considered acceptable by the Finance Committee considering potential large expenditures on the horizon.

The Capital Improvement Subcommittee of the Finance Committee has been working with the Town Administrator as well as representatives from other town departments and boards to update the town asset management plan with the expectation that it will be used to guide capital expense recommendations in future years.

Warrant Articles

The Finance Committee recommendations appear with each article in the warrant. Recommendations of note include:

- Replenishing the monies appropriated from the Stabilization Fund in July, and adding further to our reserves (Articles 3 and 4);
- Capital recommendations outlined above (Article 5);
- Appropriation of Community Preservation funds for several projects (Article 6);
- Further water main replacement and additional funding for the Well #5 water treatment plant (Article 10 and 11)

As always, the Finance Committee is indebted to the many Town officials and employees whose efforts make this process and report possible, especially given the changes necessitated by the pandemic. We also would like to commend the other elected and appointed committees with whom the Finance Committee interacts on an ongoing basis for all their cooperative efforts.

HOLLISTON FINANCE COMMITTEE

Kenneth S. Szajda, Chairman
Daniel G. Alfred, Vice-Chairman
Timothy A. Maxwell
Mark R. Whittaker, Clerk

Michelle F. Zeamer
Suzanne K. Nersessian
Vincent J. Murphy, Jr.

Fund balances **prior** to the Finance Committee recommendations:

Available for Appropriation (estimate)	\$1,800,000	Open Space Fund	\$284,453
Capital Expenditure Fund	\$7,094,229	Overlay Surplus	\$484,000
Community Preservation Fund	\$2,632,906	Stabilization Fund	\$6,281,866
Conservation Fund	\$153,937	Water Retained Earnings	\$1,925,269
Free Cash	\$2,654,475	Water Infrastructure	\$3,265,863
OPEB Trust Fund	\$17,912,548	Water Meter Reserve	\$638,774

Fund balances **after** approval of the Finance Committee recommendations in this report:

Available for Appropriation (estimate)	\$510,200	Open Space Fund	\$284,453
Capital Expenditure Fund	\$7,300,429	Overlay Surplus	\$0
Community Preservation Fund	\$2,287,287	Stabilization Fund	\$7,065,886
Conservation Fund	\$153,937	Water Retained Earnings	\$1,850,269
Free Cash	\$0	Water Infrastructure	\$465,863
OPEB Trust Fund	\$17,912,548	Water Meter Reserve	\$638,774

Note: At the time of publication the Finance Committee has not yet made a recommendation on proposed spending from the Community Preservation Fund. The “after” balance for the Community Preservation Fund reflects spending proposed by the Community Preservation Committee. The Finance Committee will provide its recommendation on the proposed spending (Article 6) at Town Meeting.

SPECIAL TOWN MEETING WARRANT ARTICLES WITH RECOMMENDATIONS

(Where appropriate, Finance Committee comments appear following our recommendations. Comments from the Select Board appear with each article as included in the posted Town Meeting Warrant.)

TOWN OF HOLLISTON FALL TOWN MEETING

Commonwealth of Massachusetts

Middlesex, ss.

Town of Holliston

To any Constable of the Town of Holliston, Greeting:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of the Town of Holliston who are qualified to vote in Town Affairs to meet in the Holliston High School Auditorium, 370 Hollis Street, Holliston, MA:

SATURDAY, DECEMBER 5, 2020

at 1:00 p.m. to act on the following Articles, to wit:

ARTICLE 1: FISCAL YEAR 2021 BUDGET ADJUSTMENTS**SPONSORED BY: Select Board****ESTIMATED COST: \$564,800**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of supplementing various accounts for the Town's Fiscal Year 2021 annual budget, previously voted by the Town under Article 14, of the Warrant for 2020 Annual Town Meeting; or take any action relative thereto.

DEPARTMENT	DEPT.	ACCT.	DESCRIPTION	FY21 Total
Select Board	01122	51000	Personal Services	\$ 9,603
Select Board	01122	52000	Legal Services	\$ 108,000
Reserve Fund	01132	57810	Reserve for Transfers	\$ 40,000
Town Accountant	01135	51000	Personal Services	\$ 416
Board of Assessors	01141	51000	Personal Services	\$ 636
Treasurer/Collector	01145	51000	Personal Services	\$ 30,964
Technology	01155	51000	Personal Services	\$ 8,400
Town Clerk	01161	51000	Personal Services	\$ 753
Planning Board	01175	51000	Personal Services	\$ 5,819
Zoning Board of Appeals	01176	51000	Personal Services	\$ 30
Public Buildings/Maint.	01192	52000	Building Maintenance	\$ 50,000
Police Department	01210	51000	Personal Services	\$ 4,554
Fire Department	01220	51000	Personal Services	\$ 21,686
Ambulance Department	01231	51000	Personal Services	\$ 2,262
Building Inspection	01241	51000	Personal Services	\$ 2,435
Highway Department	01420	51000	Personal Services	\$ 546
Board of Health	01512	51000	Personal Services	\$ 6,329
Council on Aging	01541	51000	Personal Services	\$ 7,303
Youth Advisory Council	01542	51000	Personal Services	\$ 600
Youth Advisory Council	01542	52000	Grant Writing Support	\$ 10,000
Public Library	01610	51000	Personal Services	\$ 2,953
Parks & Recreation	01650	51000	Personal Services	\$ 493
Unemployment Insurance	01913	51000	Benefits	\$ 250,000
Water Enterprise	61450	51000	Personal Services	\$ 1,018
Total Fiscal Year 2021 Budget Adjustments				\$ 564,800

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE THE AMOUNTS LISTED IN THE COLUMN "FY21 TOTAL" WITH THE FOLLOWING EXCEPTIONS: RESERVE FUND \$240,000 AND UNEMPLOYMENT INSURANCE \$150,000 (UNANIMOUS)

FINANCE COMMITTEE COMMENTS: Following finalization of the warrant, the Finance Committee received information that pandemic-related financial needs for the remainder of FY21 could be higher than originally anticipated if the town does not receive additional federal stimulus money. To prepare for this possibility, the Finance Committee recommends further strengthening the Reserve Fund per our recommendation.

SELECT BOARD COMMENTS: The Fiscal Year 2021 budget was based on an assumption that State Aid (Cherry Sheet revenue) would be reduced due to COVID-19. With State Aid projected to be held flat, the Town is finalizing its Fiscal Year 2021 budget in order to set the tax rate in December. Of the \$564,800 Fiscal Year 2021 Budget Adjustments, \$29,724 is related to reinstating the 1% COLA adjustment that was removed for non-union/hourly personnel when COVID-19 impacted the budget process. Other increases include:

Select Board (Legal Services) – the Town’s legal costs are covered under a flat monthly fee for all items except litigation and labor counsel. These costs project to be higher than budgeted.

Finance Committee Reserve (Transfers) – the Town increased the Finance Committee Reserve from \$315,000 in FY20 to \$600,000 in FY21 to protect against the unknowns of COVID-19. An additional appropriation would be made to offset the use of the Reserve so far this fiscal year.

Public Buildings (Buildings Maintenance) – the Town hired a Facilities Manager in FY20 and is still working to develop a Facilities Budget; the existing building maintenance budget is not currently sufficient for the regular maintenance of the buildings and will be evaluated for FY22.

Youth Advisory Council (Grant Writing Support) – the YFS request of \$10,000 was to be included in the FY21 budget but was removed due to COVID-19. YFS voted to reaffirm the need for this grant writing service which will put the Town in position to pursue a significant Drug Free Community (DFC) funding opportunity.

Treasurer/Collector (HR Benefits Specialist) – the Town’s Human Resource functions have been historically split between the Town Administrator’s Office and the Treasurer/Collector’s Office. In an effort to define the Human Resource functions in the Town, an existing position is being reclassified; there is no change in headcount within the organization.

Various Departments (Part-time hours) – CARES Act funding, which has supported additional part-time staff hours as needed, must be used by December 30, 2020. Additional hours are necessary for the Select Board (\$8,400), Technology (\$8,400), Planning (\$5,558), Building Inspection (\$1,960), Board of Health (\$5,800), and Council on Aging (\$6,238).

ARTICLE 2: AMEND CONSOLIDATED PERSONNEL BY-LAW SECTION 29, JOB AND WAGE CLASSIFICATION PLAN

SPONSORED BY: Town Administrator

To see if the Town will vote to amend the Consolidated Personnel By-law Section 29, Job and Wage Classification Plan, by reflecting those revisions, deletions and/or additions as set forth below, to be effective July 1, 2020; or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

TOWN ADMINISTRATOR COMMENTS: This is the job and wage classification plan for town employees pursuant to the revised Personnel By-Laws that were adopted at the July 2020 Town Meeting. An IT Support position and HR Benefits Specialist were added to the plan, and an adjustment of 1.0% was made to all wage rates in the table below.

**JOB CLASSIFICATION PLAN-FY2021
(Full and Part-Time Employees)**

POSITION	Grade	POSITION	Grade
Administrative Assessor	400	Custodian	100
Assistant Clerk	200	Dispatcher	200
Assistant, Senior Center Director	400	Head Dispatcher	400
Assistant Director, Library	500	Head of Circulation, Library	400
Assistant, Recreation Director	400	Library Page	50
Assistant, Town Clerk	400	Matron, Police	100
Assistant, Treasurer/Collector	400	Outreach Coordinator	400
Cataloger, Library	300	Principal Clerk	300
Children's Librarian	400	Program Coordinator	200
Crossing Guard	100	Reference Librarian	400
Court Diversion/Community Therapist	500	Technician, Library	100
		Van Driver	100

**JOB COMPENSATION PLAN
FISCAL YEAR 2021**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
50	12.75	13.48	13.80	14.12	14.43	14.99	15.27
100	17.13	18.23	19.00	19.46	19.86	20.68	21.13
200	20.33	21.62	22.52	23.08	23.54	24.53	25.06
300	20.97	22.31	23.24	23.80	24.29	25.30	25.84
400	24.14	25.68	26.74	27.40	27.97	29.13	29.75
500	26.19	27.87	29.02	29.73	30.33	31.59	32.29

JOB AND WAGE CLASSIFICATION PLAN-ADMINISTRATIVE SUPPORT

Administrative Assistant	A2	Office Manager		A1	
HR/Benefits Specialist	HR1				
GRADE	MIN	1/3 POINT	MIDPOINT	2/3 POINT	MAX
A1-35 HR/WK	46,178	51,611	54,326	57,043	62,476
A2-40 HR/WK	58,244	65,064	68,476	71,887	78,707
HR1-35 HR/WK	46,178	51,611	54,326	57,043	62,476

JOB COMPENSATION PLAN-INTERMITTENT AND FIRE DEPARTMENT POSITIONS-FY2021

INTERMITTENT RATES

(Temporary, Seasonal and Per Diem)

Position	Beginning Rate	Each Year Returning	Max Rate
Bathroom Cleaners	\$25 per cleaning		
Camp Counselors	Minimum Wage	.25 per hour	\$15.00
Camp Director	\$20.00		\$24.00
Camp Supervisor	\$14.00		\$18.00
Clerks to the Boards/Committees	\$18.00	.25 per hour	\$22.00
Clinic Assistants	Minimum Wage	.25 per hour	\$15.00
Clinic Counselors	\$25		\$25.00
Gate Guards	Minimum Wage	.25 per hour	\$15.00
IT Support	\$18.00	.25 per hour	\$22.00
Landscaper	Minimum Wage	.25 per hour	\$15.00
Life Guards	Minimum Wage plus \$1	.25 per hour	\$15.00
Lifeguard Supervisor	\$16.00		\$20.00
Multi-Sport Counselor	60% of the clinic revenues		
Per Diem Dispatchers	\$20.00	.25 per hour	\$25.06
Program Assistants	Minimum Wage	.25 per hour	\$15.00
Recycle Center Supervisor	\$20	.25 per hour	\$24.00
Temporary Clerical Employees	\$18.00	.25 per hour	\$22.00
Temporary DPW Employees	\$15	.25 per hour	\$19.00

FIREFIGHTERS RATES

Deputy Chief		Monthly	\$786.54
Captain		Monthly	\$520.91
Lieutenant		Monthly	\$476.97
Firefighter		Monthly	\$470.66
Fire-Weekend	Deputy, Captain, Lieutenant	Weekend	\$406.78
Fire-Weekend	Firefighters	Weekend	\$101.00
Fire Hourly	Firefighter	Hourly	\$33.89
	Lieutenant	Hourly	\$34.49
	Captain	Hourly	\$36.11
	Deputy	Hourly	\$39.34
Training		Training	\$75.75

Ambulance/EMT

AMB/EMT	First Responder/EMT-Basic	Hourly	\$22.22
AMB/EMT	EMT-Advanced	Hourly	\$23.79
AMB/EMT	EMT-Paramedic	Hourly	\$24.39
EMT/SHIFT STIPEND	First Responder	Shift	\$79.54
	EMT-Basic	Shift	\$84.89
	EMT-Advanced	Shift	\$87.52
	EMT-Paramedic	Shift	\$95.80
Deputy Fire Chief	Deputy/EMS Supervisor	Monthly	\$899.56

ARTICLE 3: STABILIZATION FUND

SPONSORED BY: Select Board

ESTIMATED COST: \$884,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Stabilization Fund; or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$484,000 FROM OVERLAY AND RAISE AND APPROPRIATE \$300,000 (6-0, MS. NERSESSIAN ABSENT)

FINANCE COMMITTEE COMMENTS: Strengthening our reserves will be important as we prepare for anticipated reductions in local aid in FY22. The Finance Committee has recommended a slightly smaller amount than originally planned to fund bolstering the Reserve Fund as explained in Article 1, essentially providing more short-term reserves. Unused Reserve Fund monies will be available for transfer into the Stabilization Fund in FY22.

SELECT BOARD COMMENTS: The Stabilization Fund, with Town Meeting approval can be used to address extraordinary expenses. An appropriation of \$400,000 was approved at the July 20, 2020 Annual Town Meeting and this article will replenish the Stabilization Fund. Additionally the balance will be increased by transferring the release of Overlay of \$484,000 to the Stabilization Fund, which will result in a balance of \$7.22 million (approximately). One potential future use of the \$484,000 from Overlay will be to begin paying down the Town's pension liability. ***(\$484,000 from Overlay; \$400,000 from Tax Levy)***

ARTICLE 4: CAPITAL EXPENDITURE FUND

SPONSORED BY: Select Board

ESTIMATED COST: \$1,744,775

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Capital Expenditure Fund; or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$325,000 AND APPROPRIATE \$1,419,775 FROM FREE CASH (UNANIMOUS)

SELECT BOARD COMMENTS: The Capital Expenditure Fund is used to fund capital expenses. An illustrative example of those capital expenses can be found under Capital Budget Article in this Warrant. With the proposed use of the Capital Expenditure Fund in other articles (including Article 4), this article would offset the use of Capital Expenditure Fund monies by transferring \$1,419,775 from Free Cash (certified by MassDOR at \$2,654,475) and \$325,000 from the tax levy to the Capital Expenditure Fund, resulting in a projected balance of \$7.16 million, based on proposed use in Article 5 and Article 7. ***(\$1,419,775 from Free Cash and \$325,000 from Tax Levy)***

ARTICLE 5: CAPITAL BUDGET

SPONSORED BY: Select Board

ESTIMATED COST: \$1,255,316

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of capital expenditures, including replacement of old vehicles and equipment, for the following departments: Select Board, Police, Fire, Ambulance, DPW

(Highway), DPW (Facilities), Schools, and authorize the Select Board to trade or sell equipment toward part of the purchase price; or take any action relative thereto.

Project	Department	Estimated Amount
Facilities Manager Vehicle	Facilities	\$20,100
Steps & Railings – 1750 Washington Street	Select Board	\$10,000
Town Hall Septic	Select Board	\$150,000
Replacement of Air Packs and Bottles	Fire	\$370,000
Ambulance Tone/Voice Pagers	Ambulance	\$25,500
Trackless Mower with attachments	Highway	\$166,125
Chevy Silverado (Equipped)	Highway	\$55,000
3 Police Vehicles (Equipped)	Police	\$151,525
Library Interior Improvements	Library	\$65,000
Senior Center Interior Improvements	COA	\$40,000
H.S. Field House Insulation (Net of Grant)	School	\$90,000
Chromebooks (Grades 6 & 9)	School	\$112,066
Total:		\$1,255,316

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE THE FOLLOWING AMOUNTS FROM THE CAPITAL EXPENDITURE FUND: \$20,100 FOR A FACILITIES MANAGER VEHICLE, \$10,000 FOR NEW STEPS AND RAILINGS AT 1750 WASHINGTON STREET, \$150,000 FOR A NEW SEPTIC SYSTEM AT TOWN HALL, \$370,000 FOR REPLACEMENT AIR PACKS AND BOTTLES FOR THE FIRE DEPARTMENT, \$25,500 FOR AMBULANCE TONE/VOICE PAGERS, \$166,125 FOR A TRACKLESS MOWER WITH ATTACHMENTS FOR THE DPW-HIGHWAY DEPARTMENT, \$55,000 FOR A DPW-HIGHWAY VEHICLE AS LISTED, \$151,525 FOR THREE POLICE VEHICLES, \$90,000 FOR FIELD HOUSE INSULATION WORK AT THE HIGH SCHOOL, AND \$112,066 FOR SCHOOL DEPARTMENT CHROMEBOOKS; AND THAT THE TOWN APPROPRIATE THE FOLLOWING AMOUNTS FROM FREE CASH: \$65,000 FOR INTERIOR IMPROVEMENTS AT THE LIBRARY, AND \$40,000 FOR INTERIOR IMPROVEMENTS AT THE SENIOR CENTER (6-0, MS. NERSESSIAN ABSENT)

SELECT BOARD COMMENTS: It is the custom of the Town to fund and appropriate to departments specific project requests during the Fall Special Town Meeting. Historically, appropriations from the Capital Budget Article are at approximately \$1.0 million per year. *(\$1,150,316 from Capital Expenditure Fund and \$105,000 from Free Cash)*

ARTICLE 6: COMMUNITY PRESERVATION COMMITTEE REPORT

SPONSORED BY: Community Preservation Committee ESTIMATED COST: \$345,619

To see if the Town will vote to appropriate \$150,000 from the Historic Preservation Reserve for Town Hall Window Repair & Improvements; \$85,000 from the Historic Preservation Reserve for the Public Library Front Façade Repairs; \$70,000 from the Historic Preservation Reserve for Floor Replacement and Refinishing in Upper Town Hall and \$30,000 from the General Reserve for the same purpose;

To see if the Town will vote to appropriate \$9,999 from the Community Preservation Fund's General Reserve for the purpose of assisting the Holliston Parks and Recreation Department with drainage repairs at Stoddard Park, and;

To see if the town will vote to appropriate \$620 from the Open Space Reserve to build a boardwalk in Wenakeening Woods (Eagle Scout Project – Chris MacLean, Boy Scout Troop 73); or take any action relative thereto.

THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN MEETING (6-0, MS. NERSESSIAN ABSENT)

CPC COMMENTS: At Town Meeting.

ARTICLE 7: ROADWAY, DRAINAGE & SIDEWALK IMPROVEMENTS

SPONSORED BY: Select Board

ESTIMATED COST: \$418,000

To see if the Town will vote to raise and appropriate or transfer from available funds \$418,000 for Department of Public Works, Highway Division for construction and engineering tasks related to drainage, sidewalk and roadway rehabilitation on Spring, School, Exchange, Union, Mechanic and Pleasant Streets also known as Mudville Neighborhood, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (5-0-1, MR. ALFRED ABSTAINED, MS. NERSESSIAN ABSENT)

SELECT BOARD COMMENTS: A significant amount of work on the streets identified in this project was accomplished with Chapter 90 funding and DPW, Highway Division budgets; however, to complete the projects in this area, the DPW, Highway Division is in need of \$418,000. The scope of work includes new catch basins, manholes, drainage piping and related infrastructure, sidewalks, granite curbing and road reclamation. If appropriated, this phase of the project will start in April 2021 with a continuation through summer of 2021; the road would then be left in a binder condition over the winter to settle with a final top coat of asphalt in April 2022. (*\$418,000 from Capital Expenditure Fund*)

ARTICLE 8: SIDEWALK PRIORITIZATION PLAN

SPONSORED BY: Select Board

ESTIMATED COST: \$40,000

To see if the town will vote to raise and appropriate or transfer from available funds \$40,000 for the purposes of creating a sidewalk asset inventory plan and prioritization plan including but not limited to design, engineering, and construction management and maintenance services, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$40,000 FROM FREE CASH (6-1, MS. NERSESSIAN OPPOSED)

FINANCE COMMITTEE COMMENTS: The Finance Committee believes that the data provided by this work will allow the town to avail itself of grant opportunities that would more than offset the cost of this plan, making it a reasonable investment for the town. However, the Finance Committee does not currently support use of this plan as the basis for a large capital expenditure given other high priority capital projects.

SELECT BOARD COMMENTS: The Town has several miles of sidewalks in various states of repairs. Residents have expressed concerns about traffic and pedestrian safety and the development of a sidewalk prioritization plan would allow the Town to strategize ways to improve sidewalks through improvements to existing sidewalks or potentially additions to the sidewalk network to increase connectivity. The Town has been aggressive in pursuing funding through State programs such as Safe Routes to Schools, Shared Streets and Spaces, Community Connection, and Complete Streets, but the Town will need this study to guarantee that the right sidewalk improvements are being prioritized in the coming fiscal years and that the Town can continue to identify new grant opportunities. *(\$40,000 from Free Cash)*

ARTICLE 9: WATER SYSTEM MODERNIZATION PLAN (INCL. SOURCE STUDY)
SPONSORED BY: Select Board **ESTIMATED COST: \$75,000**

To see if the Town will vote to transfer from water retained earnings \$75,000 to be expended by the Select Board, for the development of a water system modernization plan and to study water source development, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$75,000 FROM WATER RETAINED EARNINGS (UNANIMOUS)

SELECT BOARD COMMENTS: Water supply planning is a process that should happen periodically (at least every 10 years) to help the Town identify how it will meet water demands of residents and businesses now and in the future; this cost is estimated at \$15,000. Additionally, the Town would benefit from a well source investigation which would include a desktop level investigation and then two test well sites (with the cost mainly associated with a driller to be onsite installing the test wells); estimated cost of \$20,000. Finally, the Town has a need to update its Asset Management Plan and to prepare to meet new requirements from MassDEP; a plan will be developed by an independent engineering firm that proposes the maximum feasible speed of replacing water mains and pipes, a strategy for exercising and isolating valves, and recommendations on where looping should be prioritized within the system to limit the “dead ends” that impact flow and water quality. The costs of the study, outside of water supply planning, is estimated at \$40,000. *(\$75,000 from Water Retained Earnings)*

ARTICLE 10: WATER MAIN REPLACEMENT

SPONSORED BY: Select Board **ESTIMATED COST: \$2,800,000**

To see if the Town will vote to transfer from the water infrastructure fee fund \$2,800,000 for tasks related to the replacement of approximately 10,600 linear feet of water main on Winter Street; the scope of work to also include service connections, valves, fire hydrants, and all related work, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$2,800,000 FROM THE WATER INFRASTRUCTURE FEE ACCOUNT (6-0-1, MS. ZEAMER ABSTAINING)

SELECT BOARD COMMENTS: The Water Infrastructure Fee account is designed to fund this vital work for replacing water mains in Town over time. This project would cover the total

length of Winter Street from Ashland Street to Washington Street and includes the cost estimate for replacement of 8" water mains at approximately \$260 per linear foot for 10,600 linear feet, which covers all related costs and contingencies. This also roughly equates to \$1.4 million per mile of water main replacement under current market conditions. ***(\$2,800,000 from Water Infrastructure Fee Fund)***

ARTICLE 11: WATER TREATMENT PLANT – SUPPLEMENTAL APPROPRIATION
SPONSORED BY: Select Board **ESTIMATED COST: \$850,000**

To see if the Town will vote to raise and appropriate or transfer from available funds \$850,000 for the Greensand Filtration Facility at Well No. 5 from the previous Town Meeting approved borrowing authorization of \$8.375 million (Art. 18, May 8, 2018); or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$850,000 FROM FREE CASH (UNANIMOUS)

FINANCE COMMITTEE COMMENTS: Appropriating Free Cash to cover the additional costs for the treatment plant eliminates the need for the town to borrow additional funds to support the project. This will keep the taxpayer burden the same as was anticipated when Town Meeting approved the project at the Annual Town Meeting in May 2018.

SELECT BOARD COMMENTS: The original funding estimate and borrowing authorization was \$8.375 million at the conceptual design state of the project in 2018. The Town also appropriated \$600,000 for design under a separate Town Meeting. The project is currently at the 95% complete design phase, and the most recent project cost estimate is showing a need to request additional funding. The additional appropriation of \$850,000 will cover (1) the inflationary construction cost escalation from 2018 to 2022, the mid-point of construction; (2) MassDEP mandated changes to the scope of the project; (3) the addition of a second Backwash Supply Pump and motor with VFD; and (4) the addition of an aerator to reduce chemical usage. ***(\$850,000 from Free Cash)***

ARTICLE 12: STORM WATER MANAGEMENT ENGINEERING / DESIGN
SPONSORED BY: Select Board **ESTIMATED COST: \$92,300**

To see if the Town will vote to raise and appropriate or transfer from available funds \$92,300 for engineering services related to compliance with the EPA and MassDEP Municipal Storm Water Management Regulations. Funds to be used to develop regulatory mechanism assistance, operations and maintenance plan, Storm Water pollution prevention plan preparation, public education assistance, integrated GIS data collection, field work BMP inspections, and annual report; or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$93,200 FROM FREE CASH (UNANIMOUS)

SELECT BOARD COMMENTS: The U.S. Department of Environmental Protection and the Massachusetts Department of Environmental Protection requires communities to be in compliance with Storm Water regulations. These funds would be used would be used to develop

regulatory mechanism assistance, operations and maintenance plan, Stormwater pollution prevention plan preparation, public education assistance, integrated GIS data collection, field work BMP inspections, annual report. *(\$92,300 from Free Cash)*

ARTICLE 13: DESIGN/ENGINEERING FOR 9 GREEN STREET

SPONSORED BY: Select Board

ESTIMATED COST: \$54,900

To see if the Town will vote to raise and appropriate or transfer from available funds \$54,900 for the cost of designing, engineering, and planning as related to the 9 Green Street property owned by the Town from a previous taking, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$54,900 FROM FREE CASH (UNANIMOUS)

SELECT BOARD COMMENTS: The Town is seeking design, engineering, and planning for 9 Green Street; specifically, the Town is looking to develop a (1) demolition plan, (2) surface water design plan, and (3) lot design plan, all of which will allow the Town to determine potential costs of managing the site development. This information will also allow the Town to seek grant opportunities through available funds related to environmental causes and/or economic development (as the site is located downtown). *(\$54,900 from Free Cash)*

ARTICLE 14: PUBLIC SAFETY – SIGNS & EQUIPMENT

SPONSORED BY: Select Board

ESTIMATED COST: \$52,500

To see if the Town will vote to raise and appropriate or transfer from available funds \$52,500 for the purposes of acquiring and installing signs recommended by the Traffic Advisory Committee (TAC) and to fund equipment related to traffic enforcement and regulation as recommended by the TAC, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$52,500 FROM FREE CASH (6-1, MR. ALFRED OPPOSED)

SELECT BOARD COMMENTS: The Traffic Advisory Committee (TAC) is made up of civilians and public safety officials. The Police Chief is the Chair of the Committee which also includes the Fire Chief, DPW Director, a Select Board representative, and residents. The group has started to hold hearings of resident complaints and requests in September 2020 and is now seeking the materials necessary to perform the tasks that TAC has deemed appropriate to mitigate traffic issues in Town. In addition to signage, the equipment being requested would allow TAC to message drivers and collect usage data of Holliston roads. *(\$52,500 from Free Cash)*

ARTICLE 15: TRAFFIC & SOUND ENGINEERING STUDIES

SPONSORED BY: Select Board

ESTIMATED COST: \$40,000

To see if the Town will vote to raise and appropriate or transfer from available funds \$40,000 for the purposes of traffic engineering and sound engineering studies, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$40,000 FROM FREE CASH (6-0, MS. NERSESSIAN ABSENT)

SELECT BOARD COMMENTS: Traffic engineering studies are often performed for the Town when a developer goes through the Special Permit process with the Planning Board (the Special Permit Granting Authority (SPGA) of the Town). However, for an area of Town where the businesses have been long established and are not in need of new permits, it would be advantageous for the Town to appropriate funds necessary to perform its own traffic engineering studies which can, among other things, provide the “traffic count” data necessary to pursue Heavy Commercial Vehicle Exclusions (HCVE) on residential roadways that have been negatively impacted by truck traffic; the HCVE process requires certain data and documentation to be approved by MassDOT. Additionally, noise complaints have been a major component of residents’ issues with traffic and a “noise ordinance assessment” is a service that can be provided by an independent sound engineer to test noise against the ordinance in the Town of Holliston.
(\$40,000 from Free Cash)

ARTICLE 16: ROAD ACCEPTANCES

SPONSORED BY: Select Board

To see if the Town will vote to accept as public ways, Hopping Brook Road (Sta. 0+00 to Sta. 40+93.02) and Boynton Road in the Hopping Brook Definitive Subdivision, as shown on the plan entitled “Roadway Acceptance Plan in Holliston, MA” dated October 18, 2001 (revised through December 2002), prepared by Schofield Brothers of New England, Inc., Deer Run (Sta. 0+00 to Sta. 6+77.43) in the Courtland Square Definitive Subdivision as shown on a plan entitled “Acceptance Plan ‘Deer Run’ Holliston, MA” dated September 20, 2011, prepared by GLM Engineering Consultants, Inc., and Indian Ridge Road South (Station 0+25 to 10+51.55) in the Clearview Estates II Subdivision as shown on the plan entitled “Street Acceptance Indian Ridge South (formerly James Road) Clearview Estates II in Holliston, MA” dated March 13, 2014, prepared by Guerriere & Halnon, Inc. such ways having been laid out as Town Ways by the Select Board and will further vote to authorize the Select Board and acquire by donation, purchase or eminent domain, rights sufficient to use Hopping Brook Road, Boynton Road, Deer Run and Indian Ridge Road South all purposed for which public ways are used in the Town of Holliston, or take any action relative thereto.

SELECT BOARD COMMENTS: All of the ways have been previously accepted by actions of Town Meeting and have been subject to prior public hearings by the Select Board per M.G.L. c.82.

Given under our hands this day of November A.D. 2020.

John Cronin, Chair

Christina Hein, Vice Chair SELECT BOARD

Ben Sparrell, Clerk

I have this _____ day of November 2020, posted true copies thereof, attested, on and within the Town Hall, Public Library, Police Department, Senior Center and on the Town Website as herein directed.

Constable

A true record, ATTEST:

Elizabeth Greendale, Town Clerk

TOWN OF HOLLISTON CITIZEN VOLUNTEER FORM

If you are interested in serving the Town in any capacity, please complete this form and return it either by mail or in person, to the Town Clerk's Office, Room 102, Town Hall, 703 Washington Street, Holliston, MA 01746. Information received will be made available to all boards, committees and departments for their reference in filling vacancies.

Name: _____ Telephone: _____

Address: _____

Area(s) of Interest: _____

Availability (e.g. nights, weekends, hours per month): _____

Comments: _____

HAVE YOU READ ME CAREFULLY?

Here are a few suggestions until we meet at town meeting:

- look to where the majority of the money will go;
- look at material and significant changes from year to year;
- reread prior year's reports if you see something unusual which is not clear in this year's report;
- write down exactly what your questions will be; be clear and precise;
- bring a pencil to make notes at town meeting;
- be alert to what is said so the same questions are not repeated;
- discuss issues with friends and neighbors; come prepared to talk about facts.

GOOD GOVERNMENT STARTS WITH YOU

EMERGENCY NOTIFICATION INFORMATION

Please be sure to update your emergency contact information by going to www.townofholliston.us and selecting the link to Blackboard Connect (shown below) on the right hand side of the home page. Thank you.

