

Annual Report
of the
**FINANCE
COMMITTEE**



N.R. Gustafson 2013

Fiscal Year
Beginning July 1, 2021 and ending June 30, 2022

Town Meeting
May 10, 2021

RULES FOR MOTIONS OR POINTS

Rank of Motion in Order of Precedence	Town Meeting Motions or Points	Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt Debate to make a Motion
1	Adjourn to a fixed time or recess	Yes	Yes	Yes	Majority	No	No
2	Point of no quorum	No	No	No	None	No	Yes
3	Fix time and date to which to adjourn	Yes	Yes	Yes	Majority	Yes	No
4	Point of personal privilege	No	No	No	None	No	Yes
5	Reconsideration (see s. 15)	Yes	Yes	No	Majority	No	Yes
6	Lay on the table	Yes	Yes	No	Majority	Yes	No
7	Move the question (see s. 14)	Yes	No	No	Majority	No	No
8	Extend the speaker's time (see s.11)	Yes	No	No	2/3	No	No
9	Postpone an article to a time certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or refer a matter	Yes	Yes	Yes	Majority	Yes	No
11	Amend (not amendable more than twice)	Yes	Yes	Yes	Majority	Yes	No
12	Postpone indefinitely (if not main motion)	Yes	Yes	No	Majority	Yes	No
None	Main Motion	Yes	Yes	Yes	Variable	Yes	No
None	Take from the table	Yes	No	No	Majority	No	No
None	Advance an article from order in Warrant	Yes	Yes	Yes	2/3	No	No
*	Point of order or procedural information	No	No	No	None	No	Yes
*	Appeal ruling of Moderator	Yes	Yes	No	3/4	No	Yes
*	Divide a question	Yes	Yes	Yes	Majority	Yes	No

* Same rank as motion out of which it arises.

TABLE OF CONTENTS

Town Meeting Motions and Points	Inside front cover
Extract from By-laws Regarding Town Meeting Procedures	1
About Proposition 2 1/2	2
Message to the Citizens of Holliston	3
About the Finance Committee	5
Budget Comparison	6
Explanation of Terms	7
Warrant for Annual Town Meeting	9
Exhibit A – Stipend Committee Report (Article 4)	33
Exhibit B – Governance Committee (Article 9)	36
Exhibit C – Governance Committee (Article 10)	44
Omnibus Budget	50
Revenue Budget	54
Wage and Benefits Detail	55
Revolving Accounts Activity	56
Long Term Debt	57
Free Cash Analysis	58
Reserve Fund Analysis	58
Overlay Analysis	59
Capital Expenditure Fund	59
Stabilization Fund	60
OPEB Trust Fund	60
Water Surplus/Retained Earnings	61
Water Infrastructure and Meter Fees	61
Community Preservation Fund	62
Golf Course Capital/Revolving Account	62
Open Space Acquisition Fund	63
Conservation Trust Fund	63

EXTRACT FROM BY-LAWS REGARDING TOWN MEETING PROCEDURES

QUORUMS. At all Town Meetings one hundred (100) registered voters of the Town shall be necessary to constitute a quorum for the transaction of Town business; but a lesser number may from time to time adjourn any such Meeting. Notwithstanding the above, whenever an article at a Special Town Meeting involves only the transfer of funds within Town accounts, forty (40) registered voters of the Town shall be necessary to constitute a quorum for the transaction of such article or to postpone an article requiring a quorum of one hundred (100) to a time certain. For the purposes of this Section "free cash" shall not be considered a Town account.

ORDER OF ARTICLES. All articles in the warrant shall be taken up in the order of their arrangement unless otherwise decided by a two-thirds (2/3) vote of the voters present and voting.

LENGTH OF SPEECHES. Except in the discretion of the Moderator, no person shall speak more than two times or more than a total of fifteen (15) minutes upon any question without obtaining leave of the Meeting unless to correct an error or answer a question.

MOTIONS. Any action taken by a Town Meeting shall be by vote upon a motion. All motions, if required by the Moderator, shall be reduced to writing before being submitted to the Meeting. Any motions included in the Finance Committee Report on the warrant shall be considered as motions presented to the Meeting, but any registered voter may present a different motion on a question and this motion shall take precedence over any prepared motion in the Finance Committee Report.

MOVING THE QUESTION. A motion to move the question need not be recognized by the Moderator unless the Moderator is satisfied that various views on the subject have had an opportunity to be heard. A motion to move the question shall not be made by the last speaker on the question under debate.

RECONSIDERATION. Any voter may make a motion to reconsider. No vote shall be reconsidered unless the motion to reconsider is made at the same session and within one-half hour of the original vote. No question shall be twice reconsidered except by a two-thirds (2/3) vote of the voters present and voting. If a motion to reconsider passes, the subject question must be voted upon at the same session as the original vote.

VOTING PROCEDURE. After the voters have had the opportunity to be heard on a motion, the Moderator may call for a voice vote, hand vote and/or secret ballot. A hand vote shall be used if requested by three (3) or more voters. Notwithstanding the above, a secret ballot shall be used if so voted by a majority prior to the initial vote on the motion or if requested by three (3) voters after a preceding hand vote on the motion is decided by five percent (5%) or less of the total votes cast. Any vote tellers required shall first be selected from the members of the Board of Registrars present and then from such other registered voters appointed by the Moderator who have not previously spoken at the Meeting on the subject to be voted. The Town Clerk shall have ready at each Town Meeting an up-to-date voter registration list and a sufficient supply of ballots. All ballots used on any vote shall be identical. Ballots used on subsequent votes shall be easily distinguishable from ballots used in a previous vote.

ADJOURNMENT. No new article or line item may be considered at any Town Meeting after 11:00 p.m. unless two-thirds (2/3) of the voters present and voting, vote to continue the session. Any adjournment shall be to a date, time and place specified by vote of the Meeting unless the warrant is completely acted upon or unless otherwise provided by these By-laws.

ABOUT PROPOSITION 2 1/2

Proposition 2 1/2 contains two separate, distinct levy limits. The first limits the tax levy to 2.5% of the full and fair valuation of the Town each year. The second levy limit confines the annual increase in levy authority to 2.5% of the prior year's authorized levy with new growth added. Proposition 2 1/2 allows overrides to expand the annual increase in levy authority by more than 2.5% in a given year. The law does not allow an expansion of the overall levy limit of 2.5% of the Town's valuation except by vote of the Town Election for past or future debt and one-time capital exclusions.

NOTES

To the Citizens of Holliston:

The Finance Committee submits this report for your consideration of the FY22 Omnibus Budget and associated articles.

Financial Overview

At the last Annual Town Meeting in July 2020 the world, and Holliston, was facing great economic uncertainty due to COVID. Almost a year later, the battle against COVID rages on, but the state and national economies have stabilized, but remain below pre-COVID levels. While signs are emerging that the country is beginning to “turn the corner” on COVID there continue to be economic pressures associated with the virus. New cleaning protocols, distancing measures (such as plexiglass barriers), testing, and costs associated with limited gathering capacities have increased run-rate costs. Multiple rounds of federal stimulus have helped many aspects of the economy and have helped Holliston pay for some of these measures, but from an operating perspective these measures are temporary—they can be used to “weather the storm” but do not support permanent operating budget increases.

With a commitment from the state legislature that local aid would be level-funded in FY22, the Finance Committee, with the help of the new Town Administrator, implemented a guideline for level service in FY22, with an additional allowance for a 2% cost-of-living adjustment for town employees. The omnibus budget in Article 18 reflects implementation of this funding guideline. With the information currently available the recommended budget will result in no service reductions in FY22. In addition, the budget “unwinds” some of the defensive measures implemented in FY21, including reducing the reserve fund back to typical levels and restoring the annual capital appropriation to its FY20 level of \$1,750,000.

Of greater importance to the Finance Committee is that this may be the last time the Finance Committee is able to present its recommended budget to Town Meeting for approval: **Article 9 of the warrant, brought forward by the Select Board-appointed Governance Committee, seeks to make fundamental changes to the town’s by-laws that significantly weaken the role of the Finance Committee. If approved, the budget recommended by the Finance Committee would no longer be the budget presented to Town Meeting for approval. Instead, Town Meeting would be presented with a budget prepared by the Select Board. In addition, the proposal would add further limitations to the Finance Committee’s access to town financial data, and budget reviews with the Finance Committee would no longer be a required part of the process. Passage of the article will, in the opinion of the Finance Committee, significantly weaken the strong financial oversight Holliston has had for decades.** This is a Town Meeting where we urge you to attend and vote against Article 9.

For many years the Finance Committee has emphasized balancing near-term priorities with long term liabilities and spending goals, fiscal discipline, and budget sustainability. The result of Town Meeting’s support of these recommendations allowed us to weather the initial economic ‘tsunami’ from the pandemic without having to reduce service or eliminate staffing. However, the economic fallout is still rippling through the economy, and although stimulus funds may have helped get us through until now, it will be some time before the effects of massive federal spending will be fully felt—if inflation were to increase significantly, the limitations of proposition 2½ would put significant pressure on municipal finances.

Even in these uncertain times the Finance Committee continues to be guided by fiscal discipline and a series of fiscal objectives outlined in a policy document that the committee updates biennially (with the

next update planned for summer 2021). The most recent update can be found on the town's web site (www.townofholliston.us) under Boards and Committees→Finance→2020 Approved Financial Policies. Assuming Town Meeting approval of the Finance Committee recommendations, reserves will remain above our 8% policy target, and we will be continuing our annual \$1,500,000 funding of Holliston's Other Post-Employment Benefits (OPEB) Trust Fund. Necessary capital expenses will continue to be funded using our Capital Expenditure Fund. As a town we must continue to exercise fiscal restraint even while working to fund near-term needs so that we can preserve the gains we have made to date even in the face of a significant economic downturn.

As always, we welcome and encourage public attendance at our meetings, even when we are meeting virtually during the ongoing state of emergency. Our meetings (weekly during the budget season) are televised on HCAT whenever possible and, when televised, are available on-demand through the HCAT web site www.hcattv.org. Questions about our recommendations can be emailed to us from <http://www.townofholliston.us/finance-committee> (our page on the town's web site).

Capital Reserve/Stabilization/OPEB Trust Funds

The Finance Committee, in Article 19, is recommending an appropriation of \$1,750,000 to the Capital Expenditure Fund to meet the town's ongoing capital needs. This amount restores the annual appropriation to its FY20 level. The recommendation for the Employee Benefits budget includes the annual OPEB trust contribution and continues our commitment to reach full funding by 2040. The Finance Committee is also recommending, in Article 23, establishment of a retirement stabilization fund that will address the town's sole remaining long-term liability. No addition to the general stabilization fund is recommended at this time. The Finance Committee will address any strengthening of our reserves at the October Town Meeting.

Capital Budget Highlights

The Finance Committee is currently recommending a limited number of needed capital expenditures. These recommendations are detailed in Article 20 and are primarily relatively small-dollar purchases to replace aging infrastructure. Any other capital purchases will be addressed at the October Town Meeting.

The Finance Committee is indebted to the many dedicated and talented Town employees whose efforts make this process and report possible, especially given the challenges presented by the pandemic. We would like to commend the committees and departments for their spirit of cooperation in formulating this budget under difficult circumstances. Their continued efforts on behalf of the town are greatly appreciated.

Respectfully submitted,

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.

ABOUT THE FINANCE COMMITTEE

The Finance Committee is an elected body, consisting of seven members. Its responsibilities, functions, and organization are defined in Article IV of the Town's General By-laws. The ultimate authority governing the conduct of the Committee is derived from Chapter 39 of the General Laws of the Commonwealth. Section 16 of Chapter 39 sets forth the role of the Committee. According to Chapter 39, the Committee shall consider any or all municipal questions for the purpose of making budgets, recommendations and/or reports to the Town at all town meetings.

Each department furnishes the Finance Committee with detailed estimates of expenses for the ensuing year. After consideration, the Finance Committee determines the amounts which, in their opinion, should be appropriated, and submits its recommendations, with such explanations and suggestions as they may deem desirable, to the citizens of the Town. Final appropriation is made by an action of town meeting.

The Finance Committee controls the Reserve Fund and may, from time to time, make transfers from this fund to other accounts by vote of the Committee.

In addition to its own meetings, the Finance Committee is present at all town meetings, and, when requested or necessary, the Committee or individual members attend meetings of other Town boards, committees or departments.

The following is the text of Article IV of the Holliston General By-laws describing the duties and responsibilities of the Finance Committee:

Section 1. The town shall have a Finance Committee, consisting of seven members, elected for a term of three years each, and so elected that the term of no more than three nor less than two shall expire in any one year.

Section 2. No person holding any other elected or appointed office and no person employed by the town, shall be eligible to serve as a member of the Finance Committee, except that, any member of the Finance Committee, who holds another appointed office on the effective date of this amendment shall be allowed to continue in such appointed office for so long as he or she remains a member of the Finance Committee.

Section 3. The Finance Committee shall promptly after the Annual election and assumption of office of new members, meet for the purpose of organization and shall elect from its members a Chairman, Vice Chairman and Clerk.

Section 4. The Finance Committee shall consider any and all municipal questions for the purpose of making reports or recommendations to the town, including but not limited to matters relating to the appropriation, the borrowing and the expenditure of money, municipal debt, property valuations and assessments, and the administration of the town offices and departments.

Section 5. The various town boards, officers and committees involved with the expenditure of money shall, on or before a date specified by the Finance Committee, prepare detailed estimates of the amounts deemed by them necessary for the administration of their respective offices and departments for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year.

Section 6. All officers, boards, or committees of the town, elected or appointed shall on request, furnish to the Finance Committee or to any delegated member or authorized agent thereof, any desired information about town affairs and town funds under their control relevant to financial decisions.

Section 7. The Finance Committee shall submit, at least seven days prior to any town meeting, a printed report of its recommendations to the voters including a copy of the warrant and an explanation of its recommendations. The report submitted prior to the annual town meeting shall also contain an appropriate form which would encourage citizen participation in town boards and committees. No appropriation shall be made until a report thereon has been received from the Finance Committee.

Operating Budget Comparison

	FY21*	FY22	% Change
General Government	2,618,474	2,367,190	-9.60%
Public Safety	4,590,073	4,983,328	8.57%
Local Schools	35,139,715	37,098,523	5.57%
Keefe Technical School	1,214,357	1,421,995	17.10%
Public Works	2,090,064	2,267,447	8.49%
Solid Waste	1,222,851	1,318,183	7.80%
Human Services	640,736	685,431	6.98%
Culture & Recreation	649,012	672,737	3.66%
Debt	3,017,054	2,405,138	-20.28%
Pensions & Benefits	10,278,740	10,839,110	5.45%
Water Enterprise	2,279,115	2,513,721	10.29%
Total	63,740,191	66,572,803	

**does not include impacts of Dec. 5, 2020 Special Town Meeting (STM); view with STM available pg. 54*

General Government includes: Selectmen, Finance Committee, Reserve Fund, Town Accountant, Assessors, Treasurer/Collector, Technology, Town Clerk, Elections, Conservation Commission, Planning Board, Zoning Board of Appeals, Economic Development, and Public Buildings

Public Safety includes: Police, Auxiliary Police, Fire, Ambulance, Building Inspector, Emergency Management, and Animal Control

Public Works includes: Highway, Facilities, Snow and Ice, Street Lights, Wastewater Treatment, Vehicle Fuel

Human Services includes: Board of Health, Council on Aging, Youth & Family Services, and Veterans

Culture & Recreation includes: Library, Parks and Recreation, and Celebrations

Pensions & Benefits includes: County Retirement, Workers Compensation, Unemployment, Employee Benefits, and Liability Insurance

EXPLANATION OF TERMS

The following terms are frequently used in Finance Committee Reports, and during Annual and Special Town Meetings. These definitions are provided in order to give everyone a better understanding of these terms.

Capital Expenditure Fund: an account created by a special act of the legislature allowing Holliston to set aside funds in reserve for capital expenditures. As of March 31, 2021, the balance was \$7,316,517 (see page 59).

Community Preservation Fund: a fund generated by a 1.5% surcharge on real estate taxes, after allowable deductions, and matching grants from the state. This fund is administered by the Community Preservation Committee for the purpose of preserving and expanding community assets in open space, historic resources, recreational land and community housing. As of March 31, 2021, the undesignated Community Preservation Fund balance was \$3,726,312 (see page 62).

Conservation Trust Fund: a fund managed by the Conservation Commission which can be used to purchase property or interests in property for conservation purposes or to prepare plans or studies. As of March 31, 2021, the Conservation Fund balance was \$154,017 (see page 63).

Free Cash: a fund certified annually by the Massachusetts Department of Revenue by deducting from surplus revenue all uncollected taxes for prior years. As of March 31, 2021, the Town's Free Cash was \$0 (see page 58).

Golf Course Revolving Account: funds realized from the operations at the golf course are placed into this account for future improvements, after obligations for debt service and contributions to the General Fund are met. As of March 31, 2021, the unencumbered balance in the Golf Course Capital Account was \$286,983 (see page 62).

OPEB Trust Fund: this fund was created through special legislation in 2013 for the purpose of setting aside money to cover the future costs of other post-employment benefits for former Town employees. As of March 31, 2021, the balance in the OPEB Trust Fund was \$20,479,133 (see page 60)

Open Space Acquisition Fund: this fund was created by the Town for the purpose of funding acquisitions of property to be preserved as open space. As of March 31, 2021, the balance in this fund was \$319,435 (see page 63).

Overlay: the amount annually raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and to avoid fractions in the tax rate. As of March 31, 2021, the balance in the FY21 Overlay was \$256,910 (see page 59).

Overlay Reserve: the accumulated amount of Overlay for various years not used or required to be held in the specific Overlay accounts for a given year, and which may be used by a vote of the Town for any lawful purpose. As of March 31, 2021, the balance of Overlay Reserve was \$855,305 (see page 59).

Reserve Fund: this fund is established by the voters at the Annual Town Meeting and may be composed

of (1) an appropriation not exceeding 5% of the tax levy of the preceding year; or (2) money transferred from the Overlay Reserve. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee. The purpose of the Reserve Fund is to fund extraordinary and unforeseen items. It is not intended as a supplement to departmental budgets. As of March 31, 2021, the balance was \$732,988 (see page 58).

Revolving Funds: these are kept separate from all other funds received by the Town. Such funds are kept under exclusive control (by state statute) of the receiving department, and are expended without further appropriation by the Town. The total of all the Revolving Accounts as of March 31, 2021, was \$7,055,038. Please see page 56 for a breakdown of the funds.

Stabilization Fund: a special account created originally to provide a reserve for capital expenditures but recently changed by State law to allow its use for any purpose. As of March 31, 2021, the Stabilization Fund balance was \$7,218,863 (see page 60).

Water Retained Earnings: Water Enterprise Fund is comprised of water department revenue, realized from fees, found to be in excess of operating costs. Use of these funds is limited to water capital projects and water system development. As of March 31, 2021, Water Retained Earnings balance was \$1,985,813 (see page 61).

ANNUAL TOWN MEETING WARRANT
May 10, 2021 HOLLISTON HIGH SCHOOL

TOWN OF HOLLISTON

Commonwealth of Massachusetts

Middlesex, ss.

Town of Holliston

To any Constable of the Town of Holliston, Greetings:

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 on:

Monday,	May 10, 2021
Tuesday,	May 11, 2021 (if necessary)
Wednesday,	May 12, 2021 (if necessary)
Thursday,	May 13, 2021 (if necessary)

at 7:30 p.m. to act on the following Articles, to wit:

ARTICLE 1. HEAR REPORT OF THE SELECT BOARD

To hear and act on the report of the Select Board.

SPONSORED BY: Select Board

COMMENTS: The Select Board will provide a report on activities of the Board since the last Annual Town Meeting. This is a standard article that allows reports commissioned by the Town to be heard.

ARTICLE 2. HEAR REPORT OF THE FINANCE COMMITTEE

To hear and act on the report of the Finance Committee.

SPONSORED BY: Finance Committee

COMMENTS: The Chairman of the Finance Committee will provide a report regarding the Town's overall financial condition.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

**ARTICLE 3. AUTHORIZE TREASURER/COLLECTOR TO SELL
FORECLOSED TAX TITLE PROPERTIES**

SPONSORED BY: Select Board

To see if the Town will vote to authorize the Town Treasurer/Collector, subject to the approval of the Select Board, to sell property acquired through foreclosure of tax titles by the Town and other real estate, after first giving notice of the time and place of the sale by posting such notice of sale in some convenient place in the Town, by publishing such notice of such sale in a newspaper having general circulation in the Town and by posting such notice on a Holliston Cable Access Television (HCAT) bulletin board and on the Town's website at least fourteen (14)

days before the sale. The Treasurer/Collector shall also give notice of such sale to the Executive Director of the Holliston Housing Authority, the Chair of the Holliston Housing Trust and the Chair of the Holliston Housing Committee or its subsequent equivalent by first class letter at least forty-five (45) days before the sale. The Treasurer/Collector may hold a public auction and may reject any bid which she/he deems inadequate, and any such advertisement, notice or indication that real property is to be offered for sale by the Town of Holliston, or any department, commission, or other subdivision of the Town shall include the following statement: “Buyers should be aware that the Town of Holliston does not guarantee this property to be in conformity with existing zoning bylaws.”

Whenever the proceeds of the sale or other disposal of real estate, other than that acquired through tax title foreclosure, by the Town of Holliston exceed five hundred dollars, the same shall be applied to the payment of indebtedness incurred in acquiring such real estate or shall be added to the sinking fund, if any, from which said indebtedness is payable, or if no such indebtedness is outstanding will be applied to the Town’s Capital Expenditure Fund as established by Chapter 46 of the Acts of 1993. The proceeds of a sale in excess of five hundred dollars of any park land by the Town shall be used only by the Town for acquisition of land for park purposes or for capital improvements to park land; or take any action relative thereto.

SELECT BOARD COMMENTS: From time to time, the Treasurer/Collector takes personal property (mostly real estate) with the approval of the Land Court due to delinquency to make property tax payments. This article would allow the Treasurer/Collector to dispose of those properties.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 4. COMPENSATION FOR ELECTED OFFICIALS

SPONSORED BY: Select Board

To see if the Town will vote to raise and appropriate or transfer from available funds for the purposes of fixing the salaries and compensation of all elected officers of the Town effective July 1, 2021, which salaries and compensation are printed below.

COMPENSATION SCHEDULE – ELECTED OFFICIALS	FY2021	FY2022
Board of Assessors (3 members)	\$7,500	\$7,500
Select Board (3 members)	\$175	\$175
Town Clerk (Salary)	\$77,917	\$79,475

or take any action relative thereto.

SELECT BOARD COMMENTS: Based on advice from the Massachusetts Department of Revenue, Town Meeting must approve the annual compensation for all elected Town officials. A Stipend Committee was created following the July 2020 Annual Town Meeting and issued a report recommending a future use of stipends that would impact future budget cycles, starting as early as FY23 (as shown on Exhibit A).

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION AS THE FIRST STEP IN IMPLEMENTING THE STIPEND COMMITTEE RECOMMENDATION (UNANIMOUS)

ARTICLE 5. PAY UNPAID BILLS**SPONSORED BY: Select Board**

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

Vendor	Fiscal Year	Amount	Board
Mead, Talerman & Costa	2020	\$111.31	Select Board
Mead, Talerman & Costa	2020	\$74.47	Select Board

SELECT BOARD COMMENTS: Bills from a prior year, after a reasonable amount of time, can no longer be paid without additional Town Meeting approval. The reasons for this to occur may include late submission of an invoice from the vendor, or late submission from a department for a Reserve Fund Transfer request to the Finance Committee by a Board, Committee, Commission or Department.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$185.78 FROM THE RESERVE FUND FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)

ARTICLE 6. CURRENT FISCAL YEAR TRANSFERS**SPONSORED BY: Select Board**

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 of the Town's Fiscal Year 2021 annual operating budget, previously voted by the Town under Article 11 of the Warrant for the July 20, 2020 Annual Town Meeting, and under Article 1 of the Warrant for the December 5, 2020 Special Town Meeting; or take any action relative thereto.

Department	Amount	Source
Snow & Ice	\$138,100	Reserve Fund
Water	\$55,000	Water Retained Earnings

SELECT BOARD COMMENTS: Occasionally, there are unforeseen budget expenses that require an additional appropriation. In FY2021, the Omnibus Budget reflected a \$600,000 Reserve Fund line (up from the standard \$315,000) in recognition of the unknowns that came with COVID-19, and at the December 2020 Special Town Meeting, this was increased in a supplemental appropriation by an additional \$190,000. At this time, Snow & Ice is the only known need of the Reserve Fund. Water additional costs were based on incorrect salary assumptions for FY21 and will be covered by Water Retained Earnings.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$138,100 FROM THE RESERVE FUND FOR SNOW & ICE AND \$55,000 FROM WATER RETAINED EARNINGS FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)

ARTICLE 7. 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 to be effective as of July 1, 2021; or take any action relative thereto.

JOB CLASSIFICATION PLAN - FY2022
(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 2022

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
50	13.01	13.75	14.08	14.40	14.72	15.29	15.58
100	17.47	18.59	19.38	19.85	20.26	21.09	21.55
200	20.74	22.05	22.97	23.54	24.01	25.02	25.56
300	21.39	22.76	23.70	24.28	24.78	25.81	26.36
400	24.62	26.19	27.27	27.95	28.53	29.71	30.35
500	26.71	28.43	29.60	30.32	30.94	32.22	32.94

JOB AND WAGE CLASSIFICATION PLAN-MANAGERIAL - FY2022

Position	Grade	Position	Grade
Asst. Town Adm/HR Director	M4	Library Director	M2
Building Inspector	M3	Police Chief	M5
COA Director	M2	Police Lieutenant	M4
Conservation Agent	M2	Principal Assessor	M3
DPW Director	M4	Recreation Director	M2
Facilities Manager	M3	Town Accountant	M3
Fire Chief	M5	Town Administrator	M6
Health Agent/Director	M2	Town Planner	M2
Deputy DPW Dir/Hwy Super.	M3	Treasurer/Collector	M4
IT Director	M3	Youth & Family Services Dir.	M2

GRADE	MIN	1/3 POINT	MIDPOINT	2/3 POINT	MAX
M2	58,820	69,148	79,475	89,802	100,129
M3	74,000	82,532	91,066	99,598	108,130
M4	93,214	104,187	109,673	115,160	126,133
M5	132,600	145,350	158,100	170,850	183,600
M6	153,000	160,650	168,300	175,950	183,600

JOB AND WAGE CLASSIFICATION PLAN-ADMINISTRATIVE SUPPORT - FY2022

Administrative Assistant	A2	Office Manager	A1
HR/Benefits Specialist	HR1		

GRADE	MIN	1/3 POINT	MIDPOINT	2/3 POINT	MAX
A1-35 HR/WK	47,102	52,643	55,413	58,184	63,726
A2-40 HR/WK	59,409	66,365	69,846	73,315	80,281
HR1-35 HR/WK	47,102	52,643	55,413	58,184	63,726

JOB COMPENSATION PLAN-INTERMITTENT AND FIRE DEPARTMENT POSITIONS-FY2022**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	\$16.00
Camp Director	\$20.00		\$24.00
Camp Supervisor	\$16.00		\$20.00
Clerks to the Boards/Committees	\$18.00	.25 per hour	\$22.00
Clinic Assistants	Minimum Wage	.25 per hour	\$16.00
Clinic Counselors	\$25		\$25.00
Gate Guards	Minimum Wage	.25 per hour	\$16.00
Grounds Maintenance-Park	Minimum Wage	.25 per hour	\$16.00
IT Support	\$18.00	.25 per hour	\$22.00
Landscaper	\$15	.25 per hour	\$19.00
Life Guards	Minimum Wage plus \$1	.25 per hour	\$17.00
Lifeguard Supervisor	\$16.00		\$20.00
Mult-Sport Counselor	60% of the clinic revenues		
Per Diem Dispatchers	\$20.00	.25 per hour	\$25.56
Program Assistants	Minimum Wage	.25 per hour	\$16.00
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	\$802.27
Captain		Monthly	\$531.33
Lieutenant		Monthly	\$486.51
Firefighter		Monthly	\$480.07
Fire- Weekend	Deputy, Captain, Lieutenant	Weekend	\$414.92
Fire- Weekend	Firefighters	Weekend	\$103.02
Fire Hourly	Firefighter	Hourly	\$34.57
	Lieutenant	Hourly	\$35.18
	Captain	Hourly	\$36.83
	Deputy	Hourly	\$40.13
Training		2 Hr Training	\$77.27

AMBULANCE / EMT RATES

Amb/EMT Hourly	First Responder/EMT-Basic	Hourly	\$22.66
	EMT- Advanced	Hourly	\$24.27
	EMT-Paramedic	Hourly	\$24.88
EMT/Shift Stipend	First Responder	12 Hr Shift	\$96.84
	EMT-Basic	12 Hr Shift	\$103.36
	EMT- Advanced	12 Hr Shift	\$106.56
	EMT-Paramedic	12 Hr Shift	\$116.64
Shift Differential-Station Standby	First Responder/EMT-Basic	Standby (Hourly)	\$2.25
	EMT- Advanced	Standby (Hourly)	\$2.40
	EMT-Paramedic	Standby (Hourly)	\$2.50
Deputy Fire Chief	Deputy/EMS Supervisor	Monthly	\$917.55
Training		2 Hr Training	\$77.27

TOWN ADMINISTRATOR COMMENTS: This is the job and wage classification plan for all town employees pursuant to the revised Personnel By-Laws that were adopted at the July 2020 and December 2020 town meetings. The M-schedule changes in this article in relation to the position title of “Highway Superintendent” to “Deputy DPW Director” (no change in grade), the grade of the Building Inspector is changed from M2 to M3, and the position of Assistant Town Administrator (ATA) / Human Resources (HR) Director is added at M4.

To address citizen concerns of ambulance shift coverage and response times, the Fire Chief has recommended increasing the shift stipend, adding a shift differential for personnel who stand by the station during their shift, and compensating EMS personnel for training at the same rate firefighters receive for meeting attendance.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 8. AMEND CONSOLIDATED PERSONNEL BY-LAW

SPONSORED BY: Select Board

To see if the Town will vote to amend the Consolidated Personnel By-law by including a new article [Section 30] as follows: Employees shall cease accruing paid time off in the event they are absent from work for two consecutive calendar months; accrual of paid time off shall cease anytime an employee is in an unpaid status;

To see if the Town will vote to amend the Consolidated Personnel By-law for Sections 8, 10 and 23 from a ninety (90) day probationary period to a 6 month probationary period; or take any action relative thereto.

SELECT BOARD COMMENTS: Changes made at the recommendation of Labor Counsel.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 9. AMEND GENERAL BY-LAW ARTICLE XLVI, AMEND ARTICLE IV & DELETE XXXIII

SPONSORED BY: Governance Committee

To see if the Town will vote to amend its General By-Laws by: (1) adding a new Article XLVI, entitled Fiscal Procedures; and (2) amending Article IV, entitled Finance Committee; and (3) deleting Article XXXIII, entitled Capital Improvement Program, all as shown on Exhibit B, attached to this Warrant.

THE FINANCE COMMITTEE RECOMMENDS UNFAVORABLE ACTION (UNANIMOUS)

ARTICLE 10. AMEND GENERAL BY-LAW ARTICLE I & ARTICLE III

SPONSORED BY: Governance Committee

To see if the Town will vote to amend its General By-Laws by amending Article I, entitled Town Meetings and Article III, entitled Select Board, all as shown on Exhibit C, attached to this Warrant.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 11. NON-SUBSTANTIVE BY-LAW NUMBERING CHANGES

SPONSORED BY: Select Board

To see if the Town will vote to amend the General By-laws by inserting a new Section as follows; or take any action relative thereto.

Non-Substantive Renumbering

The Town Clerk, or an agent designated by the Town Clerk, shall be authorized to assign appropriate numbers to sections, subsections, paragraphs and subparagraphs of Town general bylaws and zoning bylaws, where no such numbers are approved by Town Meeting, and if such are approved by Town Meeting, after consultation with the Town Administrator, to make non-substantive, editorial revisions to ensure consistent and appropriate sequencing and numbering, provided that such editorial revisions shall be identified by a footnote or other convention, or take any other action relative thereto.

SELECT BOARD COMMENTS: Would allow the Town Clerk the ability to organize bylaws for better readability if it requires that numbers be changed that would not substantively impact the bylaws. An example of this need arose in 2020 when Citizens' Petition added a bylaw related to the Animal Control Officer, but the article must be added to the end of the bylaws, rather than in the appropriate section of the General By-Laws that speaks to the Animal Control Officer.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

**ARTICLE 12. AUTHORIZE THE SELECT BOARD TO SELL
SURPLUS EQUIPMENT**

SPONSORED BY: Select Board

To see if the Town will vote to authorize the Select Board to hold a public auction for the purpose of disposing of surplus departmental equipment; or take any action relative thereto.

COMMENTS: This standard article allows the Town to sell used vehicles, equipment or other personal property.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 13. AUTHORIZATION TO EXPEND CHAPTER 90 (STATE AID FOR HIGHWAYS PROGRAM)

SPONSORED BY: Select Board

To see if the Town will vote to authorize the Department of Public Works, with the approval of the Select Board, to use and expend sums received from the Commonwealth of Massachusetts as reimbursements under the Chapter 90 State Aid to Highways program for further construction, reconstruction and improvements, including surface treatments of approved public ways within the Town; or take any action relative thereto.

COMMENTS: Annually, the Commonwealth provides state assistance to cities and towns in support of road reconstruction and maintenance projects. Holliston is projected to receive \$510,535 during FY2022. This article would allow the Select Board to receive and expend these funds.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 14. AMEND INTEREST RATE PER ANNUM

SPONSORED BY: Board of Assessors

To see if the Town will vote to amend the interest rate per annum from 8% to 6% under the provisions of Massachusetts General Laws Chapter 59, Section 5, clause 41A, which regulates tax deferral for homeowners 65 years or older, pursuant to the authority contained in Chapter 136 of the Acts of 2005, thereby amending said clause 41A; or take any action relative thereto.

COMMENTS: Residents who are 65 and older may take advantage of this option at an annual rate of 6%. This Article requires annual approval at Town Meeting.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 15. AMEND INCOME REQUIREMENTS

SPONSORED BY: Board of Assessors

To see if the Town will vote to accept the provisions of section 51 of Chapter 184 of the Acts of 2002, amending the income requirements under Massachusetts General Laws Chapter 59, section 5, clause 41C; or take any action relative thereto.

COMMENTS: This would allow the Town to increase the statutory income requirements to \$20,000 for single and \$30,000 for married couples from \$10,000 and \$12,000, respectively. The Article was originally adopted by the Town in 2006. This Article requires annual approval at Town Meeting.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 16. VETERANS' TAX EXEMPTIONS

SPONSORED BY: Board of Assessors

To see if the Town will vote to accept the following statutory provisions affording tax exemptions:

M.G.L. Chapter 59 Section 5 Clause 22G (inserted by Chapter 218 of the Acts of 2018 known as an Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for any real estate that is the domicile of a person but is owned by a trustee, conservator or other fiduciary for the person's benefit if the real estate would be eligible for exemption under clause 22, 22A, 22B, 22C, 22D, 22E, or 22F if the person were the owner of the real estate;

M.G.L. Chapter 59 Section 5, Clause 22H (inserted by Chapter 218 of the Acts of 2018 known as an Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and Veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veteran Affairs or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier, sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation; and

That Veterans must have (1) been domiciled in Massachusetts for at least 6 consecutive months before entering military service, or (2) lived in Massachusetts for at least 1 consecutive year before the tax year begins;
Or take any action relative thereto.

BOARD OF ASSESSORS' COMMENTS: The article would provide three separate impacts for Veterans: (1) the residency definition would allow Veterans less time in Massachusetts to qualify for the exemptions currently offered by the Town, (2) add 22H which allows "Gold Star" parents to be exempted from taxes at a rate of 100%, and (3) add 22G which allows a parent who is a caretaker to a Veteran to receive exemption normally given to the Veteran, so long as they file a fiduciary trust.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 17. REVOLVING FUND SPENDING LIMITS

SPONSORED BY: Select Board

To see if the Town will vote to authorize the spending limits of the following revolving funds established under the Town Bylaw and General Laws Chapter 44, Section 53E ½:

Revolving Fund	Spending Limit
Wetlands Filing Fee	\$40,000
Council on Aging	\$5,000
Composting Kit	\$3,000
Response and Recovery	\$25,000
Abutters List	\$5,000
Building Inspection	\$100,000
Town Hall Rental	\$25,000
Senior Center Van	\$10,000
Agricultural Commission	\$10,000
Sealer of Weights and Measures	\$10,000
Fluorescent Bulb Recycling	\$3,000
Banner	\$5,000
Accident Fee	\$5,000
Inoculation	\$20,000
Cost of Prosecution	\$30,000
Nutrition	\$10,000
Pinecrest Golf Course	\$200,000
Technology Repair and Replenish	\$75,000

SELECT BOARD COMMENTS: This is a recurring Article that must be approved annually. The only limit that is increased from prior year is the Sealer of Weights & Measures for the planned purchase of equipment.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 18. FISCAL YEAR 2022 BUDGET

SPONSORED BY: Omnibus Budget

To see what money the Town will vote to raise and appropriate or transfer from available funds to meet expenses and outlays to Town departments, salaries of Town Officers, sundry and miscellaneous but regular expenditures, for a Reserve Fund, and to appoint trustees or caretakers or authorize the Select Board to appoint caretakers of the cemeteries of the Town not otherwise provided for, the ensuing year; or take any action relative thereto.

SELECT BOARD COMMENTS: Omnibus Budget separate printing from Warrant document.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

SPONSORED BY: **Select Board** **Estimated Cost: \$1,750,000**

SELECT BOARD COMMENTS: It has been the custom of the Town to annually transfer from reserves a sum of money to the Capital Expenditure Fund to be used at the October Special Town Meeting to fund capital expenditure requests. *(\$1,750,000 from Tax Levy)*

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$1,750,000 FOR THE CAPITAL EXPENDITURE FUND (UNANIMOUS)

SPONSORED BY: **Select Board**

Department	Item / Activity	Estimated Cost
Police	Building Battery Back-Up System	\$13,750
Police	Replace Telephone System	\$11,600
Police	Voice Recorder System	\$10,000
Police	Electronic Key Door System	\$54,000
Facilities	Security Cameras (Municipal Buildings)	\$75,000
Facilities	Central Fire – Rehabilitation	\$50,000
Facilities	1750 Washington – HVAC “Package” Units	\$33,500
DPW	Radio Replacement – UHF Frequency	\$47,590
DPW	Pickup Truck with Rack Body (Equipped)	\$55,000
School	Replace Boilers	\$55,000
School	Networking Infrastructure	\$26,400
		\$431,840

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE A TOTAL OF \$431,840 FROM THE CAPITAL EXPENDITURE FUND AS FOLLOWS:

\$13,750 FOR A BATTERY BACK-UP FOR THE POLICE, \$11,600 TO REPLACE THE PHONE SYSTEM AT THE POLICE STATION, \$10,000 FOR A VOICE RECORDER SYSTEM FOR THE POLICE, \$54,000 FOR AN ELECTRONIC KEY DOOR SYSTEM FOR THE POLICE, \$75,000 FOR SECURITY CAMERAS FOR MUNICIPAL BUILDINGS, \$50,000 FOR REHABILITATION OF THE CENTRAL FIRE STATION, \$33,500 FOR HVAC “PACKAGE” UNITS AT 1750 WASHINGTON STREET, \$47,590 FOR UHF RADIO REPLACEMENT FOR THE DPW, \$55,000 FOR A PICKUP TRUCK WITH RACK BODY FOR THE DPW, \$55,000 FOR REPLACEMENT OF BOILERS AT THE SCHOOLS, AND \$26,400 FOR NETWORKING INFRASTRUCTURE FOR THE SCHOOLS (UNANIMOUS)

ARTICLE 21. REPORT OF THE COMMUNITY PRESERVATION COMMITTEE

SPONSORED BY: Community Preservation Committee

To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2022 community preservation budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year:

Reserves

Community Housing Reserve	\$ 70,000
Open Space Reserve	\$ 70,000
Historic Resources Reserve	\$ 70,000
Community Preservation Fund Budget Reserve	\$490,000
Total:	\$700,000

Appropriations

Administrative Functions to support the Committee	\$5,000;
Dock System for Stoddard Park (Parks & Recreation)	\$5,812;
Improvements to Community Farm (Comm. Farm Adv. Comm.)	\$52,100;

To see if the Town will vote to extend the sunset date from October 28, 2020 to June 30, 2021 for the appropriation in the amount of \$100,000 from the CPC General Reserve approved by the October 2019 Town Meeting for the purpose of assisting the Holliston Parks and Recreation Department with renovations to Town-owned youth baseball fields;

or take any action relative thereto.

CPC COMMENTS: At Town Meeting.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE FROM CPA FUNDS \$5,000 FOR ADMINISTRATIVE FUNCTIONS TO SUPPORT THE CPC, \$5,812 FOR A DOCK SYSTEM AT STODDARD PARK, \$52,100 FOR IMPROVEMENTS TO THE COMMUNITY FARM; AND FURTHER THAT THE TOWN EXTEND TO JUNE 30, 2021 THE SUNSET DATE FOR THE APPROPRIATION IN THE

ARTICLE 24. REVOLVING FUND FOR THE PURPOSE OF SUPPORTING RECYCLING INITIATIVES IN TOWN

SPONSORED BY: Select Board

To see if the Town will vote to authorize the Select Board to establish a Revolving Fund under MGL Chapter 44, §53E ½ for activity produced by Town Net Metering, Solar Facility Rental Receipts and Energy Aggregation, and any revenue generated through the Town's Recycling Center located at Marshall Street, as shown on the table below, and to set a FY2022 expenditure limit of \$60,000 for such fund, or take any action relative thereto.

Revolving Fund	Authorized to Spend	Fees / Charges / Receipts	Expenses Payable	Restrictions	Other Requirements	Fiscal Years
Recycling Fund	Select Board and Town Administrator	Payments to Town under solar Net Metering Agreements; Energy Aggregation; receipts from Recycling Center	Costs, wages and expenses relating to both operation of the recycling center and sustainability projects in the Town of Holliston	None	None	Beginning July 1, 2021; initial spending limit of \$60,000

SELECT BOARD COMMENTS: This Article allows the Town to reinvest revenues received and savings generated from the energy aggregation program and the installation of the solar photovoltaic array at the landfill to support future environmental sustainability efforts, pay any associated cost obligations for the programs and fund new energy savings programs.

The wages allowed under expenses payable are intended to allow the Town the flexibility to increase hours of operation of the Recycling Center as needed (example: during storm response, the Recycling Center can more easily be opened to meet the needs of residents with brush, etc.).

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 25: ESTABLISH REVOLVING FUND FOR THE PURPOSE OF SUPPORTING EV CHARGING STATIONS IN TOWN

SPONSORED BY: Select Board

To see if the Town will vote to accept Massachusetts General Law, 53E ½ for the purposes of accepting grants, fees or donations for EV Charging Stations in Town to pay the cost of utilities, repairs and maintenance, as shown on the table below, and to set a FY2022 expenditure limit of \$100,000 for such fund, or take any action relative thereto.

Revolving Fund	Authorized to Spend	Fees / Charges / Receipts	Expenses Payable	Restrictions	Other Requirements	Fiscal Years
EV Charging Fund	Select Board and Town Administrator	Grant funding or donations for purchasing EV charging equipment, credit card revenue from users per kWh	Costs and expenses relating to operation of the EV charging stations, including depreciation of the asset(s)	None	The Town will set a rate per kWh that meets or exceeds the cost of electricity	Beginning July 1, 2021; initial spending limit of \$100,000

COMMENTS: The Town successfully engaged the Green Communities grant program to procure EV charging stations behind Town Hall. The next grant opportunities in the EV space will allow for the Town to collect revenue from users who plug into an EV charging station based on a price per kWh (kilowatt-hour). By having the Revolving Fund established, the Town would be ready to engage these grant opportunities to potentially add EV charging stations at municipal-owned properties throughout Holliston.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 26. ROAD ACCEPTANCE – SUMMITPOINTE DRIVE

SPONSORED BY: Select Board

To see if the Town will vote to authorize the Select Board to accept the road known as Summit Pointe Drive as a public way and which layout is shown more fully on a plan entitled “Plan of Acceptance of Summit Point Drive, Sta. 0+00 to Sta. 18+96.49, in Holliston, Massachusetts.”, Dated September 10, 2020, Scale: 1” =40’, Prepared for: Nature Walk Development LLC, 148 Park Street, North Reading, Massachusetts, 01864, Prepared by Connorstone Engineering Inc., 10 Southwest Cutoff, Northborough, Mass., 01532, 2 sheets, and further if the Town will accept the following easements:

- “Drainage and Maintenance Easement”
- “Drainage and Maintenance and Access Easement”
- “Sight Distance Easement,” and
- “Fire Cistern Easement”

All as shown thereon the Plan which is on file with the Town Clerk’s Office, and further that the Board be authorized to enter into any and all documents and agreements necessary to effectuate same, or take any action relative thereto.

COMMENTS: Public hearing held by Select Board on April 12 and 20, 2021 per M.G.L. c.82.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

**ARTICLE 27. REMOVAL OF TEMPORARY MORATORIUM ON
RECREATIONAL MARIJUANA RETAILERS**

SPONSORED BY: Select Board

To see if the Town will vote to amend the Zoning Bylaw by deleting Section VIII - Temporary Moratorium on Recreational Marijuana Retailers. The effective date of the temporary moratorium has expired (June 15, 2019). Actions of the Special Town Meeting in October 2018 prohibit Marijuana Retailers in all zoning districts.

~~SECTION VIII. TEMPORARY MORATORIUM ON MARIJUANA RETAILERS~~

~~VIII-A PURPOSE.~~

~~By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law entitled the Regulation and Taxation of Marijuana Act, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed, as amended by Chapter 351 of the Acts of 2016 and Chapter 55 of the Acts of 2017, codified in G.L. c. 94G (the "Act"), regulating the control, production and distribution of marijuana under a system of licenses and regulations. In May, 2017, the Town voted affirmatively, through a local ballot measure, to prohibit Marijuana Retailers in the Town of Holliston. Thereafter, HB 3818 was enacted, which modified the process to prohibit Marijuana Retailers. The Town has reviewed its original ballot vote to prohibit Marijuana Retailers and has, as a conservative measure, drafted a bylaw regarding the same. To ensure its enforceability, this bylaw must be ratified by a second ballot vote which cannot occur until the Annual Town Election occurring in the Spring of 2019. This bylaw, and a companion bylaw allowing other types of Marijuana Establishments, including Cultivators, Product Manufacturers, and Testing Facilities, is being presented to Town Meeting concurrently with this moratorium. Consequently, the Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Marijuana Retailers to permit the Town to ratify its prohibitive bylaw through a local ballot measure as required by Chapter 94G.~~

~~VIII-B DEFINITIONS~~

- ~~1. All terms herein shall have the meanings set forth in the Act.~~

~~VIII-C TEMPORARY MORATORIUM~~

~~For the reasons set forth above, and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Marijuana Retailers as defined by the Act, which shall not include Medical Marijuana Treatment Centers, Marijuana Cultivators, Marijuana Product Manufacturers, or Marijuana Testing Facilities. No building permit, special permit, variance, site plan or other permit may be issued under this zoning by law for the purpose of establishing Marijuana Retailers. The moratorium shall remain in effect through June 15, 2019. During the moratorium period, the Town shall prepare a ballot question for approval of the voters at the Annual Town Election in May, 2019.~~

~~Or take any action relative thereto.~~

SELECT BOARD COMMENTS: The required Planning Board public hearing on this matter was given a schedule date of April 29, 2021. This action would delete an expired provision.

ARTICLE 28. CHANGE USE REGULATIONS – SECTION 3, SECTION F
SPONSORED BY: Zoning Board of Appeals

To see if the Town will vote to amend the Zoning By-Laws at Section III (F)(2) to require large-scale solar power generation systems to acquire a Special Permit. Current by-law prohibitions are not consistent with provisions of MGL, c. 40A, s. 3 “Dover Amendment” with regard to solar access. (Note: Existing notations shown in ~~striketrough~~ text and proposed shown in ***bold italic***.

SECTION III

F. ENERGY RELATED USES	District							
	AR-1	AR-2	R-1	VR	C-1	VC	I	APT
2. Large-scale solar power generation system	N <i>SP</i>	N <i>SP</i>	N <i>SP</i>	N	SP	N	SP	N

ZONING BOARD OF APPEALS COMMENTS: The required Planning Board public hearing on this matter was given a schedule date of April 29, 2021. Special Permit provisions would allow the Planning Board to “impose conditions, safeguards and limitations on time and use” per MGL c. 40A, s. 9. Although sponsored by the Zoning Board of Appeals, the Planning Board would be the Special Permit Granting Authority for this use per Section VII(2) as Site Plan Review is also required.

ARTICLE 29. SCENIC ROAD DESIGNATION – SOUTH STREET & KAMPERSAL ROAD

SPONSORED BY: Planning Board

To see if the Town will vote to declare the following public ways to be scenic roads in accordance with the provisions of Section 15C of MGL, Chapter 40 and as governed locally by the Planning Board per provisions of the Town General By-Law, Article IX, Section 3: South Street, Kampersal Road; or take any action relative thereto.

PLANNING BOARD COMMENTS: To date, the Town has designated 26 scenic roads. In close proximity to South Street and Kampersal Road, Fisher and Rockland Streets are designated as well as Adams and Courtland Streets. Scenic Road designation controls disturbance of stone walls and cutting or removal of trees within the roadway right-of-way by adoption of performance standards and a public hearing requirement. The Planning Board is the permitting authority per the Town’s General By-Laws.

ARTICLE 30. EASEMENT – FIRST CONGREGATIONAL CHURCH

SPONSORED BY: Select Board

ESTIMATED COST: \$51,000

To see if the Town will vote to authorize the Select Board to purchase, take or otherwise acquire a non-exclusive easement for purposes of installation and maintenance of a septic system (“System”) for the Holliston Town Hall in, over or under that land shown as “Proposed 9,750 ± S.F. Construction Easement”, as shown on a plan entitled “Exhibit A”, by Applewood Survey, Inc., Holliston, Massachusetts”, on file with the Town Clerk from First Congregational Church of Holliston (of the United Church of Christ) and to transfer from available funds a sum of money to acquire the same; and to authorize the Select Board to execute any documents or instruments necessary to effect said easement upon such terms as they deem to be in the best interest of the Town, or pass any vote or take any action relative thereto.

SELECT BOARD COMMENTS: Article 5 of the Special Town Meeting of December 5, 2020, approved a \$150,000 project to replace the Town Hall Septic System based on a design that would stay within Town-owned land and require pumping behind Town Hall. Based on energy consumption of pumping and the associated costs and equipment, it was determined that a better outcome for the Town would be a gravity system, though this could not be accommodated on the Town-owned land.

As such, the Town reached an agreement with the First Congregational Church to obtain use of the necessary square footage to allow for the actual septic tanks to be on Town-owned property, but for the leaching field to extend onto the corner of the Church’s property. Based on the value of the land, there is a cost associated with the arrangement, but due to the savings of not having to pump, the original appropriation for the project can afford the Town the ability to cover the cost of the easement, and the cost of the new septic system with the gravity based design.

(\$51,000 from “Other” – Art. 5, December 2020 Special Town Meeting)

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$51,000 FROM THE APPROPRIATION OF ARTICLE 5 OF THE DECEMBER 2020 SPECIAL TOWN MEETING FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)

ARTICLE 31. BLAIR SQUARE DESIGN/ENGINEERING

SPONSORED BY: Select Board

ESTIMATED COST: \$45,000

To see if the Town will vote to raise and appropriate or transfer from available funds \$45,000 for design and engineering services to produce construction documents based on preliminary design of the Blair Square area or take any action relative thereto.

COMMENTS: The Blair Square Committee (BSC) has engaged a firm with funds donated for the purpose of developing a rendering/schematic of the future of “Blair Square” (area bounded by Front Street / Central Street / Railroad Street / Winthrop). This article would allow for the rendering to be further developed into the engineering plans, or construction documents, necessary to move the design to the “shovel ready” phase. When construction documents are available, the Blair Square Committee would plan to request funding of the construction project

from the Community Preservation Committee (CPC), potentially for consideration for the October 2021 Special Town Meeting. *(\$45,000 from Tax Levy)*

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$45,000 FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)

**ARTICLE 32. DEMOLITION OF STRUCTURE AT 9 GREEN STREET
SPONSORED BY: Select Board ESTIMATED COST: \$118,500**

To see if the Town will vote to raise and appropriate or transfer from available funds \$118,500 for the demolition of the 9 Green Street structure and related costs, or take any action relative thereto.

SELECT BOARD COMMENTS: The Town owns 9 Green Street through a property taking in 2019. The December 5, 2020 Special Town Meeting approved the design/engineering required to address the environmental concerns with the property specifically by providing (1) a demolition plan, (2) a surface water design plan, and (3) a lot design plan.

The 9 Green Street Committee was formed in February 2018 and met nine (9) times prior to issuing its final report to the Select Board. The Committee's recommendation was based on reporting from the Licensed Site Professional (LSP) who investigated site contamination to determine DEP compliance. The LSP's Environmental Site Status Report was received on April 23, 2020 and identified that the most expedient solution to site contamination is to demolish the building. Rehabilitation of the existing structure is not feasible due to contamination and thereby significantly limits the ability to resell the property for private development.

The Committee concluded its work in June 2020 with a recommendation to seek Town Meeting funding for demolition plans of the existing structure. In determining the best and most cost-effective demolition plans it was necessary to anticipate future re-use of the site and for that reason, the 9 Green Street Committee recommended a parking lot be considered as an asset for downtown businesses and public spaces such as Goodwill Park.

Funding of the demolition plan is therefore being requested while an additional round of public discussion will follow May 10, 2021 Annual Town Meeting as the preliminary surface water design plan and lot design plans are in the draft stage and ready for review and public input. *(\$118,500 from Tax Levy)*

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$118,500 FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)

ARTICLE 33. FEASIBILITY STUDY FOR DPW FACILITY

SPONSORED BY: Select Board

ESTIMATED COST: \$75,000

To see if the Town will vote to raise and appropriate or transfer from available funds \$75,000 for design and engineering services to produce a feasibility study for planning of the future facility needs of the Department of Public Works or take any action relative thereto.

SELECT BOARD COMMENTS: The Town operates two DPW facilities: (1) Arch Street houses primarily the functions of the Highway Division, and (2) Central Street houses primarily the functions of the Water Division. Both facilities are past their useful life. A feasibility study is a process necessary for the Town to develop a strategy for housing Public Works in the future, but the feasibility study acts as step 1 of 3; the second step, once a plan is determined, would be design/engineering of either new or significantly rehabilitated facility(s), and then the third step would be planning the rehabilitation project or new construction project, as determined by the feasibility study.

If the feasibility study were to determine that the current facilities (even with significant rehabilitation) cannot meet the needs of the Town, the study would then need to take into account where a new facility would be located and potentially how the previous locations on Central Street and/or Arch Street would be decommissioned. Overall, the Town is on borrowed time with the current facilities, and a feasibility study is necessary to determine the best possible outcome so that the financial preparation can also be finalized. *(\$75,000 from Tax Levy)*

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$75,000 FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)

ARTICLE 34. PUBLIC SAFETY – SIGNS & EQUIPMENT

SPONSORED BY: Select Board

ESTIMATED COST: \$21,837

To see if the Town will vote to raise and appropriate or transfer from available funds \$21,837 for the purposes of acquiring and installing signs and equipment recommended by the Traffic Advisory Committee (TAC) at Woodland Street, at Church and Railroad Streets, and Elm Street, or take any action relative thereto.

SELECT BOARD COMMENTS: The Traffic Advisory Committee (TAC) was formed in 2019 to hear resident petitions and make recommendations on traffic calming, enforcement, and infrastructure to the Select Board. In February 2021 the Select Board accepted a TAC request for signage and equipment to improve safety around the designated School Safety Zone for Adams Middle School, Miller Elementary School, and Placentino Elementary School. The improvements are supported by the Safe Routes to School taskforce and are (partially) included in Holliston's Complete Streets Tier II Project Prioritization list. The signage and equipment include 4-way LED stop signs at Railroad and Church Streets, an "Entering School Safety Zone" sign on Elm Street, and a Rapid Rectangular Flashing Beacon at the new Rail Trail crosswalk on Woodland Street. *(\$21,837 from "Other" – Art. 4, October 2019 Special Town Meeting)*

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$21,837 FROM ARTICLE 4 OF THE OCTOBER 2019 SPECIAL TOWN MEETING FOR

THE PURPOSE STATED IN THE ARTICLE (6-0-1 WITH MS. NERSESSIAN ABSTAINING)

ARTICLE 35. CREATION OF A COMPREHENSIVE LONG RANGE PLAN COMMITTEE

SPONSORED BY: Citizen's Petition

To see if the town will vote to authorize the creation of a Comprehensive Long-Range Planning Committee to develop "Envisioning Future Holliston," a Vision Statement, as Phase 1 of a Comprehensive Long-Range Plan that will guide government and other local actions for the next 10 to 15 years and will protect Holliston's assets and character, enhance its quality of life and balance Town needs with the ability to pay, or take any relative thereto.

COMMENTS: Future Holliston: Envision, Plan, Act

To see if the Town will vote to authorize the creation of a Comprehensive Long-Range Planning Committee to develop the "Envisioning Future Holliston," a Vision Statement, as Phase 1 of a Comprehensive Long-Range Plan that will guide government and other local actions for the next 10 to 15 years and will protect Holliston's assets and character, enhance its quality of life and balance Town needs with the ability to pay. The CLRPC would release the "Envisioning Future Holliston" Report one month prior to Annual Town Meeting in 2022 and at that Town Meeting would present a proposal for funding to develop the full Comprehensive Plan to implement the Vision.

- The CLRPC shall -
 - Review the Town's existing studies, plans, and reports.
 - Itemize goals and objectives from the various sources including policies.
 - Research relevant demographic data.
 - Identify and utilize software that assembles and presents all that information as the basis for a townwide discussion of the Vision and Goals for Future Holliston.
- The CLRPC shall -
 - Utilize forums, surveys and other means to conduct an extensive, inclusive, and creative public engagement, communications and education campaign to gather input from officials, residents, property owners, and businesses.
 - They will build consensus within the community, across multiple populations, groups, and stakeholders.

The Envisioning Future Holliston will identify goals that have been met, goals that will move forward and new goals to include in the Comprehensive Plan. The CLRPC will present its report and recommend how to complete the Comprehensive Long-Range Plan and define goals, objectives and measures. The Vision is to be aspirational and not bound by the realities of finances. The final plan will account for the financial implications.

The CLRPC Committee shall be composed of 17 members, one designee (not necessarily members of the Board/Committee) from each of the following: the Planning Board, Select

Board, Housing Trust, Council on Aging, Finance Committee, Historic Commission, Natural Resources (Open Space, Sustainability, Conservation), Parks Commission, Rail Trail Committee, Youth & Family Services, Public Works, Schools, public health, economic development, and Library Trustees. The Committee shall report to the Town Administrator.

The CLRPC shall be a standing Committee with the responsibility for scheduling periodic updates and monitoring outcomes, according to a process to be determined with the Town Administrator.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

**ARTICLE 36. CREATE SECTION 9 OF BY-LAW CHAPTER XXVI
SPONSORED BY: Citizen's Petition**

To see if the Town will vote to amend chapter XXVI of the General By-laws by adding a new section 9 as follows: "Section 9. All elected town officials shall be provided with a town-owned email account for the duration of their service to the town. Appointed committee members may also be provided with a town-owned email account at the discretion of the Town Administrator. Any elected or appointed official who receives a town-owned email account shall use the town-owned email account for all official communication related to their office until they no longer hold the elected or appointed position." or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (6-0-1 WITH MR. ALFRED ABSTAINING)

**ARTICLE 37. AMEND BY-LAW CH. XXVI, SECTION 9
SPONSORED BY: Citizen's Petition**

To see if the Town will vote to expand the Select Board to five (5) members, by replacing Article III, section #1 of the Town of Holliston General By-Laws with the following: "#1. MEMBERSHIP AND TERM OF OFFICE. The Town shall have a Select Board, consisting of five (5) members, elected for a term of three (3) years each, and so elected that the term of no more than two (2) shall expire in any one year."
By directing the Select Board to hold a special election within 180 days from the conclusion of the 2021 Annual Town Meeting for the purpose of electing two new members, with one member being elected to a two (2) year term and one member being elected to a three (3) year term, and by raising and appropriating an amount sufficient to fund the costs of the special election, or take any action relative thereto.

THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN MEETING (6-1, MR. MURPHY VOTED NO)

You are directed to notify and warn the inhabitants of said Town who are qualified to vote in Town elections to vote at:

Voters in Precinct 1 vote at High School gymnasium
Voters in Precinct 2 vote at High School gymnasium
Voters in Precinct 3 vote at High School gymnasium
Voters in Precinct 4 vote at High School gymnasium

On Tuesday, May 25, 2021

From 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the Town Election for the election of candidates for the following offices:

SELECT BOARD & HIGHWAY SURVEYOR (three year term)	Vote for ONE
BOARD OF ASSESSORS (three year term)	Vote for ONE
FINANCE COMMITTEE (three year term)	Vote for NOT MORE THAN TWO
BOARD OF HEALTH (three year term)	Vote for ONE
HOUSING AUTHORITY (five year term)	Vote for ONE
TRUSTEES OF THE PUBLIC LIBRARY (three year term)	Vote for NOT MORE THAN TWO
PARK COMMISSIONER (three year term)	Vote for NOT MORE THAN TWO
PLANNING BOARD (five year term)	Vote for ONE
SCHOOL COMMITTEE (three year term)	Vote for NOT MORE THAN THREE

And you are directed to serve this Warrant by posting true copies thereof, attested, on and within the Town Hall seven days at least before the date of said meeting. Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 23rd day of April A.D. 2021.

John Cronin, Chair

SELECT BOARD

Tina Hein, Vice Chair

Ben Sparrell, Clerk

I have this _____ day of April 2021, posted true copies, attested, of the within Warrant on and within the Town Hall, as herein directed.

Constable

A true record, ATTEST:

Elizabeth Greendale, Town Clerk

MEMORANDUM

April 12, 2021

To: Holliston Select Board

From: Holliston Stipend Committee

Re: Report summary and findings

By Memorandum of February 8, 2021, the Holliston Stipend Committee (“HSC”) outlined its charter, methodology and findings to the Select Board. The outcomes in that document were partially based on faulty data, which came to light after the fact. As such, the HSC reconvened and re-verified all the data contained in its initial report. Based on the revised data and upon review of its initial charter, the HSC is prepared to render a recommendation that departs from its original.

General statistics findings:

- In the identified peer universe (Governance Committee plus three: Hopkinton, Medfield and Hanover), 55% towns offer some manner of stipends to their elected/appointed boards. [10/18]
 - 70% of these towns offer stipends to their Select Board [7/10]
 - 50% of these towns offer stipends to their Board of Assessors [5/10]
 - 50% of these towns offer stipends to their Town Moderator [5/10]
 - 30% of these towns offer stipends to their Moderator only
- Surveys conducted by the Stipend Committee did not hold any statistically significant data upon which to base any conclusions. (38% response rate).

[Attached](#) to this memorandum is a spreadsheet reflecting the stipends offered, with the following summative data (the averages were calculated by excluding Holliston for comparison purposes):

- Select Board average stipend is \$1,316 (Holliston \$50)
- Board of Assessors average stipend is \$1,150 (Holliston \$2,500)
- Town Moderator average stipends is \$200 (Holliston \$0)

The Stipend Committee also affirms and states anew several universal truths:

- Every town struggles at times to fill volunteer posts, particularly those that are less visible.
- In Holliston, those individuals who volunteer do so in the name of service to the Town.
- Every board is a “working board” in Holliston, comprised of individuals who care deeply about the

EXHIBIT A

community, and generously give of their time, energy, effort, and expertise in service to it.

- Several elected/volunteer boards meet throughout the workweek during usual business hours.
- It takes time and energy for any town's professional staff to acclimate new volunteers.
- There is value to continuity of service, i.e., once the volunteer comes up the learning curve, it well serves the professional town staff to have volunteers who are familiar with the laws, regulations, technicalities and nuances of their particular role.
- There is no statistical evidence that a stipend has any effect on the amount of effort or intellectual capital expended.
- There are no data-driven conclusions on whether offering remuneration has any effect on recruitment and retention of qualified and dedicated volunteers.
- Whether or not to offer stipends is a wholly subjective issue, and a matter of town legacy and budget priority.

In looking at the current stipend offerings in Holliston, the Memorandum outlined a basis upon which a stipend might be appropriate as an offering to the Board of Assessors; to wit: the one-week in-residence orientation program required for all newly elected members, held at the University of Massachusetts in Amherst. No other elected board in town requires elected individuals to take a week away from their homes, work and families to fulfill their responsibilities to the town. As such, the Committee concluded that, should the taxpayers of Holliston choose to continue to offer a stipend, a calculation based on the average per capita salary in Holliston (adjusted for inflation), would be an appropriate approach to calculate a stipend. This training is a one-time requirement. The Committee did not opine on whether the stipend should be a one-time or annual offering.

In the intervening time, it has come to the attention of the Stipend Committee that newly elected members may engage with the required *Course 101: Introduction to Assessment Administration: Law, Procedures and Valuation* in a self-paced, online format. There are a total of ten modules to be completed with a cumulative exam at the end of the course, which requires at least a 70% to pass and receive a certificate of completion. According to the Department of Revenue, each module takes approximately one hour. Newly elected members have two years from the date of election to complete the course.

This requirement is similar to training of other elected boards, including the Planning Board, Finance Committee, School Committee, Select Board, and others. For other boards, there is no regimented training program, yet there is a learning curve associated with the laws, regulations and ordinances surrounding the particular area of content. This self-driven study is time consuming and necessary to fulfill the obligations of each oath of office.

In the February 8 Memorandum, the HSC stated it was unable to reach a data-driven, non-subjective answer to the overarching question posed to it: should Holliston offer stipends to otherwise volunteer or appointed committees/boards, and if yes, to whom and how much? While the Stipend Committee did not in its initial memorandum make a recommendation about the offering of future stipends in Holliston, it pointed out a differentiating factor which may deem appropriate a stipend to the Board of

EXHIBIT A

Assessors. As this memo has laid out, changes within the last few years in the training requirement has made the Assessor training platform similar to that of many other key committee and board roles in Town.

There are two Boards in Holliston currently offered a stipend: Select Board and Board of Assessors. As outlined herein, the stipend offered to Holliston's Select Board is considerably lower than those of other towns, \$1,316 average versus \$50; and our Board of Assessors is a statistical outlier at \$2,500, which is more than twice the average stipend offered in other towns of \$1,150.

The HSC reaffirms that the question of stipends is a matter for the taxpayers to decide. Relying on data collection, common practices of similar towns, interviews, and survey results, the HSC finds that there is no differentiating factor that distinguishes any one Board from another in terms of dedication, intellectual capital expended, time spent, and expertise required prior to election and/or appointment. The offering of stipends in Holliston, much like many similar towns, is that of legacy and not another distinguishing factor that sets those Boards who are offered a stipend as more valuable so as to avail itself to a stipend. The HSC find that the offering of stipends, however large or miniscule, to any particular "volunteer" board over another is an inequitable practice, and should be phased out.

The Stipend Committee recommends:

- Ceasing the practice of offering stipends to any elected or appointed boards/committees in Holliston.
- Maintain the current stipend offered to those officeholders who ran for their current term with the stipend in place.
- Once the current term expires, no future stipends be offered to future officeholders.

We are grateful for the opportunity to have served on this Committee and welcome any questions or comments.

Respectfully,

Holliston Stipend Committee:

Shelley Bochner

Tom Dumas

Erica Plunkett

Joan Shaughnessy, Chair

Daniel Whynot

**ARTICLE 9. ADOPT GENERAL BY-LAW ARTICLE XLVI, and AMEND
ARTICLE IV and DELETE ARTICLE XXXIII**

SPONSORED BY: Governance Committee

**ARTICLE XLVI
FISCAL PROCEDURES**

Section 1 Fiscal Year – The fiscal year of the Town shall begin on July 1 and shall end on June 30 unless another provision is made by General Law.

Section 2 Budget Planning – The Chairs of the Select Board and Finance Committee and Chair of the School Committee or her/his designee, and the Town Administrator, the Superintendent of Schools and school finance officer shall schedule to meet together annually not later than the first Monday in November to review the Town’s overall financial management policy and the budgetary goals for the subsequent fiscal year. The Chair of the Select Board shall chair such meeting. Possible completion dates for all phases of the budget development process also shall be reviewed.

2-1 Budget Calendar and Guidelines - The Town Administrator, after consultation with the Select Board and Finance Committee, shall no later than November 15th set completion dates for all phases of the succeeding fiscal year’s operating and capital budget development process. The Town Administrator shall provide for the posting of the budget completion schedule on the Town’s official website.

Upon analysis and consideration of the information provided and gathered, the Town Administrator, after consultation with the Select Board and Finance Committee, shall issue a preliminary budget development message to all Town officers, department heads, committees and boards that outlines the current and projected financial condition for the Town and the budgetary guidelines and goals for the succeeding fiscal year.

2-2 Budget Message - The budget message submitted by the Town Administrator shall explain the proposed budget for all Town departments and agencies, both in fiscal terms and in terms of work program. The budget message shall: outline proposed financial policies of the Town for the ensuing fiscal year; describe important features of the proposed budget, indicate any major variations from the current budget in financial policies, expenditures and revenues, together with reasons for such changes; summarize the Town’s debt position; report on the status of the town’s long-term unfunded liabilities for employee pensions and Other Post-Employment Benefits (OPEB); and include such additional information as the Town Administrator deems appropriate or the Select Board may reasonably require.

2-3 Submission of Agency Budgets - The Town officers, department heads, committees and boards authorized by law to expend funds, shall submit detailed estimates of the amounts necessary for the proper maintenance of their departments, boards, or committees in the upcoming fiscal year to the Town Administrator no later than the agreed upon date.

Furthermore, such officers, department heads, committees and boards authorized to expend funds, shall submit a capital budget for the upcoming fiscal year to the Town Administrator and Capital Planning Committee no later than the agreed upon date, in both instances as authorized by the Town Administrator special act (Ch.94, Acts of 1994). All budgets submitted shall be consistent with the policy direction contained in the budget development message and shall be accompanied by sufficient explanation and supporting data to support the amounts described.

The proposed budget request as adopted by an elected official, board, committee or commission shall be submitted to the Town Administrator on such date as specified so as to allow sufficient time to enable consideration of its effect on the total budget.

2-4 School Committee Budget - The proposed budget request as adopted by the School Committee shall be submitted to the Town Administrator on such date as specified so as to allow sufficient time to enable consideration of its effect on the total Town budget.

Upon submission of the Superintendent's recommended budget to the School Committee for the ensuing year, the Superintendent will provide for the posting of the budget on the School Department's website. The submittal of the final school committee budget shall be in accordance with applicable law.

2-5 The Budget - The proposed operating budget shall provide a complete financial plan for all Town funds and activities for the ensuing year, including the budget adopted by the School Committee. Except as may otherwise be required by the General Laws, it shall be in the form as the Town Administrator deems appropriate after consultation with the Finance Committee and the Select Board. In the presentation of the budget, the Town Administrator shall utilize current concepts of fiscal presentation so as to furnish a maximum amount of information and the best financial control.

The operating budget shall be arranged to show in detail the actual and estimated income and expenditures for the previous, current and ensuing fiscal years; and shall indicate separately:

- (a) Proposed expenditures for current operations during the ensuing fiscal year and the proposed method of financing such expenditures;
- (b) Proposed capital expenditures during the ensuing fiscal year, detailed by Town agency and the proposed method of financing such expenditures;
- (c) Estimated surplus revenue and free cash at the end of the current fiscal year, including estimated balances in any special accounts established for specific purposes; and
- (d) Revenue, expenses and general subsidies for any and all enterprise funds and revolving accounts for all Town departments, agencies and boards and the School Department.

2-6 Action on the Operating Budget - The Town Administrator shall review the budgets submitted and hold such hearings or meetings as deemed necessary. The Town Administrator shall, no later than 110 days prior to the scheduled date of the Spring Annual Town Meeting, adopt and file with the Select Board a draft proposed comprehensive operating budget for all town and school department operations and capital expenses for the ensuing fiscal year with an accompanying budget message, budget summary, and supporting documents. The draft budget will be posted on the Town's official website as soon as practicable following its filing. The

Town Administrator shall have the sole authority to compile and submit the proposed annual town operating budget and capital improvements plan to the Select Board.

Section 3 Select Board Action – Upon receipt of the proposed operating budget and capital improvement program, the Select Board shall provide for the posting on the Town’s official website and a print or electronic local newspaper a notice stating the date, time and place when a public hearing will be held by the Select Board on the proposed budget.

Within thirty (30) days following the submission of the draft comprehensive budget by the Town Administrator, the Select Board shall adopt the budgets under its jurisdiction with or without amendments. The Town Administrator shall transmit such budgets, along with the budget approved by the School Committee and the budgets of other independently elected boards to the Finance Committee with an accompanying budget message, budget summary, and supporting documents. These independent budgets are not subject to approval by the Select Board before being submitted to the Finance Committee. The Select Board shall provide for the posting of the proposed operating budget for the ensuing year on the Town’s official website and note on the website the availability of printed copies of the proposed comprehensive budget at the Town Hall, Public Library and Senior Center.

The budget to be acted upon by Town Meeting shall be the budget approved by the Select Board with the accompanying recommendations of the Finance Committee. The Select Board shall be responsible for submitting the proposed operating budget to Town Meeting.

Section 4 Finance Committee Action - The Finance Committee shall, upon receipt of the proposed budget and any articles involving an expenditure of Town funds, consider, in open public meeting, the detailed expenditures and revenues proposed for each Town agency and may confer with representatives of any Town agency in connection with its review and considerations.

4-1 Review - The Finance Committee may request the Town Administrator or any other Town official or agency to furnish it with such additional information as it may deem necessary or appropriate, subject to any applicable exceptions defined in the so-called Massachusetts Public Records Law, to assist it in its review of the proposed budget and any other financial matters before the Town to be decided. The Finance Committee shall have access to all facts, figures, records and other information relating to all fiscal affairs of town departments, officers and agencies and the same shall be furnished forthwith to the Finance Committee by town departments, officers and agencies whenever so requested by the Finance Committee.

4-2 Public Hearing – Upon receipt of the proposed operating budget and capital improvement program, the Finance Committee shall provide for the posting on the Town’s official website and a print or electronic local newspaper a notice stating the date, time and place when a public hearing will be held by the Finance Committee on the proposed budget.

4-3 Submission of Recommendations - The Finance Committee shall file with the Town Administrator a report on the proposed operating and capital budgets and other warrant articles with its recommendations and explanations on the agreed upon date.

Section 5 Presentation to Town Meeting - The Select Board shall meet with the Finance Committee and consider its proposed recommendations. The Select Board will adopt a proposed budget for the ensuing fiscal year to present to Town Meeting. The Finance Committee shall present its recommendations to Town Meeting and shall be given first opportunity at Town Meeting to propose amendments, if any, to the budget.

The Select Board's proposed budget accompanied with the Finance Committee's recommendations will be available at least seven days prior to the date on which the Town Meeting acts on the proposed budget. Such report will be posted on the Town's official website as soon as practicable following its filing, and will note on the website the availability of printed copies of the Annual Town Meeting report at the Town Hall, Public Library and Senior Center. The submission of such budgets may not be construed as prohibiting subsequent changes either before or at Town Meeting.

Section 6 Capital Improvement Program - The Town Administrator shall annually compile a five-year capital improvement program consistent with M.G.L. Chapter 44, sections 7 & 8. The capital improvement program shall be based on material prepared by the Capital Planning Committee of the Town, and it shall include: (a) A clear, concise, general summary of its contents; (b) A list of all capital improvements proposed to be undertaken, by years, during the next five fiscal years, together with supporting information as to the need for each such expenditure; (c) Cost estimates, methods of financing, and recommended time schedules for each improvement; and (d) The estimated annual cost of operating and maintaining any new facility or piece of major equipment involved. The above information shall be annually revised by the Town Administrator and shall be extended each year with regard to capital improvements still pending or in the process of being acquired, improved or constructed.

6-1 Submission to Select Board and Finance Committee – The Town Administrator shall submit to the Select Board the proposed capital improvement program at least thirty (30) days before the date fixed for submission of the proposed operating budget. The Select Board shall act thereon within 20 days and shall then submit the proposed capital improvement program to the Finance Committee, which shall issue its recommendations as part of its report to Town Meeting. The Select Board shall be responsible for submitting the proposed capital improvement program to the Town Meeting.

6-2 Available to Public - Upon submission of the capital improvement program to the Finance Committee, the Town Administrator shall provide for the posting of the proposed capital improvement program on the Town's official website and note on the website the availability of printed copies of the proposed capital budget at the Town Hall, Public Library and Senior Center.

6-3 Capital Planning Committee

A. Appointments - The Capital Planning Committee shall consist of five registered voters appointed to three-year terms - one to be appointed by the Moderator and one to be appointed from its membership by each of the following: Select Board, Finance Committee, School

Committee and Planning Board. The Town's Facilities Director, school finance officer and Town Accountant shall serve as members ex officio and shall not be eligible to vote. The Committee shall choose a Chair, Vice Chair and Clerk. When the Committee is established, two of the five appointed members shall serve for a three-year term, two for a two-year term and one for a one-year term. Thereafter, member's terms shall expire on July 1, except that members shall continue in office until their successors have been duly appointed and qualified. Vacancies, including departure from the Select Board, Finance Committee, School Committee or Planning Board, shall be filled in the manner of the original appointment for the remainder of the unexpired term.

- B. Duties and Responsibilities** – The Committee shall consider the capital needs of the Town including both long-term and more immediate needs. It shall evaluate, coordinate and prioritize proposed capital improvements and other outlays involving major assets and projects, including proposed gifts to the Town that would incur future operating costs. It shall recommend the method of funding for each capital need being considered. It shall advise the Town Administrator and the Finance Committee.
- C. Review of Capital Projects** – All proposed capital projects shall be reviewed by the Committee, and requests therefore may be submitted at any time. The Committee in examining the need for capital improvements shall evaluate the need for the project, the urgency of the need, and the affordability of the project. The Town Administrator and the Finance Committee shall be invited to all meetings where capital projects are reviewed.
- D. Project Requests and Financial Impact Statements** – Capital project requests may be submitted by any Town agency or as set forth in a petitioned warrant article, and shall, if submitted by a Town agency, be accompanied by an estimated initial capital cost and a financial impact statement detailing increased operating costs reasonably necessary for the project to accomplish its intended purpose. The Committee may request additional information or that the project proponent attend related meetings of the Committee.

Section 7 Approval of Warrants - The Town Administrator shall be the chief fiscal official of the town. Warrants for the payment of town funds prepared by the Town Accountant in accordance with the provisions of the General Laws shall be submitted to the Town Administrator. The approval of any such warrant by the Town Administrator shall be sufficient authority to authorize payment by the Town Treasurer, but the Select Board shall approve all warrants in the event of the absence of the Town Administrator, or a vacancy in the office of Town Administrator.

Section 8 Financial Public Records – Statements summarizing the operating budget and the capital improvement program and related warrant articles, as adopted by Town Meeting, shall be posted by the Town Administrator on the Town's official website not later than twenty days after their adoption.

ARTICLE IV FINANCE COMMITTEE

Section 1. The Town shall have a Finance Committee, consisting of seven members, elected for a term of three years each, and so elected that the term of no more than three nor less than two shall expire in any one year.

Section 2. No person holding any other elected or appointed office and no person employed by the Town, shall be eligible to serve as a member of the Finance Committee, ~~except that, any member of the Finance Committee who holds another appointed office on the effective date of this amendment shall be allowed to continue in such appointed office for so long as he or she remains as a member of the Finance Committee.~~ **except as allowed by state law or the General By-laws of the Town of Holliston or by a vote of Town Meeting.**

Section 3. The Finance Committee shall, promptly after the **Town's annual** election and assumption of office of new members, meet for the purpose of organization, and shall elect from its members a Chairman, Vice Chairman and Clerk.

Section 4. ~~The Finance Committee shall consider any and all municipal questions for the purpose of making reports or recommendations to the Town, including but not limited to matters relating to the appropriation, the borrowing and the expenditure of money, municipal debt, property valuations and assessments, and the administration of the Town offices and departments.~~

The Finance Committee shall have the authority to consider any and all municipal questions for the purpose of making reports or recommendations to the Town, as provided in M.G.L. Ch.39, s 16. The Finance Committee shall have the authority to vote transfers from the reserve fund as provided in M.G.L. Ch.40, s. 6. The Finance Committee shall have the authority to approve, in concurrence with the Select Board, transfers of appropriations as provided in M.G.L. Ch. 44, s. 33B. The Finance Committee shall consider all fiscal questions, including, but not limited to matters related to the appropriation, the borrowing and the expenditure of money, municipal debt, property valuation and assessments, long-term unfunded liabilities and the raising of money. The Finance Committee may consider proposed action under all articles in the warrant for a Town Meeting and questions regarding the administration of Town offices and departments for the purpose of making reports and recommendations to the Town. No financial article shall be presented to any Annual or Special Town Meeting that has not been previously submitted to the Finance Committee for review.

~~**Section 5.** The various Town boards, officers and committees involved with the expenditure of money shall, on or before a date specified by the Finance Committee, prepare detailed estimates of the amounts deemed by them necessary for the administration of their respective offices and departments for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year.~~

~~**Section 6.** All officers, boards, or committees of the Town, elected or appointed shall on request, furnish to the Finance Committee or to any delegated member or authorized agent thereof any desired information about Town affairs and Town funds under their control relevant to financial decisions.~~

~~*Amended 10/26/2015*~~

~~**Section 7.** The Finance Committee shall submit, at least seven days prior to any Town Meeting, a printed report of its recommendations to the voters including a copy of the warrant and an explanation of its recommendations. The report submitted prior to the Annual Town Meeting shall also contain an appropriate form which would encourage citizen participation in Town boards and committees. No appropriation shall be made until a report thereon has been received from the Finance Committee.~~

~~*Section 7 passed May 4, 1987*~~

Note; Sections Five, Six and Seven are deleted because the same or similar provisions are included in the Fiscal Procedures or Select Board Articles.

ARTICLE XXXIII CAPITAL IMPROVEMENT PROGRAM

~~**Section 1. DEFINITION.** The Town shall have a Capital Improvement Program. A capital improvement shall be defined to include, but not be limited to, all permanent buildings, land, roads, and bridges, purchases, leases, and equipment. The dollar amount and the expected useful life necessary to qualify as a capital improvement shall be determined by the Finance Committee based on prevalent conditions, economic and otherwise.~~

~~**Section 2. ADMINISTRATION.** The Capital Improvement Program shall include the following provisions: Each Town board, committee, and department which proposes capital expenditures shall provide annually to the Finance Committee, on or before a date specified by the Finance Committee, a Capital Improvement Program Report which shall include:~~

- ~~—— a. —— A summary of its contents.~~
- ~~—— b. —— A list of all capital improvements proposed to be undertaken during the next five (5) years, with supporting information as to the needs of each such capital improvement.~~
- ~~—— c. —— Cost estimates, methods of financing, recommended priorities and time schedules, and expected useful life for each improvement, and~~
- ~~—— d. —— The estimated annual cost of operating and maintaining each facility and piece of major equipment involved.~~

~~This information is to be revised annually with regard to the capital improvements still pending and/or in the process of being acquired, improved, or constructed.~~

~~**Section 3. SUB-COMMITTEE.** In order to review and summarize the various Capital Improvement Program Reports, the Finance Committee may appoint a sub-committee in its stead. Such a committee shall have as its chairperson a member of the Finance Committee. Except for~~

Exhibit B

~~members of the Finance Committee, no person holding any Town office, elected or appointed and no employee of the Town shall be eligible to serve as a voting member on any capital improvement review sub-committee. The Executive Secretary shall be a nonvoting member of any such subcommittee for the purpose of fulfilling those duties outlined in Article XXXV of this By-law. The Finance Committee may appoint other Town employees or persons holding Town office as nonvoting ex-officio members of any such sub-committee. Amended S.T.M. 11/21/1991~~

~~**Section 4. REPORT.** The resulting review and summary shall be known as the Annual Capital Improvement Summary. This summary, along with the Finance Committee's relevant recommendations, shall be included in and published as a separate Section in the Annual Finance Committee Report and in the Town Report.~~

Note; Article XXXIII is deleted because it is replaced by provisions in the Fiscal Procedures Article.

ARTICLE 10 AMEND GENERAL BY-LAW ARTICLE I and ARTICLE III
SPONSORED BY: Governance Committee

ARTICLE I
TOWN MEETINGS

#1. DATE AND TIME OF ANNUAL MEETING. ~~The Town shall have an Annual Town Meeting where registered voters may transact business not required to be determined by official ballot.~~ The Town will hold two regularly scheduled Annual Town Meetings. The **first such meeting, which shall be deemed to be the** Spring Annual Town Meeting shall **commence be held** on the **first second** Monday ~~following the first Friday in~~ of May **and shall continue on the evenings of successive business days until all the Articles in the warrant have been addressed. The Spring Town Meeting shall be primarily concerned with the determination of matters involving the expenditure of town funds, including, but not limited to, the adoption of an annual operating budget for all town agencies, the capital improvement program and for the purpose of electing officers and for the determination of all other matters to be decided by ballot of the voters.** The **second such meeting, the** Fall Annual Town Meeting ~~will~~ **shall** be held on the **last third** Monday in October, ~~unless the last Monday in October is October 31, in which case the Fall Special Town Meeting will be held on the fourth Monday in October.~~ **and shall continue on the evenings of successive business days until the warrant has been dissolved. The first four sessions shall be known as "Town Meeting Week".** ~~Notwithstanding the above, whenever an election by official ballot is to be held within Town Meeting Week or it is likely that a significant number of the Town's voters will observe a religious holiday within Town Meeting Week, the Select Board shall change the date of the first session of Town Meeting and Town Meeting Week to the first Monday of the week thereafter in which Town Meeting Week can be held without the likelihood of such a conflict.~~

#2. WARRANT OF ANNUAL MEETING. The warrant for the Annual Meeting shall state the time and place of holding the ~~M~~**m**meeting and the subjects to be acted upon. No action shall be valid and no motion shall be entertained unless the subject matter thereof is contained in the warrant. The Select Board may insert in the warrant for the Annual Meeting any subject the Select Board may deem appropriate and shall insert in the warrant all subjects, ~~the insertion of which shall be~~ requested of ~~them~~ **it** in writing by ten (10) or more registered voters of the Town.

#3. NOTICE OF ANNUAL MEETING. The Select Board shall give notice of the Annual Town Meeting by:

- a. announcing publicly and posting notice of the date of the first session in a conspicuous place or places on or within the Town Hall **and on the Town's website four months before** ~~on or before January 1 of each year in which~~ the ~~M~~**m**meeting is to be held; and
- b. sending a copy of the warrant to the Moderator and the Chairperson of the Finance Committee forthwith after the completion of the warrant by the Select Board; and

- c. posting an attested copy of the warrant **on the Town's website and** in a conspicuous place or places on or within the Town Hall at least seven (7) days before the date of the ~~M~~meeting; and
- d. distributing printed copies of the warrant and the Finance Committee's recommendations to voters at the Senior Center, the Town Hall and the Public Library; and posting the warrant and Finance Committee's recommendations to voters on the Town's website in a form capable of being copied; both at least seven (7) days prior to the date of the meeting.
~~;~~ **and**

#4. CALLING OF SPECIAL MEETINGS. The Select Board may call Special Town Meetings ~~from time to time at such times~~ as ~~they it may~~ deem necessary **in accordance with the General Laws**. In addition, the Select Board shall call a Special Town Meeting upon the request in writing of two hundred (200) registered voters or twenty (20%) percent of the total number of registered voters of the Town, whichever number is the lesser. Such ~~M~~meeting shall be held not later than forty-five (45) days after the receipt of such request.

#5. WARRANT OF SPECIAL MEETINGS. The warrant for a Special Meeting shall state the time and place of holding the ~~M~~meeting and the subjects to be acted upon. No action shall be valid and no motion shall be entertained unless the subject matter thereof is contained in the warrant. The Select Board may insert in the warrant for a Special Town Meeting any subject ~~they~~ **it** deems appropriate and shall insert all **subjects legal articles;** ~~the insertion of which shall be requested of them in writing by the petition calling the Meeting and all subjects, the insertion of which shall be requested of them in writing by~~ **requested of it by petition in writing from** (100) registered voters of the Town or by ten (10%) percent of the total registered voters of the Town, whichever number is the lesser. Once the warrant for a Special Town Meeting is opened by the Select Board, the warrant shall remain open for at least forty-eight (48) hours. No article proposing to amend, alter or in any way change the General By-laws or Zoning By-laws will be included in any warrant for a Special Town Meeting unless the requirements of Section 10 of Chapter 39 of the General By-laws have been met or unless the Select Board initiate such proposal.

#6. NOTICE OF SPECIAL MEETING. The Select Board shall give notice of all Special Town Meetings at least fourteen (14) days before the date of the ~~M~~meeting by:

- a. sending a copy of the warrant to the Moderator and to the Chairperson of the Finance Committee forthwith after the completion of the warrant by the Select Board; and
- b. ~~publishing~~ **posting** notice of the ~~M~~meeting ~~in one or more newspaper having a substantial circulation in the Town including therein the notice of the Meeting and on the Town's website including~~ a summary of each article in the warrant in numerical order; and
- c. posting notice of the ~~M~~meeting and an attested copy of the warrant in a conspicuous place or places on or within the Town Hall and, at the discretion of the Select Board, other public places in the Town; ~~and;~~ **and;**

- d. distributing printed copies of the warrant and the Finance Committee's recommendations to voters at the Senior Center, the Town Hall and the Public Library; and posting the warrant and Finance Committee's recommendations to voters on the Town's website in a form capable of being copied; both at least seven (7) days prior to the date of the meeting. ~~and~~

#7. DISTRIBUTION OF WARRANT AT SPECIAL MEETINGS. The Select Board shall make available at each session of any Special Town Meeting, copies of the warrant for distribution at the Meeting. In lieu of including on such copies a complete description of all parcels of land mentioned in the warrant, the Select Board may substitute a brief description of any such parcel.

#8. RECORDING OF MINUTES. In addition to the taking of minutes, all sessions of the Annual and Special Town Meetings shall be recorded by tape or other similar means and such recordings shall be kept in the custody of the Town Clerk for a period of no less than ten (10) years.

#9. QUORUMS. At all Town Meetings one hundred (100) registered voters of the Town shall be necessary to constitute a quorum for the transaction of Town business; but a lesser number may from time to time adjourn any such Meeting. Notwithstanding the above, whenever an article at a Special Town Meeting involves only the transfer of funds within Town accounts, forty (40) registered voters of the Town shall be necessary to constitute a quorum for the transaction of such article or to postpone an article requiring a quorum of one hundred (100) to a time certain. For the purposes of this Section "free cash" shall not be considered a Town account.

#10. ORDER OF ARTICLES. All articles in the warrant shall be taken up in the order of their arrangement unless otherwise decided by a two-thirds (2/3) vote of the voters present and voting.

#11. LENGTH OF SPEECHES. Except in the discretion of the Moderator, no person shall speak more than two times or more than a total of fifteen (15) minutes upon any question without obtaining leave of the Meeting unless to correct an error or answer a question.

#12. MOTIONS. Any action taken by a Town Meeting shall be by vote upon a motion. All motions, if required by the Moderator, shall be reduced to writing before being submitted to the Meeting. Any motions included in the Finance Committee Report on the warrant shall be considered as motions presented to the Meeting, but any registered voter may present a different motion on a question and this motion shall take precedence over any prepared motion in the Finance Committee Report.

#13. RULES FOR MOTIONS OR POINTS. For the purposes of establishing rules for the most common motions or points, the following schedule shall be controlling:

Exhibit C

Rank of Motion in Order of Precedence	Motions or Points	Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt Debate to make a motion
1	Adjourn to a fixed time or recess	Yes	Yes	Yes	Majority	No	No
2	Point of no quorum	No	No	No	None	No	Yes
3	Fix time and date to which to adjourn	Yes	Yes	Yes	Majority	Yes	No
4	Point of personal privilege	No	No	No	None	No	Yes
5	Reconsideration (see S. 15)	Yes	Yes	No	Majority	No	Yes
6	Lay on the table	Yes	Yes	No	Majority	Yes	No
7	Move the question (see S. 14)	Yes	No	No	Majority	No	No
8	Extend the speaker's time (see S. 11)	Yes	No	No	2/3	No	No
9	Postpone an article to a time certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or refer a matter	Yes	Yes	Yes	Majority	Yes	No
11	Amend (not amendable more than twice)	Yes	Yes	Yes	Majority	Yes	No
12	Postpone indefinitely (if not main motion)	Yes	Yes	No	Majority	Yes	No
None	Main motion	Yes	Yes	Yes	Variable	Yes	No
None	Take from the table	Yes	No	No	Majority	No	No
None	Advance an article from order in Warrant	Yes	Yes	Yes	2/3	No	No
*	Point of order or procedural information	No	No	No	None	No	Yes
*	Appeal ruling of Moderator	Yes	Yes	No	3/4	No	Yes
*	Divide a question	Yes	Yes	Yes	Majority	Yes	No

*Same rank as motion out of which it arises.

#14. MOVING THE QUESTION. A motion to move the question need not be recognized by the Moderator unless the Moderator is satisfied that various views on the subject have had an opportunity to be heard. A motion to move the question shall not be made by the last speaker on the question under debate.

#15. RECONSIDERATION. Any voter may make a motion to reconsider. No vote shall be reconsidered unless the motion to reconsider is made at the same session and within one-half hour of the original vote. No question shall be twice reconsidered except by a two-thirds (2/3) vote of the voters present and voting. If a motion to reconsider passes, the subject question must be voted upon at the same session as the original vote.

#16. VOTING PROCEDURE. After the voters have had the opportunity to be heard on a motion, the Moderator may call for a voice vote, hand vote and/or secret ballot. A hand vote shall be used if requested by three (3) or more voters. Notwithstanding the above, a secret ballot shall be used if so voted by a majority prior to the initial vote on the motion or if requested by three (3) voters after a preceding hand vote on the motion is decided by five percent (5%) or less of the total

votes cast. Any vote tellers required shall first be selected from the members of the Board of Registrars present and then from such other registered voters appointed by the Moderator who have not previously spoken at the Meeting on the subject to be voted. The Town Clerk shall have ready at each Town Meeting an up-to-date voter registration list and a sufficient supply of ballots. All ballots used on any vote shall be identical. Ballots used on subsequent votes shall be easily distinguishable from ballots used in a previous vote.

#17. ADJOURNMENT. No new article or line item may be considered at any Town Meeting after ~~11:00~~ 11:00 p.m. unless two-thirds (2/3) of the voters present and voting vote to continue the session. Any adjournment shall be to a date, time and place specified by vote of the ~~M~~meeting unless the warrant is completely acted upon or unless otherwise provided by these By-laws.

ARTICLE III SELECT BOARD

#1. MEMBERSHIP AND TERM OF OFFICE. The Town shall have a Select Board, consisting of three (3) members, elected for a term of three (3) years each, and so elected that the term of only one (1) shall expire in any one year.

#2. GENERAL POWERS & DUTIES. The Select Board shall have any and all powers granted to them under General Laws and shall serve as the Chief Executive Board of the Town. They shall have general supervision over all matters not assigned by the General Laws or these By-laws to other Town officers, boards, committees or commissions.

#3. POWER TO ENFORCE BY-LAWS. The Select Board shall have the power and responsibility to enforce the provisions of these By-laws.

#4. POWER TO APPOINT. The Select Board shall have the power to appoint various officers, constables and members of Town boards, commissions and committees as provided or allowed by the General Laws, **legislative special acts** and these By-laws.

#5. POWER OVER POLICE DEPT. The Select Board shall be responsible for the direction of the police department and shall appoint a chief of police and such other officers and special officers as the Board deems necessary, **subject to legislative special acts**.

#6. POWER OVER FIRE DEPT. The Select Board shall be responsible for the direction of the fire department and shall appoint a chief of the fire department and such other officers and ~~firemen~~ **firefighters** as the Board deems necessary, **subject to legislative special acts**.

#7. POWER TO INVESTIGATE. The Select Board may investigate the conduct and operation of any Town department and may hold hearings on matters within its authority at which the Board shall have the power to summon witnesses to testify and produce records concerning any Town office or department.

#8. PROPERTY. The Select Board shall have control over all Town owned real and personal property except that property which by law or vote of the Town is placed in charge of any other board, officer or department and shall have control over land acquired by the Town through foreclosure of tax titles.

#9. LICENSING AUTHORITY. The Select Board may issue permits and licenses for a variety of purposes as provided by the General Laws and these By-laws and shall act as the licensing authority of the Town except where otherwise provided by law or the zoning By-laws. The Select Board may license suitable persons to act as pawnbrokers or as dealers in junk, old metals or second-hand articles and may make rules and regulations relative to such businesses and their supervision.

#10. POWER TO SET FEES. The Select Board shall determine the fees or fee schedules for all licenses and permits to be granted by the Town unless otherwise provided by law or these By-laws.

#11. TOWN COUNSEL. The Select Board shall employ an attorney to act as Town Counsel and may employ such special or additional counsel as the Board deems in the best interest of the Town.

#12. LEGAL CLAIMS. The Select Board shall act as the agents of the Town to institute and prosecute legal actions in the name of the Town and to defend legal actions against the Town in all matters where no other provision is provided. The Select Board may settle claims when authorized by vote of the Town or, if a claim or offer of settlement is not in excess of two thousand (\$2,000) dollars, when advised by the Town Counsel that the claim is valid or the proposed settlement is advisable and reasonable.

#13. LOW VALUE PERSONAL PROPERTY. The Select Board may authorize any board or officer in charge of a department to sell on behalf of the Town any departmental personal property or material no longer required by such department and not exceeding \$400 in value.

#14. HIGHWAY SURVEYORS. The Select Board shall be elected Highway Surveyors simultaneously with their election as Select Board. As Highway Surveyors, they shall have the exclusive control of the ordinary repair of public ways within the Town and shall be responsible for the removal of snow and other obstructions on said ways.

#15. The Select Board shall organize and manage an electronic Talent Bank site to identify registered voters who are interested in serving the community on a Town committee, board, commission or task force and to identify and describe the opportunities to serve.

TOWN OF HOLLISTON - FY22 OMNIBUS BUDGET

Dept. No.	Acct. No.	Account Name	Expended Fiscal Year 2018	Expended Fiscal Year 2019	Expended Fiscal Year 2020	Appropriated Fiscal Year 2021	Recommended Fiscal Year 2022	Change FY 2021 to FY2022	% Change FY 2021 to FY2022
01122	51000	Personal Services	225,993	233,676	241,489	299,458	336,482	37,024	12.4%
	57000	Operating Expenses	63,552	98,364	120,783	202,357	117,133	(85,224)	-42.1%
Select Board		Total	289,545	332,040	362,272	501,815	453,615	(48,200)	-9.6%
01131	51000	Personal Services	644	1,422	0	1,220	1,220	0	0.0%
	57000	Operating Expenses	255	210	210	305	305	0	0.0%
Finance Committee		Total	899	1,632	210	1,525	1,525	0	0.0%
01132	57810	Reserve Fund	146,929	144,213	56,575	790,000	325,000	(465,000)	-58.9%
Reserve Fund		Total	146,929	144,213	56,575	790,000	325,000	(465,000)	-58.9%
01135	51000	Personal Services	109,218	107,927	131,168	140,779	145,747	4,968	3.5%
	57000	Operating Expenses	31,237	33,281	33,618	34,325	34,378	53	0.2%
Town Accountant		Total	140,455	141,208	164,786	175,104	180,125	5,021	2.9%
01141	51000	Personal Services	179,927	189,927	199,690	207,895	212,240	4,345	2.1%
	57000	Operating Expenses	21,570	16,482	31,511	25,704	48,440	22,736	88.5%
Board of Assessors		Total	201,497	206,409	231,201	233,599	260,680	27,081	11.6%
01145	51000	Personal Services	264,483	250,054	311,246	359,094	365,443	6,349	1.8%
	57000	Operating Expenses	53,269	60,649	52,012	61,798	61,798	0	0.0%
Treasurer/Collector		Total	317,752	310,703	363,258	420,892	427,241	6,349	1.5%
01155	51000	Personal Services	87,741	89,935	96,602	106,045	112,409	6,364	6.0%
	57000	Operating Expenses	120,659	123,103	129,745	121,418	135,786	28,736	23.7%
	58000	Capital Outlay	7,075	46,236	37,829	46,226	46,226	0	0.0%
Technology		Total	215,475	259,274	264,176	273,689	294,421	35,100	12.8%
01161	51000	Personal Services	138,909	141,838	146,760	155,939	163,920	7,981	5.1%
	57000	Operating Expenses	7,823	9,569	7,833	9,513	9,890	377	4.0%
Town Clerk		Total	146,732	151,407	154,593	165,452	173,810	8,358	5.1%
01162	51000	Personal Services	4,780	13,412	10,991	28,619	8,635	(19,984)	-69.8%
	57000	Operating Expenses	5,057	9,418	6,175	10,315	5,899	(4,416)	-42.8%
Elections		Total	9,837	22,830	17,166	38,934	14,534	(24,400)	-62.7%
01171	51000	Personal Services	26,712	45,969	49,952	50,459	51,468	1,009	2.0%
	57000	Operating Expenses	3,664	3,981	3,049	3,977	4,050	73	1.8%
Conservation Comm.		Total	30,376	49,950	53,001	54,436	55,518	1,082	2.0%
01175	51000	Personal Services	76,308	75,193	90,191	98,131	101,949	3,818	3.9%
	57000	Operating Expenses	40,975	8,665	4,063	3,650	3,650	0	0.0%
Planning Board		Total	117,283	83,858	94,254	101,781	105,599	3,818	3.8%

TOWN OF HOLLISTON - FY22 OMNIBUS BUDGET

Dept. No.	Acct. No.	Account Name	Expended Fiscal Year 2018	Expended Fiscal Year 2019	Expended Fiscal Year 2020	Appropriated Fiscal Year 2021	Recommended Fiscal Year 2022	Change FY 2021 to FY2022	% Change FY 2021 to FY2022
01176	51000	Personal Services	4,985	4,855	6,427	6,550	6,680	130	2.0%
	57000	Operating Expenses	653	3,484	2,802	4,403	4,375	-28	-0.6%
Zoning Board of Appeals		Total	5,638	8,339	9,229	10,953	11,055	102	0.9%
01182	51000	Personal Services	8,768	8,352	10,579	0	0	0	0.0%
	57000	Operating Expenses	1,667	958	787	14,067	14,067	0	0.0%
Economic Development		Total	10,435	9,310	11,366	14,067	14,067	0	0.0%
01199	57000	Operating Expenses	0	0	0	50,000	50,000	0	0.0%
Sustainability		Total	0	0	0	50,000	50,000	0	0.0%
01210	51000	Personal Services	2,386,533	2,454,102	2,608,078	2,881,558	2,991,438	109,880	3.8%
	57000	Operating Expenses	220,725	193,086	214,427	139,350	212,053	72,703	52.2%
	58000	Capital Outlay	1,435	1,435	1,086	1,435	1,435	0	0.0%
Police Department		Total	2,608,693	2,648,623	2,823,591	3,022,343	3,204,926	182,583	6.0%
01211	57000	Operating Expenses	13,249	13,096	13,764	13,764	13,902	138	1.0%
Sustainability		Total	13,249	13,096	13,764	13,764	13,902	138	1.0%
01220	51000	Personal Services	650,103	642,078	704,625	787,604	837,534	49,930	6.3%
	57000	Operating Expenses	84,634	73,389	91,516	96,778	97,606	828	-4.4%
	58000	Capital Outlay	12,434	13,714	1,710	13,108	13,608	500	3.8%
Fire Department		Total	747,171	729,181	797,851	897,490	948,748	51,258	5.7%
01231	51000	Personal Services	296,718	305,564	310,444	351,576	423,934	72,358	20.6%
	57000	Operating Expenses	134,076	103,794	79,816	130,150	163,150	33,000	25.4%
	58000	Capital Outlay	58	2,048	0	0	0	0	0.0%
Ambulance		Total	430,852	411,406	390,260	481,726	587,084	105,358	21.9%
01241	51000	Personal Services	128,934	138,863	134,432	137,311	150,379	13,068	9.5%
	57000	Operating Expenses	2,007	4,017	4,169	16,600	17,700	1,100	6.6%
	58000	Capital Outlay	0	0	25,000	2,500	0	(2,500)	-100.0%
Building Inspection		Total	130,941	142,880	163,601	156,411	168,079	11,668	7.5%
01291	51000	Personal Services	0	0	0	0	5,000	5,000	100.0%
	57000	Operating Expenses	10,223	7,463	7,743	11,276	17,589	6,313	56.0%
Emergency Management		Total	10,223	7,463	7,743	11,276	22,589	11,313	100.3%
01292	57000	Operating Expenses	38,000	38,000	38,000	38,000	38,000	0	0.0%
Animal Control Officer		Total	38,000	38,000	38,000	38,000	38,000	0	0.0%

TOWN OF HOLLISTON - FY22 OMNIBUS BUDGET

Dept. No.	Acct. No.	Account Name	Expended Fiscal Year 2018	Expended Fiscal Year 2019	Expended Fiscal Year 2020	Appropriated Fiscal Year 2021	Recommended Fiscal Year 2022	Change FY 2021 to FY2022	% Change FY 2021 to FY2022
01300		Personal Services	26,083,236	26,722,416	28,210,573	28,541,938	29,987,048	1,445,110	5.1%
		Operating Expenses	6,441,882	6,170,345	6,446,693	6,412,470	6,906,168	493,698	7.7%
		Capital Outlay	153,402	217,354	184,363	185,307	205,307	20,000	10.8%
Holliston Public Schools		Total	32,678,520	33,110,115	34,841,629	35,139,715	37,098,523	1,958,808	5.6%
01371		Omnibus Budget	978,807	1,204,273	1,252,946	1,214,357	1,421,995	207,638	17.1%
Keefe Technical		Total	978,807	1,204,273	1,252,946	1,214,357	1,421,995	207,638	17.1%
01420	51000	Personal Services	751,396	712,564	763,551	818,033	843,626	25,593	3.1%
	57000	Operating Expenses	200,986	243,446	208,944	327,129	307,891	(19,238)	-5.9%
	58000	Capital Outlay	138,933	210,505	235,065	320,875	320,875	0	0.0%
Dept. of Public Works		Total	1,091,315	1,166,515	1,207,560	1,466,037	1,472,392	6,355	0.4%
01422	51000	Personal Services	0	0	28,120	95,683	97,597	1,914	2.0%
	57000	Operating Expenses	120,892	140,522	136,135	186,150	177,288	(8,862)	-4.8%
	58000	Capital Outlay	0	0	429	0	0	0	0.0%
Facilities Maintenance		Total	120,892	140,522	164,684	281,833	274,885	(6,948)	-2.5%
01423	51000	Personal Services	56,942	53,779	38,184	50,000	50,000	0	0.0%
	57000	Operating Expenses	268,538	279,007	201,880	200,000	200,000	0	0.0%
Snow & Ice		Total	325,480	332,786	240,064	250,000	250,000	0	0.0%
01424	57000	Operating Expenses	60,338	68,821	74,387	70,000	67,470	(2,530)	-3.6%
Street Lighting		Total	60,338	68,821	74,387	70,000	67,470	(2,530)	-3.6%
01433	57000	Operating Expenses	967,696	1,027,896	1,262,685	1,222,851	1,318,183	95,332	7.8%
Solid Waste		Total	967,696	1,027,896	1,262,685	1,222,851	1,318,183	95,332	7.8%
01440	57000	Operating Expenses	104,490	86,007	78,307	91,790	97,700	5,910	6.4%
Wastewater Treatment		Total	104,490	86,007	78,307	91,790	97,700	5,910	6.4%
01499	57000	Operating Expenses	94,425	85,113	71,839	115,000	105,000	-10,000	-8.7%
Motor Vehicle Fuels		Total	94,425	85,113	71,839	115,000	105,000	-10,000	-8.7%
01512	51000	Personal Services	130,111	132,066	141,674	151,746	160,150	8,404	5.5%
	57000	Operating Expenses	3,998	5,338	5,984	9,100	8,450	(650)	-7.1%
Board of Health		Total	134,109	137,404	147,658	160,846	168,600	7,754	4.8%
01541	51000	Personal Services	151,681	156,479	170,824	182,742	206,668	23,926	13.1%
	57000	Operating Expenses	48,639	51,615	45,811	68,722	54,200	(14,522)	-21.1%
Council on Aging		Total	200,320	208,094	216,635	251,464	260,868	9,404	3.7%

TOWN OF HOLLISTON - FY22 OMNIBUS BUDGET

Dept. No.	Acct. No.	Account Name	Expended Fiscal Year 2018	Expended Fiscal Year 2019	Expended Fiscal Year 2020	Appropriated Fiscal Year 2021	Recommended Fiscal Year 2022	Change FY 2021 to FY2022	% Change FY 2021 to FY2022
01542	51000	Personal Services	95,708	85,105	134,636	138,504	148,304	9,800	7.1%
	57000	Operating Expenses	3,151	6,748	6,926	20,350	13,226	(7,124)	-35.0%
Youth & Family Services		Total	98,859	91,853	141,562	158,854	161,530	2,676	1.7%
01543	57000	Operating Expenses	44,663	54,170	94,913	93,804	94,433	629	0.7%
Veterans Services		Total	44,663	54,170	94,913	93,804	94,433	629	0.7%
01610	51000	Personal Services	320,441	333,904	347,263	355,582	361,252	5,670	1.6%
	57000	Operating Expenses	159,474	164,723	162,589	162,374	166,556	4,182	2.6%
Library		Total	479,915	498,627	509,852	517,956	527,808	9,852	1.9%
01650	51000	Personal Services	118,696	115,944	128,950	131,502	132,174	672	0.5%
	57000	Operating Expenses	0	0	0	0	9,755	9,755	100.0%
Park Commission		Total	118,696	115,944	128,950	131,502	141,929	10,427	7.9%
01660	57000	Operating Expenses	0	0	0	1,000	1,000	0	0.0%
Rail Trail		Total	0	0	0	1,000	1,000	0	0.0%
01692	57000	Operating Expenses	1,998	1,954	756	2,000	2,000	0	0.0%
Memorial Day Celeb.		Total	1,998	1,954	756	2,000	2,000	0	0.0%
01710	57000	Operating Expenses	2,056	2,034	511	4,000	4,000	0	0.0%
	59000	Debt Service	5,461,817	5,383,519	5,292,357	3,013,054	2,401,138	(611,916)	-20.3%
Debt Service		Total	5,463,873	5,385,553	5,292,868	3,017,054	2,405,138	(611,916)	-20.3%
01911	51770	County Retirement	1,853,061	1,961,571	2,010,385	2,144,455	2,375,731	231,276	10.8%
01912	51710	Workers' Comp.	225,588	243,607	271,450	302,072	311,589	9,517	3.2%
01913	51780	Unemployment	2,464	7,717	9,262	200,000	100,000	-100,000	-50.0%
01914		Benefits & Insurances	6,736,616	6,850,735	6,791,672	7,456,641	7,731,499	274,858	3.7%
Employee Benefits		Total	8,817,729	9,063,630	9,082,769	10,103,168	10,518,819	415,651	4.1%
01945	57000	Operating Expenses	234,141	188,974	244,963	275,572	320,291	44,719	16.2%
Liability Insurance		Total	234,141	188,974	244,963	275,572	320,291	44,719	16.2%
OMNIBUS BUDGET (General Fund) Total			57,628,248	58,680,073	61,071,924	62,018,060	64,059,083	2,055,391	3.3%
61450	51000	Personal Services	750,532	763,242	840,860	811,507	935,745	124,238	15.3%
	57000	Operating Expenses	715,385	739,420	742,490	772,543	772,071	-472	-0.1%
	58000	Capital Outlay	5,402	15,000	7,522	15,000	15,000	0	0.0%
	59000	Debt Service	746,400	723,425	705,325	682,101	790,905	108,804	16.0%
Water Enterprise Fund		Total	2,217,719	2,241,087	2,296,197	2,281,151	2,513,721	232,570	10.2%

REVENUE & EXPENDITURE DETAIL HISTORY									
		FY18	FY19	FY20	FY21	FY22	Chg (\$)	Chg (%)	
		Actual	Actual	Actual	Tax Recap	Projected	FY21-22	FY21-22	
R1	PROPERTY TAX LEVY	\$ 44,526,938	\$ 45,995,645	\$ 48,069,568	\$ 50,082,224	\$ 51,370,444	\$ 1,288,220	2.57%	
R2	EXCLUDED DEBT	\$ 2,880,062	\$ 2,830,376	\$ 2,797,416	\$ 1,818,566	\$ 1,438,451	\$ (380,115)	-20.90%	
R3	STATE AID	\$ 9,112,715	\$ 9,201,436	\$ 10,410,654	\$ 10,419,725	\$ 10,522,254	\$ 102,529	0.98%	
R4	MSBA (old methodology)	\$ 2,184,016	\$ 2,184,017	\$ 2,184,017	\$ 951,513	\$ 951,513	\$ -	0.00%	
LOCAL RECEIPTS									
R5	MV Excise	\$ 2,366,673	\$ 2,512,954	\$ 2,449,171	\$ 2,100,000	\$ 2,100,000	\$ -	0.00%	
R6	Penalties & Interest	\$ 161,533	\$ 148,727	\$ 119,814	\$ 110,000	\$ 110,000	\$ -	0.00%	
R7	PILOT	\$ 40,959	\$ 42,182	\$ 44,266	\$ 30,000	\$ 30,000	\$ -	0.00%	
R8	Solid Waste Fees	\$ 61,660	\$ 61,080	\$ 74,734	\$ 50,000	\$ 50,000	\$ -	0.00%	
R9	Other Charges for Services	\$ 143,394	\$ 176,262	\$ 185,076	\$ 127,000	\$ 127,000	\$ -	0.00%	
R10	Fees	\$ 331,227	\$ 443,060	\$ 457,431	\$ 100,000	\$ 200,000	\$ 100,000	100.00%	
R11	Rentals (Pinecrest)	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	0.00%	
R12	Other Dept. Revenue (incl. Ambulance)	\$ 480,905	\$ 396,351	\$ 343,888	\$ 150,000	\$ 300,000	\$ 150,000	100.00%	
R13	Licenses & Permits	\$ 419,874	\$ 553,396	\$ 406,284	\$ 300,000	\$ 300,000	\$ -	0.00%	
R14	Fines & Forfeits	\$ 51,897	\$ 49,552	\$ 38,455	\$ 30,000	\$ 30,000	\$ -	0.00%	
R15	Investment Income	\$ 96,077	\$ 163,673	\$ 165,305	\$ 50,000	\$ 60,000	\$ 10,000	20.00%	
R16	Medicaid Reimbursement	\$ 130,495	\$ 86,089	\$ 39,964	\$ 24,000	\$ 24,000	\$ -	0.00%	
R17	Miscellaneous Recurring	\$ -	\$ 42,339	\$ 26,337	\$ 15,437	\$ 15,437	\$ -	0.00%	
R18	Solar	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	100.00%	
	Subtotal Local Receipts	\$ 4,344,694	\$ 4,735,665	\$ 4,410,725	\$ 3,146,437	\$ 3,556,437	\$ 410,000	13.03%	
R19	WATER ENTERPRISE FUND	\$ 2,217,719	\$ 2,241,087	\$ 2,296,197	\$ 2,281,151	\$ 2,513,721	\$ 232,570	10.20%	
	Local Receipts Total	\$ 6,562,413	\$ 6,976,752	\$ 6,706,922	\$ 5,427,588	\$ 6,070,158	\$ 642,570	11.84%	
	SUBTOTAL RECURRING REVENUE	\$ 65,266,144	\$ 67,188,226	\$ 70,168,577	\$ 68,699,616	\$ 70,352,820	\$ 1,653,204	2.41%	
OTHER AVAILABLE FUNDS									
R20	Free Cash	\$ 2,273,203	\$ 3,022,466	\$ 2,867,104	\$ 2,854,475	\$ -	\$ (2,854,475)	-100.00%	
R21	Capital Ex. Fund	\$ 1,558,360	\$ 1,341,460	\$ 2,433,627	\$ 3,411,409	\$ -	\$ (3,411,409)	-100.00%	
R22	Community Preservation	\$ 1,271,800	\$ 463,500	\$ 952,822	\$ 540,420	\$ -	\$ (540,420)	-100.00%	
R23	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	Other Available Funds Total	\$ 5,103,363	\$ 4,827,426	\$ 6,253,553	\$ 6,806,304	\$ -	\$ (6,806,304)	-100.00%	
	TOTAL REVENUE / AVAILABLE FUNDS	\$ 70,369,507	\$ 72,015,652	\$ 76,422,130	\$ 75,505,920	\$ 70,352,820	\$ (5,153,100)	-6.82%	

		FY18	FY19	FY20	FY21	FY22	Chg (\$)	Chg (%)	
		Actual	Actual	Actual	Budget	Proposed	FY21-22	FY21-22	
EXPENDITURES									
E1	General Government	\$ 1,471,119	\$ 1,571,670	\$ 1,614,993	\$ 2,654,010	\$ 2,183,951	\$ (470,059)	-17.71%	
E2	Public Safety	\$ 3,848,188	\$ 3,847,769	\$ 4,071,209	\$ 4,464,599	\$ 4,815,250	\$ 350,651	7.85%	
E3	Education (Schools & Keefe Tech)	\$ 33,657,327	\$ 34,314,388	\$ 36,200,209	\$ 36,354,072	\$ 38,520,518	\$ 2,166,446	5.96%	
E4	Land Use	\$ 294,673	\$ 294,337	\$ 331,451	\$ 337,648	\$ 354,318	\$ 16,670	4.94%	
E5	Public Works	\$ 1,676,048	\$ 1,739,242	\$ 1,672,157	\$ 1,992,827	\$ 1,992,562	\$ (265)	-0.01%	
E6	Facilities Management	\$ 120,042	\$ 140,522	\$ 164,684	\$ 281,833	\$ 274,885	\$ (6,948)	-2.47%	
E7	Solid Waste (Muni. Trash)	\$ 967,696	\$ 1,027,896	\$ 1,262,685	\$ 1,222,851	\$ 1,318,183	\$ 95,332	7.80%	
E8	Health & Human Services (BOH, COA, YFS, Vets)	\$ 477,951	\$ 491,521	\$ 600,768	\$ 664,968	\$ 685,431	\$ 20,463	3.08%	
E9	Library	\$ 479,915	\$ 498,627	\$ 509,852	\$ 517,956	\$ 527,808	\$ 9,852	1.90%	
E10	Parks & Recreation	\$ 118,696	\$ 115,944	\$ 128,950	\$ 131,502	\$ 141,929	\$ 10,427	7.93%	
E11	Debt Service	\$ 5,463,873	\$ 5,385,553	\$ 5,292,868	\$ 3,017,054	\$ 2,405,138	\$ (611,916)	-20.28%	
E12	County Retirement	\$ 1,853,061	\$ 1,961,571	\$ 2,010,385	\$ 2,144,455	\$ 2,375,731	\$ 231,276	10.78%	
E13	Employee Benefits / Insurances	\$ 7,198,809	\$ 7,291,033	\$ 7,317,347	\$ 8,234,285	\$ 8,463,379	\$ 229,094	2.78%	
E14	Warrant Articles (Tax Supported)	\$ 1,048,100	\$ 1,300,000	\$ 1,761,000	\$ 2,243,740	\$ 1,988,500	\$ (255,240)	-11.38%	
	Subtotal	\$ 58,675,498	\$ 59,980,073	\$ 62,938,558	\$ 64,261,800	\$ 66,047,583	\$ 1,785,783	2.78%	
E15	WATER ENTERPRISE FUND	\$ 2,217,719	\$ 2,241,087	\$ 2,296,197	\$ 2,281,151	\$ 2,513,721	\$ 232,570	10.20%	
	OMNIBUS BUDGET TOTAL	\$ 60,893,217	\$ 62,221,160	\$ 65,234,755	\$ 66,542,951	\$ 68,561,304	\$ 2,018,353	3.03%	
E16	WARRANT ARTICLES (non-Tax Supported)	\$ 5,103,363	\$ 4,827,426	\$ 6,253,553	\$ 6,491,064	\$ -	\$ (6,491,064)	-100.00%	
OTHER AMOUNTS TO BE RAISED									
E17	Cherry Sheet Charges	\$ 480,674	\$ 504,923	\$ 748,503	\$ 720,111	\$ 696,334	\$ (23,777)	-3.30%	
E18	Cherry Sheet Offsets	\$ 980,951	\$ 825,680	\$ 727,036	\$ 683,936	\$ 684,930	\$ 994	0.15%	
E19	Overlay	\$ 344,954	\$ 328,160	\$ 342,290	\$ 511,879	\$ 350,000	\$ (161,879)	-31.62%	
	Subtotal	\$ 1,806,579	\$ 1,658,763	\$ 1,817,829	\$ 1,915,926	\$ 1,731,264	\$ (184,662)	-9.64%	
	TOTAL TO BE RAISED / EXPENDITURE	\$ 67,803,159	\$ 68,707,349	\$ 73,306,137	\$ 74,949,941	\$ 70,292,568	\$ (4,657,373)	-6.21%	
		Actual	Actual	Actual	Tax Recap	Budget			

PROPERTY TAX LEVY BY CLASS OF PROPERTY

Residential	87.8179%	87.4497%	87.9702%	86.9324%
Commercial	2.9718%	2.8990%	2.8149%	2.7304%
Industrial	6.7622%	7.0645%	6.7803%	7.5133%
Personal	<u>2.4481%</u>	<u>2.5868%</u>	<u>2.4346%</u>	<u>2.8239%</u>
	100.00%	100.00%	100.00%	100.00%

Department	FY2020 WAGES AND BENEFITS								
	Gross Wages	Disability Insurance	Health Insurance	Life Insurance	Medicare Tax	Workers Comp	Middlesex Retirement	OPEB Allocation	Total Benefits
122-Town Administrator	244,015.57	1,239.38	37,860.60	126.00	3,089.06	262.01	46,242.73	11,911.50	100,731.28
131-Finance Committee	163.28	0.00			2.37	0.11		0.00	2.48
135-Town Accountant	130,890.58	508.15	14,164.20	42.00	1,708.78	91.15	25,168.42	4,454.65	46,137.36
141-Assessors	192,529.90	754.12	36,024.60	87.50	2,336.95	1,338.52	28,026.69	11,323.71	79,892.09
145-Treasurer/Collector	308,603.11	1,600.42	25,812.00	84.00	4,137.24	216.02	59,632.64	8,120.24	99,602.56
155-Technology	95,970.23	498.13	5,790.00	42.00	1,314.59	67.18	18,501.64	1,828.75	28,042.28
161-Town Clerk	124,903.45	641.59	18,754.20	84.00	1,922.18	104.99	24,022.00	5,907.12	51,436.08
162-Elections	6,231.09				87.33	2.44		0.00	89.77
171-Conservation	49,500.65	257.47			709.50	34.65	9,567.62	0.00	10,569.24
175-Planning	105,085.49	513.60	3,715.80		1,487.69	73.56	19,165.42	1,165.17	26,121.24
210-Police	2,885,023.05	12,551.22	155,958.22	847.00	35,198.35	64,073.59	468,082.26	49,169.58	785,880.23
215-Detailed Police	29,328.60				425.23	957.25		0.00	1,382.48
220-Fire Dept	941,064.38	1,677.23	324,236.85	1,329.30	11,535.99	21,021.38	62,250.95	102,088.13	524,139.84
241-Building	206,455.32	693.46	12,382.80	42.00	2,811.58	5,143.78	25,763.82	3,896.06	50,733.51
265-Community Preservation Com.	361.00				5.24	0.25		0.00	5.49
420-DPW-Highway	788,795.48	3,815.62	141,834.00	304.50	9,794.76	28,316.50	141,174.30	44,570.53	369,810.20
422-DPW-Facilities	25,564.00	133.00	6,195.00		300.21	948.42	4,941.08	1,942.57	14,460.28
430-DPW-Director	107,292.54	552.35	14,688.60	42.00	1,391.11	3,940.82	20,530.78	4,619.09	45,764.75
450-DPW-Water	556,020.41	2,661.73	54,569.40	336.00	7,474.31	14,279.71	98,386.61	17,216.75	194,924.51
512-Board of Health	144,300.74	591.54	5,428.20	84.00	2,018.21	402.55	21,987.16	1,728.47	32,240.13
541-Council on Aging	220,488.14	1,027.73	19,863.60	168.00	2,922.93	3,386.80	38,586.99	6,281.33	72,237.38
542-Youth & Family Services	132,448.43	688.62	14,164.20	42.00	1,817.68	211.92	25,599.98	4,454.65	46,979.05
543-Metrowest Veterans District	105,331.90	391.44		42.00	1,542.66	73.70	16,066.69	13.17	18,129.66
610-Library	383,028.57	1,169.87	14,688.60	42.00	4,894.23	250.56	44,571.23	4,619.09	70,235.58
650-Park	212,150.18	342.92	18,268.20	42.00	2,878.32	5,348.83	12,740.99	5,741.55	45,362.81
Total-Town	7,995,546.09	32,309.59	924,399.07	3,786.30	101,806.50	150,546.71	1,211,010.03	291,052.11	10,031,144.85
910-Miller School	5,617,269.82		369,959.70	1,333.50	77,124.61	44,376.43	33,443.04	116,426.82	642,664.09
911-Placentino School	5,451,160.51		341,063.70	1,477.00	73,403.63	42,820.38	33,537.37	107,410.86	599,712.94
912-Substitutes/Tutors	381,323.27		21,364.80	185.50	5,322.17	2,884.35	23,814.70	6,757.55	60,329.07
913-High School	7,464,356.09		577,186.19	1,536.50	100,176.00	58,147.77	85,392.51	181,470.71	1,003,909.67
914-Adams School	5,858,752.44		462,202.05	1,368.50	80,460.63	47,127.16	60,851.87	145,362.33	797,372.54
915-School Administration	1,045,097.39		20,316.00	122.50	14,622.87	7,715.54	23,295.76	6,408.92	72,481.59
916-School Cafeteria	390,478.03		106,691.24	184.32	4,490.80	11,292.68	53,161.26	33,513.09	209,333.39
917-Paraprofessionals	2,568,794.02		388,928.34	896.00	33,128.39	19,477.80	442,548.04	122,237.65	1,007,216.21
918-School Clerical	471,338.59	251.95	40,063.80	252.00	6,224.99	3,340.85	91,048.23	12,641.87	153,823.68
919-Custodians/Maintenance	433,749.58		80,908.20	224.00	5,301.94	12,276.78	75,287.11	25,440.71	199,438.74
920-Bus Drivers	58,960.96		18,268.21	42.00	655.68	2,193.35	6,953.71	5,741.55	33,854.50
921-Extended Day	731,387.82		74,639.76	395.50	9,790.20	7,692.68	133,089.67	23,528.89	249,136.69
922-Nurses	419,941.23		517.20	91.00	5,765.05	2,517.08	17,556.83	190.71	26,637.88
923-Coaches	128,209.23				1,935.90	1,054.73	474.88	0.00	3,465.51
924-Extended School Year Program	40,826.50				592.01	309.56		0.00	901.57
Total -School	31,061,645.48	251.95	2,502,109.19	8,108.32	418,994.87	263,227.12	1,080,454.97	787,131.66	13,232,794.30
Retirees-Direct Bill			212,081.60	195.65				66,564.01	278,841.26
Retirees-Middlesex County			378,258.84	804.30				118,863.24	497,926.38
Retirees-Teachers Retirement			752,143.77	1,755.60				236,401.05	990,300.42
Total-Retirees	0.00	0.00	1,342,484.21	2,755.55	0.00	0.00	0.00	421,828.31	1,767,068.07
Total-Town, School and Retirees	39,057,191.57	32,561.54	4,768,992.47	14,650.17	520,801.37	413,773.83	2,291,465.00	1,500,012.07	26,376,246.25

NOTES:

1. Employee wages and benefits are charged to the employee "home" departments if they worked in more than one location
2. Wages include uniforms, meals, and other taxable fringe benefits that an employee may have received
3. The Metrowest Veterans District wages and benefits are included in the above number as they are part of our payroll/accounting system
4. The total Middlesex Retirement Assessment for FY20 is broken down as follows:

NORMAL COST:	498,638.00
UNFUNDED ACCRUED LIABILITY:	1,771,982.00
PAYMENT ON 2003 ERI:	20,905.00
TOTAL RETIREMENT ASSESSMENT:	2,291,525.00

Payment to Middlesex Retirement on July 1 was \$2,291,465 of which \$41,058 was applied to our unfunded liability.

5. \$4,647,534 was contributed by the Commonwealth of Mass on behalf of the Town for employees enrolled in the Mass. Teachers Retirement System as of 6/30/2020.(1)

6. The OPEB allocation is based upon the total health and life insurance for active employees and retirees

(1) 6/30/20 Town of Holliston financial statements

REVOLVING ACCOUNTS FY2021

SCHOOL DEPARTMENT	BALANCE JULY 1	REVENUE	EXPENDITURES	BALANCE MARCH 31
Cafeteria	110,131	307,632	389,833	27,930
Elementary After School	9,485		410	9,075
Adult Education	24,436			24,436
Industrial Arts	6,507			6,507
Drama	204			204
School Tuition	836,087	368,757		1,204,844
Extended Day Care	512,726	31,895	495,333	49,288
Athletic	110,931	60,442	4,448	166,925
School Community Use	62,224	5,940	521	67,643
Cable TV Studio Rental	23,640	12,280		35,920
Student Bus Program	186,606	60,620	1,137	246,089
SPED 50-50	1,617,187	940,555		2,557,742
School Choice	664,835	555,333		1,220,168
High School Parking Lot	16,611			16,611
High School Transcript Fees	23,875		434	23,441
Miller Student Revolving	4,460			4,460
Middle Student Revolving	5,969		3,366	2,603
Lost Books/Middle School	5,879			5,879
High School Student Revolving	15,064	8,304		23,368
Lost Books/High School	5,015	265		5,280
Total School Department	4,241,872	2,352,023	895,482	5,698,413
TOWN DEPARTMENTS				
Park Department	223,774	237,187	209,718	251,243
Premium on Long Term Debt	3,557			3,557
Assessors Abutters	2,875	3,050	447	5,478
Conservation Fees	50,714	7,700	83	58,331
Conservation By-Laws	102,678	21,400	176	123,902
Community Farm	600	1,111	1,274	437
Agricultural Commission	795			795
Town Hall Rental	39,608		500	39,108
Building Department	132,741	104,630	66,002	171,369
Sealer of Weights/Measures	27,856	6,726	3,400	31,182
Emergency Management	72,628		2,535	70,093
School Tech Repair & Replace	129,251	50,129	47,971	131,409
Composting Kit Fees	1,846	308		2,154
Flourescent Bulb	897			897
Health Inoculations	23,130	3,415	695	25,850
Senior Center Nutrition	23,626	4,839	1,215	27,250
Senior Center Van	6,010	31,615	32,550	5,075
Senior Center Rentals	1,179		1,179	0
Pinecrest Golf Course	225,301	214,388	152,706	286,983
Selectmen Insurance Recovery	2,049			2,049
MTBE Settlement	58,377			58,377
Tax Title Revolving	16,159	4,636		20,795
Police Insurance Recovery	6,119	1,666	2,666	5,119
Fire Insurance Recovery	4,121	1,123		5,244
School Insurance Recovery	35,091			35,091
Highway Insurance Recovery	3,627			3,627
COA Insurance Recovery	0	500	500	0
Library Insurance Recovery	0			0
Recreation Insurance Recovery	0		8,790	-8,790
Total Town Departments	1,194,609	694,423	532,407	1,356,625
Grand Total Revolving	5,436,481	3,046,446	1,427,889	7,055,038

HOLLISTON LONG TERM DEBT SCHEDULE

4/22/2022

FISCAL YEAR							OUTSIDE THE LEVY LIMIT					GRAND TOTALS		
	FIRE	LAND	WATER	TOWN HALL	GOLF COURSE	TOTAL	ELEMENT. SCHOOL	HIGH&MIDDLE SCHOOL	SEWERS	POLICE	1750 WASHINGTON	TOTAL	ALL ITEMS	CHANGE
2000	37,606	0	117,856	0	0	155,462	761,271	0	0	0		761,271	916,733	
2001	161,584	0	113,795	0	0	275,379	2,324,427	0	0	0		2,324,427	2,599,806	1,683,073
2002	159,931	0	0	0	0	159,931	2,342,738	0	0	0		2,342,738	2,502,669	(97,138)
2003	179,788	0	0	0	0	179,788	2,355,616	1,588,613	332,603	0		4,276,832	4,456,619	1,953,950
2004	174,931	103,240	0	270,535	170,148	718,854	2,364,794	2,029,116	338,270	0		4,732,180	5,451,033	994,414
2005	170,244	98,088	0	265,173	168,638	702,141	2,373,231	2,028,241	340,658	0		4,742,129	5,444,271	(6,763)
2006	164,411	0	0	259,810	180,063	604,284	2,376,190	2,031,316	349,054	0		4,756,559	5,360,842	(83,428)
2007	155,960	0	714,247	254,448	176,000	1,300,655	2,397,543	2,028,166	354,005	0		4,779,714	6,080,369	719,527
2008	148,520	0	615,800	249,085	171,938	1,185,343	2,276,568	2,032,103	353,400	0		4,662,070	5,847,412	(232,957)
2009	143,376	0	602,675	248,723	162,875	1,157,649	2,274,880	2,027,578	351,998	0		4,654,456	5,812,105	(35,308)
2010	138,164	0	590,425	238,198	128,975	1,095,761	2,279,224	2,019,603	355,211	599,525		5,253,563	6,349,324	537,219
2011	118,123	0	608,702	232,835	126,050	1,085,710	2,282,455	1,933,284	338,815	589,025		5,143,578	6,229,288	(120,035)
2012	114,145	0	771,400	226,648	122,675	1,234,868	2,280,255	1,890,503	322,066	578,525		5,071,348	6,306,216	76,927
2013	100,645	0	751,800	215,460	119,300	1,187,205	2,280,555	1,869,065	317,306	568,025		5,034,951	6,222,156	(84,060)
2014	87,645	0	730,450	198,812	111,268	1,128,175	2,282,405	1,833,721	319,208	557,525		4,992,859	6,121,034	(101,122)
2015	84,845	0	704,100	195,007	109,219	1,093,171	2,281,455	1,821,266	315,465	547,025		4,965,211	6,058,382	(62,652)
2016	75,591	0	820,886	188,257	104,629	1,189,364	2,218,684	1,795,706	316,657	531,525	33,925	4,896,497	6,085,861	27,479
2017	74,247	0	774,501	181,557	98,279	1,128,584	2,142,250	1,785,056	317,453	517,725	408,825	5,171,309	6,299,893	214,032
2018	65,100	0	746,400	178,257	96,479	1,086,237	2,135,125	1,764,106	311,502	503,925	395,025	5,109,683	6,195,920	(103,973)
2019	62,150	0	723,424	169,957	94,679	1,050,211	2,133,500	1,746,006	309,326	490,125	377,775	5,056,732	6,106,943	(88,977)
2020	29,950	0	705,325	161,757	92,879	989,912	2,132,000	1,730,506	311,864	472,875	360,525	5,007,770	5,997,682	(109,261)
2021	0	0	682,101	173,757	51,279	907,137	0	1,722,056	297,500	417,511	348,450	2,785,517	3,692,654	(2,305,028)
2022	0	0	663,752	0	0	663,752	0	1,700,988	294,000	403,650		2,398,638	3,062,389	(630,265)
2023	0	0	480,604	0	0	480,604	0	235,980	0	388,650		624,630	1,105,234	(1,957,155)
2024	0	0	469,582	0	0	469,582	0	0	0	373,650		373,650	843,232	(262,002)
2025	0	0	453,710	0	0	453,710	0	0	0	358,650		358,650	812,360	(30,872)
2026	0	0	442,988	0	0	442,988	0	0	0	343,650		343,650	786,638	(25,721)
2027	0	0	155,167	0	0	155,167	0	0	0	333,650		333,650	488,817	(297,821)
2028	0	0	155,198	0	0	155,198	0	0	0	183,400		183,400	338,598	(150,219)
2029	0	0	155,228	0	0	155,228	0	0	0	171,600		171,600	326,828	(11,770)
2030	0	0	155,259	0	0	155,259	0	0	0	0		0	155,259	(171,568)
2031	0	0	155,291	0	0	155,291	0	0	0	0		0	155,291	32
2032	0	0	155,324	0	0	155,324	0	0	0	0		0	155,324	32
2033	0	0	155,358	0	0	155,358	0	0	0	0		0	155,358	34
2034	0	0	155,391	0	0	155,391	0	0	0	0		0	155,391	33
2035	0	0	155,426	0	0	155,426	0	0	0	0		0	155,426	35
TOTAL	2,446,957	201,328	14,682,166	3,908,275	2,285,373	23,524,098	46,295,164	37,612,975	6,546,361	8,930,236	1,924,525	101,309,261	124,833,359	

The above debt schedules include those projects which have been permanently financed and reflects refinancing of school, fire and sewer debt in 2016 and the refunding of the police station debt in 2020. The school figures do not include SBAB reimbursements. Short term borrowing is not included above but is included in the Debt Service budget in the Omnibus Budget.

Notes: The 1996 Annual Town Meeting approved a borrowing of up to \$45 million for a sewer project. Town Meetings in 1996 and 1997 authorized borrowings of up to \$28,962,000 for the elementary school project and the 1998 Annual Town Meeting authorized a borrowing of \$50,408,132 for the high and middle school building projects. Various Town Meetings between 1997 and 2000 authorized a total borrowing of \$1,800,000 for the golf course clubhouse. Town Meetings in 1997 and 2000 authorized a total borrowing of \$1,750,000 for the Central Fire Station. The 2001 Annual Town Meeting authorized a borrowing of \$2,950,000 for the Town Hall project. A Town Meeting in 2002 authorized a borrowing of up to \$649,000 for land acquisition. Town Meetings in 2003 authorized a borrowing of \$6,900,000 for water projects. A Town Meeting in 2006 authorized \$6,630,000 for a new police station. A Town Meeting in 2010 authorized a borrowing of \$1,500,000 for water projects. A Town Meeting in 2015 authorized borrowing of \$1,725,000 for the purchase of 1750 Washington Street. The above debt schedules include those projects which have been permanently financed and reflects refinancing of school, fire and sewer debt in 2016 and the refunding of the police station debt in 2020. The school figures do not include SBAB reimbursements.

FREE CASH ANALYSIS

FISCAL YEAR	CERTIFIED JULY 1	TRANSFERS	% OF TAX LEVY
2012	1,084,078	1,084,078	2.96%
2013	1,819,966	1,819,966	4.81%
2014	1,358,776	1,358,776	3.46%
2015	690,000	690,000	1.70%
2016	2,083,684	2,083,684	4.87%
2017	2,005,149	2,005,149	4.52%
2018	2,273,203	2,273,203	4.89%
2019	3,022,466	3,022,466	6.31%
2020	3,067,104	3,067,104	6.11%
2021	2,654,475	2,654,475	5.20%
AVERAGE	2,005,890	2,005,890	4.48%

RESERVE FUND ANALYSIS

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	ATM	STM	TRANSFERS OUT	BALANCE JUNE 30
2012	204,175		26,818	177,357
2013	212,675		71,144	141,531
2014	212,675		179,361	33,314
2015	212,675		209,436	3,239
2016	212,675		106,061	106,614
2017	215,000	220,000	37,902	397,098
2018	215,000	120,000	49,983	285,017
2019	315,000		144,213	170,787
2020	315,000		56,575	258,425
2021	600,000	190,000	57,012	732,988
AVERAGE	271,488	176,667	93,851	230,637

OVERLAY ANALYSIS

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	TOTAL OVERLAY	% TAX LEVY	TOTAL EXPENDED	EXPENDED % OF LEVY	TRANSFERS TO RESERVE	TRANSFERS TO OVERLAY	BALANCE JUNE 30
2012	294,249	0.80%	148,892	0.41%	145,357		0
2013	269,083	0.71%	172,263	0.46%	96,820		0
2014	282,584	0.72%	168,424	0.43%	114,160		0
2015	285,468	0.70%	184,368	0.45%	101,100		0
2016	393,125	0.92%	268,611	0.63%	124,514		0
2017	421,353	0.95%	203,472	0.46%	99,686		118,195
2018	344,954	0.74%	164,177	0.35%			180,777
2019	328,160	0.69%	207,886	0.43%			120,274
2020	342,290	0.68%	163,141	0.33%			179,149
2021	511,879	1.00%	254,969	0.50%			256,910
Totals:	3,473,145	N/A	1,936,203	N/A	681,637	0	855,305
AVERAGE	347,315	0.79%	193,620	0.44%	68,164	0	85,531

CAPITAL EXPENDITURE FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	TRANSFERS IN	CELL TOWERS	INTEREST	TRANSFERS OUT	BALANCE JUNE 30
2012	1,231,053	350,000	65,510	6,027	350,000	1,302,590
2013	1,302,590	920,246	73,390	3,167	670,246	1,629,147
2014	1,629,147	1,017,193	89,093	9,070	1,158,293	1,586,210
2015	1,586,210	625,000	83,022	5,408	1,801,464	498,176
2016	498,176	1,187,878	57,258	3,596	537,037	1,209,871
2017	1,209,871	2,470,211	60,354	5,166	2,115,600	1,630,002
2018	1,630,002	1,754,437	61,907	10,819	855,330	2,601,835
2019	2,601,835	3,237,576	63,516	34,384	2,302,943	3,634,368
2020	3,634,368	4,217,154	69,213	54,603	1,472,144	6,503,194
2021	6,503,194	3,348,079	51,767	20,627	2,607,150	7,316,517
AVERAGE	2,182,645	1,912,777	67,503	15,287	1,387,021	2,791,191

STABILIZATION FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	TRANSFERS IN	INVESTMENT GAIN/LOSS	TRANSFERS OUT	BALANCE JUNE 30
2012	1,049,045	1,111,687	7,796	0	2,168,528
2013	2,168,528	1,795,479	5,214	0	3,969,222
2014	3,969,222	1,891,974	23,291	3,295,479	2,589,008
2015	2,589,008	900,000	7,684	474,000	3,022,692
2016	3,022,692	1,833,684	27,016		4,883,392
2017	4,883,392	150,000	-2,884	200,000	4,830,508
2018	4,830,508	250,000	11,725		5,092,233
2019	5,092,233	1,000,000	183,348		6,275,581
2020	6,275,581	250,000	121,603		6,647,184
2021	6,647,184	884,000	87,679	400,000	7,218,863
AVERAGE	4,052,739	1,006,682	47,247	436,948	4,669,721

The Finance Committee has a goal of getting the Stabilization Fund balance to 8.1% of General Fund Expenditures (GFE).

OPEB TRUST FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	TRANSFERS IN	INTEREST	TRANSFERS OUT	BALANCE JUNE 30
2015	0	4,861,673	9,798		4,871,471
2016	4,871,471	1,508,750	108,236		6,488,457
2017	6,488,457	1,500,000	1,013,590		9,002,047
2018	9,002,047	1,500,000	973,397		11,475,444
2019	11,475,444	1,500,000	714,101		13,689,545
2020	13,689,545	1,500,000	279,478		15,469,023
2021	15,469,023	1,500,000	3,510,110		20,479,133
AVERAGE	8,713,712	1,981,489	944,101	0	11,639,303

WATER SURPLUS/RETAINED EARNINGS

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUES	EXPENSES	TRANSFERS IN/OUT	BALANCE JUNE 30
2012	831,858	2,306,699	2,328,482	-724,119	85,956
2013	85,956	2,470,414	2,460,905	101,666	197,131
2014	197,131	2,672,306	2,170,957	-52,319	646,161
2015	646,161	3,098,464	2,911,482	-23,574	809,569
2016	809,569	3,186,138	2,569,602		1,426,105
2017	1,426,105	2,925,975	2,561,977		1,790,103
2018	1,790,103	2,832,573	2,780,302		1,842,373
2019	1,842,373	2,950,043	3,494,046		1,298,370
2020	1,298,370	2,702,346	2,299,156	-267,591	1,433,969
2021	1,433,969	2,301,531	1,674,687	-75,000	1,985,813
AVERAGE	1,036,160	2,744,649	2,525,160	-104,094	1,151,555

INFRASTRUCTURE FEE

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUES	EXPENSES	TRANSFERS OUT	BALANCE JUNE 30
2016	0	951,340			951,340
2017	951,340	1,362,810		948,000	1,366,150
2018	1,366,150	1,399,738		1,350,000	1,415,888
2019	1,415,888	1,418,689		1,350,000	1,484,577
2020	1,484,577	1,420,989			2,905,566
2021	2,905,566	1,087,957		2,800,000	1,193,523
AVERAGE	1,353,920	1,273,587	0	1,074,667	1,552,841

METER FEE

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUES	EXPENSES	TRANSFERS OUT	BALANCE JUNE 30
2016	0	99,993			99,993
2017	99,993	142,480			242,473
2018	242,473	146,505			388,978
2019	388,978	148,367		25,000	512,345
2020	512,345	148,101		60,000	600,446
2021	600,446	114,708			715,154
AVERAGE	307,372	133,359	0	14,167	426,565

COMMUNITY PRESERVATION FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	TAX REVENUES	STATE REVENUE	EXPENSES	BALANCE JUNE 30
2012	2,414,350	404,168	102,570	524,866	2,396,222
2013	2,396,222	409,463	105,345	277,805	2,633,225
2014	2,633,225	429,599	213,999	278,770	2,998,053
2015	2,998,053	453,325	132,448	925,927	2,657,899
2016	2,657,899	488,493	132,667	868,372	2,410,687
2017	2,410,687	507,289	98,843	611,215	2,405,604
2018	2,405,604	568,057	87,319	1,023,291	2,037,689
2019	2,037,689	618,902	101,840	291,026	2,467,405
2020	2,467,405	626,754	131,683	85,959	3,139,883
2021	3,139,883	482,348	167,015	62,934	3,726,312
AVERAGE	2,556,102	498,840	127,373	495,017	2,687,298

GOLF COURSE CAPITAL/REVOLVING ACCOUNT

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUES	EXPENSES	ADJUSTMENTS	BALANCE JUNE 30
2012	2,676	190,025	190,503	-2,198	0
2013	0	182,335	178,454		3,881
2014	3,881	192,133	178,308	-17,603	103
2015	103	193,161	166,719	-17,778	8,767
2016	8,767	233,186	164,229	35,556	113,280
2017	113,280	212,493	185,125		140,648
2018	140,648	222,096	237,154		125,590
2019	125,590	262,347	179,965		207,972
2020	207,972	258,531	241,202		225,301
2021	225,301	214,388	152,706		286,983
AVERAGE	82,822	216,070	187,437	-202	111,253

OPEN SPACE ACQUISITION FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	CELL TOWERS AND INTEREST	EXPENSES	TRANSFERS	BALANCE JUNE 30
2012	178,869	67,103	43		245,929
2013	245,929	74,371	5,704		314,596
2014	314,596	89,932	22,471	-260,000	122,057
2015	122,057	79,452		-100,000	101,509
2016	101,509	57,826			159,335
2017	159,335	60,882		-150,000	70,217
2018	70,217	64,352	2,475		132,094
2019	132,094	64,406			196,500
2020	196,500	70,476			266,976
2021	266,976	52,459			319,435
AVERAGE	178,808	68,126	3,069	-51,000	192,865

CONSERVATION TRUST FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUE AND INTEREST	EXPENSES	TRANSFERS	BALANCE JUNE 30
2012	20,698	159	24		20,833
2013	20,833	69	349		20,553
2014	20,553	50	5,477		15,126
2015	15,126	39	2,127		13,038
2016	13,038	886	1,350		12,574
2017	12,574	1,449	2,416		11,607
2018	11,607	289			11,896
2019	11,896	150,405	400		161,901
2020	161,901	94			161,995
2021	161,995	247	8,225		154,017
AVERAGE	45,022	15,369	2,037	0	58,354

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.

