

Annual Report
of the
**FINANCE
COMMITTEE**



N.R. Gustafson 2013

Fiscal Year
Beginning July 1, 2020 and ending June 30, 2021

Town Meeting
July 20, 2020

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.

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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 the Town of Holliston:

The Finance Committee submits this report for your consideration of the FY21 Omnibus Budget and associated articles.

Financial Overview

As everyone is aware, the state of the US economy is dramatically different than it was just a few months ago. When the Finance Committee began reviewing budgets for FY21 at the start of the year, we were expecting a slight increase in local aid and continued stability in our local revenue. We met with each department to consider their service needs. By the time these reviews were completed a state of emergency had been declared, businesses had been closed, a stay-at-home advisory had been issued, and the state's economy had basically ground to a halt. The US economy is now in a severe recession. State revenue is expected to decline approximately 20% (about \$6 billion) in FY21. For the Finance Committee, this meant re-working our budget recommendation for FY21 in light of the changed circumstances. We updated our local aid estimate to anticipate a similar drop in local aid and revised our local revenue estimates to anticipate a drop of approximately 15% relative to FY20 collections.

Against this backdrop the Finance Committee implemented a 0% guideline for FY21, with both compensation and total department budgets level with FY20, to adapt to the recession and to preserve jobs. The omnibus budget in Article 11 reflects implementation of this funding guideline. It should be noted that many of the departments are above the 0% guideline due to the managerial salary adjustments made by the Select Board in September 2019. We are recommending a budget that curtails non-essential spending but results in **no service reductions in FY21**. Meeting this objective requires us to reduce our annual capital appropriation from \$1,750,000 in FY20 to \$1,513,000 in FY21 and draws \$400,000 from the stabilization fund to be placed into the reserve fund to cover unanticipated expenses while the pandemic continues to unfold. Constructing the budget recommendation in this way prepares us for a difficult year without having to implement cuts that would be difficult to reverse if our anticipated worst-case scenario does not materialize.

For many years the Finance Committee has emphasized fiscal discipline, budget sustainability, and fortification of our reserves. The result of Town Meeting's support of these recommendations now puts Holliston in a position where we can better weather the current economic storm. The press release issued by the Finance Committee on June 4, included in this report, provides greater detail on both the macroeconomic picture and Holliston's finances as we enter what may be a lengthy period of tight budgets. Even though Town Meeting has been delayed 2.5 months, the economic road ahead remains tremendously uncertain: The pandemic is not yet under control nationally, businesses are in various states of re-opening with new safety requirements, schools are looking at various options for opening safely in the fall (with all options coming with increased costs), and the scientific community continues to work towards a cure, treatment, or vaccine for COVID-19. While the town has obtained some financial relief from the various federal and state coronavirus aid packages, most of this emergency aid is temporary and will expire during FY21.

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. The Finance Committee has made significant progress in several areas outlined in the document in recent years. Although we have had to reduce our capital appropriation for FY21, we anticipate this to be a temporary adjustment until the economic picture stabilizes. 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 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 12, is recommending an appropriation of \$1,513,000 to the Capital Expenditure Fund to meet the town's ongoing capital needs. This year the recommended appropriation has been lowered due to the economic downturn. The recommendation for the Employee Benefits budget includes the annual OPEB trust contribution and continues our commitment to reach full funding by 2040. At this time our budget recommendation includes use of \$400,000 from the stabilization fund to bolster the Reserve Fund in the operating budget. The Finance Committee will address possible strengthening of our reserves at a subsequent Town Meeting when the revenue picture is clearer.

Capital Budget Highlights

The Finance Committee is currently recommending a limited number of needed capital expenditures. These recommendations are detailed in Article 13; the largest expenses are for the replacement of the turf at Kamitian Field and an upgrade to the radio equipment for our first responders. Any other capital purchases will be addressed at the October Town Meeting.

Noteworthy Financial Articles

In an effort to streamline Town Meeting in light of the pandemic, the Select Board has worked to minimize the number of articles to be considered. Most of the financial articles in the warrant pertain to routine annual approvals. Of note, however, are articles 16 and 17, which allow the use of town property for solar installations. These installations further the town's 'green community' objectives while also bringing additional revenue to the town.

The Finance Committee is indebted to the many dedicated and talented Town employees whose efforts make this process and report possible, especially this year when dealing with the pandemic and a delayed Town Meeting. We would like to commend the committees and departments for their spirit of cooperation in formulating this budget under very 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.

Financial Update from the Finance Committee – For Immediate Release June 4, 2020

To the Residents of Holliston:

We are certainly living through an extraordinarily difficult time for the world, the country, and Holliston. At our last Town Meeting in October most people did not even know what a coronavirus was, and now we all find ourselves expert in mask-wearing, hand washing, and social distancing.

Under ordinary circumstances, Holliston's Annual Town Meeting would have been held on May 4, at which time the Finance Committee would have provided our financial update (on changes since our last Annual Town Meeting) along with our recommendations, with Town Meeting having the opportunity to consider and approve a spending plan for fiscal year (FY) 2021 (beginning July 1, 2020). However, with Town Meeting now delayed until July 20, the town will be forced to begin the fiscal year with an interim spending plan for the month of July. While health matters related to the pandemic are obviously top priority, the Finance Committee feels it is important to keep residents informed of the economic impact of the pandemic, and how the committee is preparing to address the new fiscal challenges we face.

When the pandemic began to unfold, it was clear that the public health actions taken by the Governor would lead to significant financial disruption. The Finance Committee took immediate steps to mitigate long term damage to the town's finances. First, we recommended to the Select Board that they implement a town-wide spending freeze on all non-essential spending in FY20. The intent of this action was to immediately "conserve" funds in the face of tremendous uncertainty as the Governor effectively shut down the state's economy. Second, we revised our budget guidance for FY21 to reflect no increase over FY20 and asked all town boards and department heads to scrutinize their budgets carefully for potential budget cuts if the situation worsened. Finally, we began 'scenario planning' for FY21 based on information we had received from the state that convinced us that we are going to see significant cuts in local aid in FY21. This includes holding regular liaison meetings with the Budget Subcommittee of the School Committee to ensure we do everything financially feasible to support the school department as they do their own scenario planning for September.

The data coming from the state and federal governments is painting a very grim macroeconomic picture with no sign that things will improve quickly. Unemployment rates, both in MA and nationally, have reached depression-era levels. GDP is shrinking at unprecedented rates. At a state revenue review in April, the consensus estimate was that MA would likely see a drop in revenue in the range of 20% compared to original FY21 estimates, which translates into a shortfall of approximately \$6 billion. We do not anticipate any further assistance from the federal government at this time. One expert at the review stated that MA would completely deplete its rainy-day fund in FY22. Towns all around us have been laying off or furloughing employees as they deal with the impact of current revenue shortfalls and the bleak outlook for next fiscal year. Even though the state is beginning to 're-open,' the restrictions that will be in place for the foreseeable future are likely to have a lasting economic impact. For the town, the Finance Committee expects that it will take several years before we see local aid from the state that approaches the level we received in FY20—it took 6 years for local aid to recover from the recession in 2008 and that was less severe than what we are now experiencing.

If there is any positive to the economic disaster that is unfolding it is that Holliston is better prepared than most of the towns around us. As anyone who has seen the many Finance Committee presentations to Town Meeting is aware, the Committee has worked diligently to build our reserves, to eliminate

reliance on unstable revenue sources and to recommend budgets that align with our stable revenue streams. It is at moments like this that we get can realize the benefits of smart financial planning when the economy is strong. No one expected a pandemic or the accompanying financial tsunami. However, the Finance Committee's strict adherence to fiscal discipline and Town Meeting's support of our recommendations over the years will help the town better weather these tough times.

We are a long way from the end of the financial fallout and must proceed with caution, but you can rest assured that the Finance Committee will continue to recommend budgets that look to maintain long term financial stability for Holliston. We are continuing to do the due diligence the town expects from us and will not be sidelined by external distractions. Our objective for FY21 is to try to maintain town services through this crisis, to provide the necessary financial support for the ongoing public health crisis, and to do our best to minimize the financial impact to taxpayers. **We must not let this crisis cause us to lose the fiscal discipline that has positioned us to weather this storm.**

Until we see how long the pandemic goes and how bad the economy gets it is imperative that we take a defensive financial position. As the Finance Committee prepares an FY21 spending plan for your consideration, we are advising all town boards and departments to minimize operational spending, to defer non-essential capital requests, and to postpone spending on unapproved debt-funded projects until at least the October Special Town Meeting. At that time we hope to have a clearer picture of the situation for FY21 and possibly some insight into how long and how bad the economic damage will be. You will see this reflected in the recommendations in our report for the July 20 Town Meeting when it is released in July.

Furthermore, while we understand the public health reasons for the postponement of Town Meeting until July, the Finance Committee believes that it is paramount that town residents get to exercise their statutory obligation to approve a spending plan for FY21 as soon as it is safely possible. With Town Meeting now delayed until after the start of FY21, the Select Board, through a law passed shortly after the declared state of emergency, has the sole authority to determine an interim budget for the month of July. Although this will allow operations of the town to continue until Town Meeting, it removes the traditional balances and checks as well as the approval of the residents as the appropriating authority. With many weeks until July 20, and the state beginning to re-open, there is sufficient time to plan for a safe Town Meeting. The Finance Committee strongly believes the Select Board should do everything possible to ensure that Town Meeting can be held on July 20 so that further interim budgeting is not needed.

Finally, we would like to remind everyone that the Finance Committee continues to meet (virtually) on Tuesdays at 7pm, with recordings of our meetings available on both the Town web site (www.townofholliston.us) and HCAT (www.hcattv.org). Information for viewing our meetings live can be found in our agendas posted on the town web site. You can also reach the committee using our email address fincom@fincom.holliston.k12.ma.us. We look forward to (safely) seeing everyone for Town Meeting on July 20.

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

	FY20	FY21	% Change
General Government	2,168,714	2,610,974	20.39%
Public Safety	4,592,450	4,590,073	-0.05%
Local Schools	34,947,263	35,139,715	0.55%
Keefe Technical School	1,252,946	1,214,357	-3.08%
Public Works	1,880,862	2,090,064	11.12%
Solid Waste	1,287,851	1,222,851	-5.05%
Human Services	571,884	640,736	12.04%
Culture & Recreation	633,935	649,012	2.38%
Debt	5,298,869	3,017,054	-43.06%
Pensions & Benefits	9,988,260	10,278,740	2.91%
Water Enterprise	2,310,392	2,279,115	-1.35%
Total	64,933,426	63,732,691	

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: DPW-Highway, Snow and Ice, Street Lights, Wastewater Treatment, Motor Vehicle Fuel

Human Services includes: Board of Health, Council on Aging, Youth and 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, 2020, the balance was \$6,474,055 (see page 40).

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, 2020, the undesignated Community Preservation Fund balance was \$3,009,713 (see page 43).

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, 2020, the Conservation Fund balance was \$161,981 (see page 44).

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, 2020, the Town's Free Cash was \$200,000 (see page 39).

Golf Course Capital 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, 2020, the unencumbered balance in the Golf Course Capital Account was \$146,989 (see page 43).

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, 2020, the balance in the OPEB Trust Fund was \$15,947,526 (see page 41)

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, 2020, the balance in this fund was \$249,643 (see page 44).

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, 2020, the balance in the FY20 Overlay was \$220,791 (see page 40).

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, 2020, the balance of Overlay Reserve was \$1,118,402 (see page 40).

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, 2020, the balance was \$258,425 (see page 39).

Revolving Funds: these are raised primarily by the School and Park departments, and 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, 2020, was \$7,882,214. Please see page 37 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, 2020, the Stabilization Fund balance was \$6,555,615 (see page 41).

Water Retained Earnings: Water Surplus 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, 2020, Water Surplus balance was \$1,215,752 (see page 42).

ANNUAL TOWN MEETING WARRANT

JULY 20, 2020 PLACENTINO/MILLER ELEMENTARY SCHOOL CAFETORIUM

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 Placentino/Miller Elementary School Cafetorium on:

Monday,	July 20, 2020
Tuesday,	July 21, 2020 (if necessary)
Wednesday,	July 22, 2020 (if necessary)
Thursday,	July 23, 2020 (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

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

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

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

**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.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

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.

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, 2020, which salaries and compensation are printed below.

COMPENSATION SCHEDULE – ELECTED OFFICIALS	FY2020	FY2021
Board of Assessors	\$7,500	\$7,500
Select Board	\$175	\$175
Town Clerk (Salary)	\$69,519	\$77,917
Town Clerk		\$6,798
(FY21 Salary Adjustment which shall sunset effective June 30, 2021)		

or take any action relative thereto.

THE FINANCE RECOMMENDS THAT THE TOWN APPROVE COMPENSATION OF \$3 FOR THE BOARD OF ASSESSORS AND \$3 FOR THE SELECT BOARD (\$1 PER MEMBER) (UNANIMOUS)

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION ON THE TOWN CLERK SALARY (6 IN FAVOR, MR. ALFRED AGAINST) AND ON THE TOWN CLERK SALARY ADJUSTMENT (UNANIMOUS)

SELECT BOARD COMMENTS: Based on advice from the Massachusetts Department of Revenue Town Meeting must approve the annual compensation for all elected Town officials. In reference to the Town Clerk’s salary above, this additional compensation would bring the

position of Town Clerk in alignment and schedule of other Department Heads. The \$84,715 is the total compensation for FY21 and this includes an additional \$6,798 which represents the increase she should have received in FY20, consistent with the Department Heads salaries and at market value; however, because the Town Clerk is an elected official, Town Meeting must set the salary at the Annual Town Meeting.

**ARTICLE 5: 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, 2020; or take any action relative thereto.

THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN MEETING (UNANIMOUS)

**Job and Wage Classification Plan
(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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
50	11.43	12.15	12.66	12.98	13.29	13.84	14.12
100	16.96	18.05	18.81	19.27	19.66	20.48	20.92
200	20.13	21.41	22.30	22.85	23.31	24.29	24.81
300	20.76	22.09	23.01	23.56	24.05	25.05	25.58
400	23.90	25.43	26.48	27.13	27.69	28.84	29.46
500	25.93	27.59	28.73	29.44	30.03	31.28	31.97

JOB AND WAGE CLASSIFICATION PLAN-MANGERIAL

Position	Grade	Position	Grade
Building Inspector	M2	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
Highway Superintendent	M3	Treasurer/Collector	M4
IT Director	M3	Youth & Family Services Director	M2
Library Director	M2		

GRADE	MIN	1/3 POINT	MIDPOINT	2/3 POINT	MAX
M2	57,667	67,792	77,917	88,041	98,166
M3	72,549	80,914	89,280	97,645	106,010
M4	91,386	102,144	107,523	112,902	123,660
M5	130,000	142,500	155,000	167,500	180,000
M6	150,000	157,500	165,000	172,500	180,000

JOB AND WAGE CLASSIFICATION PLAN-ADMINISTRATIVE SUPPORT

Administrative Assistant	A2	Office Manager	A1
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GRADE	MIN	1/3 POINT	MIDPOINT	2/3 POINT	MAX
A1-35 HR/WK	45,721	51,100	53,788	56,478	61,857
A2-40 HR/WK	57,667	64,420	67,798	71,175	77,928

JOB AND WAGE COMPENSATION PLAN-INTERMITTENT AND FIRE DEPARTMENT POSITIONS INTERMITTENT RATES

(Temporary, Seasonal and Per Diem)

Position	Beginning Rate	Each Year Returning	Max Rate
Clerks to the Boards/Committees	\$18.00	.25 per hour	\$22.00
Per Diem Dispatchers	\$20.00	.25 per hour	\$24.81
Camp Director	\$20.00		\$24.00
Camp Supervisor	\$14.00		\$18.00

Lifeguard Supervisor	\$16.00		\$20.00
Camp Counselors	Minimum Wage	.25 per hour	\$15.00
Life Guards	Minimum Wage plus \$1	.25 per hour	\$15.00
Gate Guards	Minimum Wage	.25 per hour	\$15.00
Clinic Assistants	Minimum Wage	.25 per hour	\$15.00
Program Assistants	Minimum Wage	.25 per hour	\$15.00
Landscaper	Minimum Wage	.25 per hour	\$15.00
Bathroom Cleaners	\$25 per cleaning		
Clinic Counselors	\$25		\$25.00
Multi-Sport Counselor	60% of the clinic revenues		
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	\$778.75
Captain		Monthly	\$515.75
Lieutenant		Monthly	\$472.25
Firefighter		Monthly	\$466.00
Fire-Weekend	Deputy, Captain, Lieutenant	Weekend	\$402.75
Fire-Weekend	Firefighters	Weekend	\$100.00
Fire Hourly	Firefighter	Hourly	\$33.55
	Lieutenant	Hourly	\$34.15
	Captain	Hourly	\$35.75
	Deputy	Hourly	\$38.95
Training		Training	\$75.00

Ambulance/EMT

AMB/EMT	First Responder/EMT-Basic	Hourly	\$22.00
AMB/EMT	EMT-Advanced	Hourly	\$23.55
AMB/EMT	EMT-Paramedic	Hourly	\$24.15
EMT/SHIFT STIPEND	First Responder	Shift	\$78.75
	EMT-Basic	Shift	\$84.05
	EMT-Advanced	Shift	\$86.65
	EMT-Paramedic	Shift	\$94.85
Deputy Fire Chief	Deputy/EMS Supervisor	Monthly	\$890.65

SELECT BOARD 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 May 2019 Town Meeting.

ARTICLE 6: 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.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

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

ARTICLE 7: 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.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

SELECT BOARD 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 FY21. This article would allow the Select Board to receive and expend these funds.

ARTICLE 8: 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.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

SELECT BOARD 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.

ARTICLE 9: 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.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

SELECT BOARD 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-\$12,000. The Article was originally adopted by the Town in 2006. This Article requires annual approval at Town Meeting.

ARTICLE 10: 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	\$5,000
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

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

SELECT BOARD COMMENTS: This is a recurring Article that must be approved annually.

ARTICLE 11: FISCAL YEAR 2021 BUDGET

SPONSORED BY: Finance Committee (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.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION ON THE AMOUNTS LISTED IN THE "RECOMMENDED" COLUMN OF THE OMNIBUS BUDGET. ALL BUDGETS WERE RECOMMENDED 6-0-1 (ALL IN FAVOR, MR. WHITTAKER ABSTAINING) EXCEPT FOR THE FOLLOWING BUDGETS WHICH WERE RECOMMENDED 5-1-1 (MR. ALFRED VOTING AGAINST, MR. WHITTAKER ABSTAINING): TOWN ACCOUNTANT, ASSESSORS, TREASURER/COLLECTOR,

TECHNOLOGY, CONSERVATION COMMISSION, PLANNING BOARD, ECONOMIC DEVELOPMENT, FIRE DEPARTMENT, AMBULANCE, BUILDING INSPECTOR, DPW-HIGHWAY, COUNCIL ON AGING, YOUTH AND FAMILY SERVICES, PARKS AND RECREATION AND DPW-WATER. THE BOARD OF HEALTH BUDGET RECOMMENDATION WAS APPROVED 4-2-1 (MR. ALFRED AND MS. NERSESSIAN AGAINST, MR. WHITTAKER ABSTAINING). THE LIBRARY BUDGET RECOMMENDATION WAS APPROVED 5-0-2 (ALL IN FAVOR, MR. ALFRED AND MR. WHITTAKER ABSTAINING).

THE FINANCE COMMITTEE FURTHER RECOMMENDS THAT THE TOWN APPROPRIATE \$400,000 FROM THE STABILIZATION FUND AND \$112,000 FROM FY20 FREE CASH, AND RAISE AND APPROPRIATE \$63,220,691 TO FUND THE FY21 OPERATING BUDGET (UNANIMOUS)

SELECT BOARD COMMENTS: See Report of the Finance Committee.

**ARTICLE 12: TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY
FOR THE CAPITAL EXPENDITURE FUND**

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 Capital Expenditure Fund; or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$1,425,000 AND APPROPRIATE \$88,000 FROM FY20 FREE CASH FOR THE CAPITAL EXPENDITURE FUND (UNANIMOUS)

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.

ARTICLE 13: CAPITAL EXPENDITURES

SPONSORED BY: Select Board

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of capital expenditures, including replacement and new vehicles and equipment, for the Schools, Police, Select Board, Fire, and authorize the Select Board to trade or sell used equipment toward part of the purchase price; or take any action relative thereto.

Department	Item/Activity	Estimated Cost
School Committee	Miller Roof	\$125,000
School Committee	Kamitian Field	\$500,000
School Committee	Technology	\$122,214
Select Board	1750 Washington Street Improvements	\$8,600
Select Board	Public Safety Interoperability Improvements	\$283,020
		\$1,038,834

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE THE FOLLOWING SUMS FROM THE CAPITAL EXPENDITURE FUND: \$125,000 FOR ROOF REPLACEMENT AT THE MILLER SCHOOL, \$500,000 FOR REPLACEMENT OF

THE TURF AT KAMITIAN FIELD, \$122,214 FOR SCHOOL TECHNOLOGY, \$8,600 FOR IMPROVEMENTS AT 1750 WASHINGTON STREET, AND \$283,020 FOR EQUIPMENT UPGRADES TO IMPROVE PUBLIC SAFETY RADIO COVERAGE. (SIX IN FAVOR, MR. MAXWELL AGAINST)

SELECT BOARD COMMENTS: The Town normally purchases capital items at the October Special Town Meeting. However, from time to time, departments need to purchase capital items in advance of that date, usually due to seasonal issues.

ARTICLE 14: 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 2021 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	\$ 66,600
Open Space Reserve	\$ 66,600
Historic Resources Reserve	\$ 66,600
Community Preservation Fund Budget Reserve	\$466,200

Appropriations

Administrative Functions to support the Committee	\$5,000;
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Total: \$671,000

or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 15: TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY FOR THE STABILIZATION FUND

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 Stabilization Fund; or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS INDEFINITE POSTPONEMENT (UNANIMOUS)

SELECT BOARD COMMENTS: The Stabilization Fund is a long range financial planning tool that the Town can lawfully set aside revenues and fund large unforeseen expenses. It is similar to a savings account.

ARTICLE 16: SOLAR PANELS AT LANDFILL

SPONSORED BY: Select Board

To see if the Town will vote to change the use of the top three (3) feet of the landfill located at Marshall Street from landfill purposes to general municipal purposes and authorize the Select Board to enter into a Lease Agreement for up to twenty-five years for the reuse of the former

landfill off Marshall Street for the purposes of installing and operating a solar photovoltaic facility on terms and conditions which the Board determines are in the best interest of the Town, and further to enter into a Power Purchase Agreement for periods of up to twenty-five years for the purchase of the solar energy generated by the facility, and further in accordance with G.L. c. 59, Sec 38H to authorize the Select Board and the Board of Assessors to negotiate and enter into a tax agreement for the payment of personal property taxes on the solar facility for a period of up to 25 years, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

SELECT BOARD COMMENTS: Through a grant received from the Department of Energy Resources, the Town was able to hire a consultant to develop, issue and review responses to a recently issued Request for Proposals. If approved and once completed the Town/School electric bills should realize an annual credit.

ARTICLE 17: CENTRAL STREET FIRE STATION EASEMENT AGREEMENT FOR SOLAR ELECTRIC POWER

SPONSORED BY: Select Board

To see if the Town will vote to grant an easement, license agreement and or lease agreement with the approval of Town Counsel and the Select Board, and to authorize the Town Administrator to sign the appropriate documents on behalf of the Town for the installation of a roof top solar panels and any related equipment at the 59 Central Street Fire Station, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

SELECT BOARD COMMENTS: The Select Board approved this installation. Given this will be a long term agreement for the use of real property Town Meeting must also approve the installation. The Town will receive electric power credits to off-set electric expenses at the Fire Department at a discounted rate.

ARTICLE 18: ESTABLISH REVOLVING FUND FOR THE COMMUNITY FARM COMMITTEE

SPONSORED BY: Select Board

To see if the Town will vote to accept Massachusetts General Law, 53E ½ for the purposes of accepting grants and donations to the Community Farm Committee for rentals and fees for payment of utilities, repairs and maintenance with a limit of \$5,000 per year, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (UNANIMOUS)

ARTICLE 19: ROAD ACCEPTANCES

SPONSORED BY: Select Board

To see if the Town will vote to accept as public ways, Hopping Brook Road (Sta. 0+00 to Sta. 40+93.02) and Boynton Road in the Hopping Brook Definitive Subdivision, as shown on the plan entitled "Roadway Acceptance Plan in Holliston, MA" dated October 18, 2001 (revised through December 2002), prepared by Schofield Brothers of New England, Inc., Deer Run (Sta. 0+00 to Sta. 6+77.43) in the Courtland Square Definitive Subdivision as shown on a plan entitled "Acceptance Plan 'Deer Run' Holliston, MA" dated September 20, 2011, prepared by GLM

Engineering Consultants, Inc., and Indian Ridge Road South (Station 0+25 to 10+51.55) in the Clearview Estates II Subdivision as shown on the plan entitled “Street Acceptance Indian Ridge South (formerly James Road) Clearview Estates II in Holliston, MA” dated March 13, 2014, prepared by Guerriere & Halnon, Inc. such ways having been laid out as Town Ways by the Select Board and will further vote to authorize the Select Board and acquire by donation, purchase or eminent domain, rights sufficient to use Hopping Brook Road, Boynton Road, Deer Run and Indian Ridge Road South all purposed for which public ways are used in the Town of Holliston, or take any action relative thereto.

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

ARTICLE 20: WASHINGTON STREET AT WOODLAND AND HIGH STREET TRAFFIC SIGNAL LED UPGRADE

SPONSORED BY: Select Board

ESTIMATED COST: \$5,740

To see if the Town will vote to raise and appropriate or transfer from available funds \$5,740.00 for labor, materials, and equipment for the installation and upgrades of a traffic signal at Washington, Woodland and High streets, or take any action relative thereto.

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$5,740 FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)

SELECT BOARD COMMENTS: At Town Meeting.

ARTICLE 21: STORMWATER AND LAND DISTURBANCE BY-LAW AMENDMENTS
SPONSORED BY: Planning Board

To see if the Town will vote to amend General By-Law Article XLI Stormwater Management and Land Disturbance By-Law adopted in May 2008 as follows to reflect goals of the Town’s 2019 Stormwater Management Program Plan. New text is represented by ***bold italic*** text and text to be removed is represented by ~~striketrough~~ text:

A. Purpose

The purpose of this by-law is to control the adverse impacts of increased post-development stormwater runoff, nonpoint source pollution associated with development and redevelopment as well as erosion and sedimentation associated with land disturbance and construction. Increased and contaminated stormwater runoff associated with developed land uses and the accompanying increase in impervious surface are major causes of: impairment of water quality and flow, contamination of drinking water supplies, erosion of stream channels, alteration or destruction of habitat and flooding.

This bylaw seeks to meet the following objectives:

- Minimize damage to public and private property and infrastructure;
- Safeguard the public health, safety, environment and general welfare;
- Protect water resources and prevent contamination of drinking water supplies;
- Require practices that limit soil erosion and sedimentation on construction sites;

- Require practices that control volume and rate of stormwater runoff resulting from land disturbance activities;
- Establish the Town of Holliston's legal authority to ensure compliance with the provisions of this by-law through permitting, inspection, monitoring and enforcement.

B. Authority

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule statutes, pursuant to the regulations of the federal Clean Water Act, found at 40 CFR 122.34. This bylaw is intended to meet certain provisions of the Town's requirement to comply with the National Pollutant Discharge Elimination System (NPDES) Regulations (Phase I and II Rules).

C. Applicability

No person shall undertake an activity which may include clearing, ***grubbing***, grading, ***placement of fill***, excavation ***of soil*** or other site work that will result in a land disturbance exceeding any of the following thresholds, without a Land Disturbance Permit from the Planning Board.

There are two levels of review based on the amount of proposed land to be disturbed as part of a single project as follows:

Minor Land Disturbance Permit (total project disturbance is less than 40,000 s.f.)

1. Any activity that will result in soil disturbance of 10,000 s.f. or more, or more than 25% of the parcel or lot, whichever is less;
2. Paving in excess of a total of 500 s.f. of commercial and industrial driveways, parking lots and other impervious non-roadway surfaces;
3. Any activity that will disturb over 250 s.f. of land with 10% or greater slope.

Major Land Disturbance Permit

1. ***Any activity that will result in disturbance of 40,000 s.f. or more of land;***
2. ***Projects that disturb less than 40,000 s.f. if the project is part of a larger common plan of development or redevelopment which disturbs 40,000 s.f. or more;***
3. 4. An alteration, redevelopment or conversion of land use involving the following: auto fueling, service and sale facilities, fleet storage yards, commercial nurseries and landscaping facilities.

D. Exemptions

1. ~~Projects which require a Special Permit, Site Plan Review or Definitive Subdivision approval from the Planning Board or which require an Order of Conditions from the Conservation Commission* or requires Board of Health approval of a septic system upgrade.~~
2. Normal maintenance and improvement of land in agricultural or logging use which is consistent with MGL, c. 40A, s. 3 and 310 CMR 10.04.

3. Construction of *fencing and* utilities other than drainage *that disturbs less than 40,000 s.f. and* which will not alter terrain or drainage patterns.
4. Maintenance of existing dwellings, including landscaping, utility connections and driveways, provided such maintenance does not *disturb 40,000 s.f. or more or* alter drainage patterns.
5. Repairs to any stormwater treatment facility deemed necessary by the Planning Board and maintenance, reconstruction or resurfacing of any public way.

~~* For projects and/or activities within the currently regulated jurisdiction of the Conservation Commission or Planning Board as noted above, those specific application submission requirements, public notices, and fee requirements shall apply.~~

E. Administration

1. Authority. The primary authority for the administration, implementation, and enforcement of this bylaw lies with the Planning Board.
2. Land Disturbance Permits. The Planning Board shall have the authority to issue a permit for projects subject to this bylaw. Any such permit requirements may be defined and included as part of any Regulations promulgated as a result of this bylaw.
3. Regulations. The Planning Board shall adopt and periodically amend Regulations which establish and collect permit application fees, inspection fees, and in special cases, consultant fees for review of applications. Such regulations shall elaborate on the terms, conditions, definitions, enforcement, procedures and administration of this bylaw. For execution of the provisions of this bylaw, the Planning Board will utilize the policy, criteria and information, including specifications and standards of the latest editions of the Massachusetts Stormwater Management Policy and Technical Handbooks and Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas, or local equivalents based on improvements in engineering, monitoring and local maintenance experience. The regulations shall be adopted after a public hearing.
4. Waiver. The Board may waive strict compliance with any requirement of this by-law where such action is allowed by federal, state and local statutes and/or regulations, is in the public interest, and is not inconsistent with the purpose and intent of this by-law.
5. Delegation of Authority. The Planning Board may choose to delegate, in writing, its authority in whole or in part, to a qualified representative.

F. General Permit Procedures and Requirements

1. Entry. Filing an application for a permit grants the Planning Board and its agents permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.
2. Fee Structure. The Board shall obtain with each submission an Application Fee established by the Board to cover expenses connected with ~~the public hearing and~~ application review. ***The Board may, at the applicant's expense per the provisions of***

G.L. Chapter 44, Section 53G, retain a Registered Professional engineer or other professional consultant to advise the Board on any or all aspects of the application.

3. Permits. The Planning Board shall, within ~~30~~ **45** days of the receipt of a completed application:
 - a. Approve the application upon finding that the proposed plan will protect water resources and meets the objectives and requirements of this bylaw;
 - b. Approve the permit with conditions, modifications or restrictions that are required to ensure that the project will protect water resources and meets the objectives and requirements of this bylaw;
 - c. Disapprove the application if the proposed plan will not protect water resources or fails to meet the objectives or requirements of this bylaw.

After an application has been submitted, no tree removal, no utility installation, no ditching, grading or construction of drives, no grading of lots or land, no excavation except for purposes of soil testing, no dredging or filling, and no construction of buildings or structures shall commence on any part of the development site until the application has been reviewed and approved in accordance with this by-law and its' implementing regulations.

4. Failure of the Planning Board to take final action upon an application within 30 calendar days of receipt of a complete application shall be deemed to be approval of such application. Upon certification by the Town Clerk that the allowed time has passed without action by the Planning Board, the Permit shall be issued.
5. Project Completion. At completion of the project, the permittee shall submit as-built drawings of all structural stormwater controls and treatment best management practices required for the site. ***The as-built drawing shall document deviations from the approved plans, if any, and be certified by a registered professional engineer.*** This requirement may be waived at the Planning Board's discretion. No occupancy permit shall be granted unless and until the construction of all site improvements are complete or the work remaining to be done is secured.

G. Appeals. A decision of the Planning Board shall be final.

H. Enforcement. The Planning Board or an authorized agent shall enforce this bylaw and its implementing regulations and may pursue all civil and criminal remedies for such violations. Enforcement shall be further defined and included as part of any regulations promulgated as permitted under this bylaw.

I. Severability. If the provisions of any portion of this by-law shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of the by-law, or take any action relative thereto.

SELECT BOARD COMMENTS: These amendments have been prepared by the Town's engineering consultant and are part of implementation of the Town's 2019 Stormwater Management Program Plan.

ARTICLE 22: PROTECTING CONSUMERS AND ANIMALS IN HOLLISTON
SPONSORED BY: Petitioners

“A significant number of puppies, kittens, and rabbits sold at local pet shops come from large-scale, commercial breeding facilities (puppy mills) where the health and welfare of the animals are not adequately provided for. The ordinance proposed for the Holliston Town Meeting is as follows:

Section 1. Restrictions on the Sale of Animals No pet store shall sell, deliver, offer for sale, barter, auction, give away, or otherwise transfer or dispose of cats or dogs or rabbits, except for a dog, cat or rabbit displayed by a shelter or animal rescue organization.

Nothing in this section shall prohibit pet stores from collaborating with an animal care facility or animal rescue organization to offer space for such entities to showcase adoptable dogs and cats. The animal rescue organizations must be in compliance with all relevant local, state, and federal guidelines, including but not limited to registration and approval as a 501C3 nonprofit charity, in possession of a current Certificate of Solicitation from the Massachusetts Attorney General’s Office, in compliance with state and local kennel bylaws, and be listed as an approved animal rescue operation by the Massachusetts Department of Agricultural Resources.

Section 2. Transparency. Any pet shop operating within Holliston, Massachusetts must display prominently a sign next to each available animal the name of the organization and location the animal was received from, and make documentation validating this statement available to consumers as well as animal control officers and other town officials upon request.

Section 3. Recordkeeping. Each pet shop shall maintain records sufficient to document the source of each animal it acquires, for at least a period of two years following the date of acquisition. Such records shall be made available immediately upon request to the Holliston Animal Control Officer, Holliston Animal Inspector, Holliston Police or any of their designees.

Section 4. Penalties. Any person or entity, except as provided by law, who sells a dog, cat, or rabbit in violation of these bylaws shall be fined three hundred (\$300.00) dollars per violation.

Each animal sold or offered for sale in violation of this bylaw shall constitute a separate offense. Any animal being offered for sale or transferred, or displayed in violation of any of these sections may be seized or impounded.

Section 5. Enforcement. The Holliston Animal Inspector, Holliston Animal Control Officer, Holliston Police, or any of their designees shall have the authority to enforce all violations of these sections.

Any animal being offered for sale or transfer, or displayed in violation of these sections, may be seized or impounded, unless the enforcing officer determines that seizure or impoundment will be detrimental to the safety and/or health of the animal.

Animals seized pursuant to this section will be held for a period of seven days. The person or entity in violation of these sections may file an administrative hearing to appeal the seizure within seven days of the seizure of the animal(s). If after seven days, the person or entity fails to file an appeal the animal(s) shall be surrendered to Holliston Animal Control.

Section 6. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance which shall continue in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

Section 7. Applicability. If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulations, rule, ordinance, order, or policy, then the provisions of these sections shall control.

Section 8. Effective Date. This ordinance shall become effective 90 days after passage.

Definitions

Animal care facility means an animal control center or animal shelter, maintained by or under contract with any state, county, or municipality, whose mission and practice is, in whole, or significant part, the rescue and placement of animals in permanent homes or rescue organizations.

Animal rescue organization means any not-for-profit organization which has tax-exempt status under Section 501(c)(3) of the United States Internal Revenue Code, whose mission and practice is, in whole or in significant part, the rescue and placement of animals in permanent homes. This term does not include any entity housed on the premises of a breeder or broker, obtains dogs from a breeder or broker in exchange for payment or compensation, or resells dogs obtained from a breeder or broker and provides payment or compensation to such breeder or broker.

Breeder means a person who maintains dogs, cats, or rabbits for the purposes of breeding and selling its offspring.

Broker means a person who transfers dogs, cats, or rabbits at wholesale for resale by another.

Cat means a member of the species of domestic cat, *Felis catus*, including kittens.

Dog means a member of the species of domestic dog, *Canis familiaris*, including puppies.

Flea market means a building, structure, or open area occupied by one or more vendors, other than retail stores, for sale to the public of new or used goods or products.

Offer for sale means to sell, offer for sale or adoption, advertise for the sale of, barter, auction, give away or otherwise dispose of a dog or cat.

Pet shop means a retail establishment where dogs and cats are sold, exchanged, bartered or offered for sale as pet animals to the general public at retail. Such definition shall not include an animal care facility or animal rescue organization, as defined.

Rabbit means a small mammal of the family Leporidae of the order Lagomorpha Oryctogus cuniculus”

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 8th day of July A.D. 2020.

John Cronin, Chairman

SELECT BOARD

Tina Hein, Vice Chair

Benjamin Sparrell, Clerk

I have this _____ day of July 2020, 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

TOWN OF HOLLISTON - OMNIBUS BUDGET				EXPENDED	EXPENDED	EXPENDED	APPROPRIATED	REQUESTED	RECOMMENDED	20 TO 21
Page 1	DEPT.	ACCT.	ACCOUNT NAME	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	PERCENT
DEPARTMENT	NO.	NO.		2017	2018	2019	2020	2021	2021	CHANGE
BOARD OF SELECTMEN	01122	51000	PERSONAL SERVICES	217,777	225,993	233,676	239,855	289,855	289,855	
		52000	PURCHASED SERVICES	37,316	56,236	78,999	56,000	56,000	56,000	
		54000	SUPPLIES & MATERIALS	318	410	486	300	300	300	
		57000	OTHER EXPENSES	6,976	6,906	5,150	5,700	5,700	5,700	
		TOTAL	BOARD OF SELECTMEN	262,387	289,545	318,311	301,855	351,855	351,855	16.56%
FINANCE COMMITTEE	01131	51000	PERSONAL SERVICES	889	644	1,422	1,220	1,220	1,220	
		54000	SUPPLIES & MATERIALS	0	0	0	50	50	50	
		57000	OTHER EXPENSES	0	255	210	255	255	255	
		TOTAL	FINANCE COMMITTEE	889	899	1,632	1,525	1,525	1,525	0.00%
OTHER FINANCIAL ADMINISTRATION	01132	57810	RESERVE FOR TRANSFERS	116,173	146,929	144,213	315,000	600,000	600,000	
		TOTAL	OTHER FINANCIAL ADMINSTR.	116,173	146,929	144,213	315,000	600,000	600,000	90.48%
TOWN ACCOUNTANT	01135	51000	PERSONAL SERVICES	105,867	109,218	107,927	139,045	140,363	140,363	
		52000	PURCHASED SERVICES	39,459	30,000	32,033	33,061	33,075	33,075	
		54000	SUPPLIES & MATERIALS	550	550	481	550	550	550	
		57000	OTHER EXPENSES	487	687	767	700	700	700	
		TOTAL	TOWN ACCOUNTANT	146,363	140,455	141,208	173,356	174,688	174,688	0.77%
BOARD OF ASSESSORS	01141	51000	PERSONAL SERVICES	137,624	179,927	189,927	196,797	207,256	199,759	
		52000	PURCHASED SERVICES	24,592	14,069	12,762	24,000	21,804	21,804	
		54000	SUPPLIES & MATERIALS	990	1,010	985	1,000	1,000	1,000	
		57000	OTHER EXPENSES	3,274	6,491	2,735	3,473	2,900	2,900	
		TOTAL	BOARD OF ASSESSORS	166,480	201,497	206,409	225,270	232,960	225,463	0.09%
TREASURER/ COLLECTOR	01145	51000	PERSONAL SERVICES	260,531	264,483	250,054	323,301	328,130	328,130	
		52000	PURCHASED SERVICES	46,906	45,664	55,804	53,105	53,298	53,298	
		54000	SUPPLIES & MATERIALS	5,392	5,980	3,581	5,000	5,000	5,000	
		57000	OTHER EXPENSES	1,345	1,625	1,264	2,000	3,500	3,500	
		TOTAL	TREASURER/COLLECTOR	314,174	317,752	310,703	383,406	389,928	389,928	1.70%

Page 2				EXPENDED FISCAL YEAR 2017	EXPENDED FISCAL YEAR 2018	EXPENDED FISCAL YEAR 2019	APPROPRIATED FISCAL YEAR 2020	REQUESTED FISCAL YEAR 2021	RECOMMENDED FISCAL YEAR 2021	20 TO 21 PERCENT CHANGE
DEPARTMENT	DEPT. NO.	ACCT. NO.	ACCOUNT NAME							
TECHNOLOGY	01155	51000	PERSONAL SERVICES	86,872	87,741	89,935	92,184	97,645	97,645	
		52000	PURCHASED SERVICES	4,504	4,744	4,676	5,025	5,025	5,025	
		54000	SUPPLIES & MATERIALS	213	200	127	200	200	200	
		58000	CAPITAL OUTLAY	7,369	7,075	46,236	46,226	46,226	46,226	
		TOTAL	TECHNOLOGY	98,958	99,760	140,974	143,635	149,096	149,096	3.80%
TOWN CLERK	01161	51000	PERSONAL SERVICES	136,150	138,909	141,838	146,795	155,186	161,984	
		52000	PURCHASED SERVICES	3,087	3,618	5,188	5,280	5,280	5,280	
		54000	SUPPLIES & MATERIALS	1,768	1,206	792	920	920	920	
		57000	OTHER EXPENSES	2,315	2,999	3,589	3,313	3,313	3,313	
		TOTAL	TOWN CLERK	143,320	146,732	151,407	156,308	164,699	171,497	9.72%
ELECTIONS	01162	51000	PERSONAL SERVICES	14,595	4,780	13,412	14,206	28,619	28,619	
		52000	PURCHASED SERVICES	4,714	1,418	6,935	4,012	4,650	4,650	
		54000	SUPPLIES & MATERIALS	3,100	3,639	2,483	3,715	5,665	5,665	
		TOTAL	ELECTIONS	22,409	9,837	22,830	21,933	38,934	38,934	77.51%
CONSERVATION COMMISSION	01171	51000	PERSONAL SERVICES	33,990	26,712	45,969	47,806	50,459	50,459	
		52000	PURCHASED SERVICES	464	2,424	2,778	2,418	2,550	2,550	
		54000	SUPPLIES & MATERIALS	592	498	168	425	204	204	
		57000	OTHER EXPENSES	713	742	1,035	1,500	1,223	1,223	
		TOTAL	CONSERVATION COMM.	35,759	30,376	49,950	52,149	54,436	54,436	4.39%
PLANNING BOARD	01175	51000	PERSONAL SERVICES	75,277	76,308	75,193	81,947	92,312	92,312	
		52000	PURCHASED SERVICES	6,698	40,304	8,093	4,900	2,900	2,900	
		54000	SUPPLIES & MATERIALS	498	250	240	250	250	250	
		57000	OTHER EXPENSES	450	421	332	500	500	500	
		TOTAL	PLANNING BOARD	82,923	117,283	83,858	87,597	95,962	95,962	9.55%

Page 3				EXPENDED FISCAL YEAR 2017	EXPENDED FISCAL YEAR 2018	EXPENDED FISCAL YEAR 2019	APPROPRIATED FISCAL YEAR 2020	REQUESTED FISCAL YEAR 2021	RECOMMENDED FISCAL YEAR 2021	20 TO 21 PERCENT CHANGE
DEPARTMENT	DEPT. NO.	ACCT. NO.	ACCOUNT NAME							
ZONING BOARD OF APPEALS	01176	51000	PERSONAL SERVICES	3,470	4,985	4,855	7,229	6,520	6,520	
		52000	PURCHASED SERVICES	1,293	504	3,378	4,028	4,028	4,028	
		54000	SUPPLIES & MATERIALS	150	149	106	150	150	150	
		57000	OTHER EXPENSES	42	0	0	0	225	225	
		TOTAL	ZONING BOARD OF APPEALS	4,955	5,638	8,339	11,407	10,923	10,923	-4.24%
ECONOMIC DEVELOPMENT	01182	51000	PERSONAL SERVICES	8,702	8,768	8,352	9,283	0	0	
		52000	PURCHASED SERVICES	2,777	1,472	849	3,190	13,867	13,867	
		54000	SUPPLIES & MATERIALS	65	195	109	200	200	200	
		TOTAL	ECONOMIC DEV	11,544	10,435	9,310	12,673	14,067	14,067	11.00%
PUBLIC BUILDINGS	01192	52000	PURCHASED SERVICES	234,562	235,141	271,076	280,850	280,850	280,850	
		54000	SUPPLIES & MATERIALS	1,913	1,466	1,475	1,750	1,750	1,750	
		TOTAL	PUBLIC BUILDINGS	236,475	236,607	272,551	282,600	282,600	282,600	0.00%
SUSTAINABILITY COORDINATOR	01999	52000	PURCHASED SERVICES	0	0	0	0	50,000	50,000	
		TOTAL	SUSTAINABILITY COORDINATOR	0	0	0	0	50,000	50,000	#DIV/0!
POLICE	01210	51000	PERSONAL SERVICES	2,461,427	2,386,533	2,454,102	2,831,880	2,877,004	2,877,004	
		52000	PURCHASED SERVICES	132,714	161,038	145,232	135,104	99,710	99,710	
		54000	SUPPLIES & MATERIALS	32,369	33,076	30,316	27,910	17,410	17,410	
		57000	OTHER EXPENSES	12,605	26,611	17,538	21,460	22,230	22,230	
		58000	CAPITAL OUTLAY	0	1,435	1,435	1,435	1,435	1,435	
		TOTAL	POLICE	2,639,115	2,608,693	2,648,623	3,017,789	3,017,789	3,017,789	0.00%
AUXILIARY POLICE	01211	52000	PURCHASED SERVICES	0	190	190	190	190	190	
		54000	SUPPLIES & MATERIALS	9,270	11,122	8,741	7,364	7,364	7,364	
		57000	OTHER EXPENSES	3,686	1,937	4,165	6,210	6,210	6,210	
		TOTAL	AUXILIARY POLICE	12,956	13,249	13,096	13,764	13,764	13,764	0.00%

Page 4				EXPENDED FISCAL YEAR 2017	EXPENDED FISCAL YEAR 2018	EXPENDED FISCAL YEAR 2019	APPROPRIATED FISCAL YEAR 2020	REQUESTED FISCAL YEAR 2021	RECOMMENDED FISCAL YEAR 2021	20 TO 21 PERCENT CHANGE
DEPARTMENT	DEPT. NO.	ACCT. NO.	ACCOUNT NAME							
FIRE	01220	51000	PERSONAL SERVICES	652,854	650,103	642,078	773,905	765,918	765,918	
		52000	PURCHASED SERVICES	85,434	72,744	59,338	66,650	79,528	79,528	
		54000	SUPPLIES & MATERIALS	7,550	10,026	10,265	11,500	12,000	12,000	
		57000	OTHER EXPENSES	1,503	1,864	3,786	5,250	5,250	5,250	
		58000	CAPITAL OUTLAY	12,464	12,434	13,714	13,092	13,108	13,108	
			TOTAL	759,805	747,171	729,181	870,397	875,804	875,804	0.62%
			FIRE							
AMBULANCE	01231	51000	PERSONAL SERVICES	233,189	296,718	305,564	347,385	349,314	349,314	
		52000	PURCHASED SERVICES	100,797	114,368	86,791	104,050	104,050	104,050	
		54000	SUPPLIES & MATERIALS	17,763	19,613	16,913	24,100	24,100	24,100	
		57000	OTHER EXPENSES	220	95	90	2,000	2,000	2,000	
		58000	CAPITAL OUTLAY	214	58	2,048	0	0	0	
			TOTAL	352,183	430,852	411,406	477,535	479,464	479,464	0.40%
			AMBULANCE							
BUILDING INSPECTION	01241	51000	PERSONAL SERVICES	127,831	128,934	138,863	132,089	134,876	134,876	
		52000	PURCHASED SERVICES	1,125	610	2,531	4,100	14,100	14,100	
		54000	SUPPLIES & MATERIALS	698	700	408	700	700	700	
		57000	OTHER EXPENSES	285	697	1,078	1,800	1,800	1,800	
		58000	CAPITAL OUTLAY	0	0	0	25,000	2,500	2,500	
			TOTAL	129,939	130,941	142,880	163,689	153,976	153,976	-5.93%
			BUILDING INSPECTION							
SEALER OF WEIGHTS AND MEASURES	01244	51000	PERSONAL SERVICES	0	0	0	0	0	0	
			TOTAL	0	0	0	0	0	0	0.00%
EMERGENCY MANAGEMENT	01291	52000	PURCHASED SERVICES	7,223	10,223	7,463	10,515	10,515	10,515	
		54000	SUPPLIES & MATERIALS	0	0	0	311	311	311	
		57000	OTHER EXPENSES	239	0	0	450	450	450	
			TOTAL	7,462	10,223	7,463	11,276	11,276	11,276	0.00%
			EMERGENCY MANAGEMENT							

Page 5				EXPENDED FISCAL YEAR 2017	EXPENDED FISCAL YEAR 2018	EXPENDED FISCAL YEAR 2019	APPROPRIATED FISCAL YEAR 2020	REQUESTED FISCAL YEAR 2021	RECOMMENDED FISCAL YEAR 2021	20 TO 21 PERCENT CHANGE
DEPARTMENT	DEPT. NO.	ACCT. NO.	ACCOUNT NAME							
ANIMAL CONTROL OFFICER	01292	52000	PURCHASED SERVICES	38,000	38,000	38,000	38,000	38,000	38,000	
		TOTAL	ANIMAL CONTROL OFFICER	38,000	38,000	38,000	38,000	38,000	38,000	0.00%
SCHOOL	01300	51000	PERSONAL SERVICES	25,169,511	26,083,236	26,722,416	28,471,268	28,541,938	28,541,938	
		52000	PURCHASED SERVICES	3,287,458	3,529,150	3,803,185	3,590,764	3,849,731	3,849,731	
		54000	SUPPLIES & MATERIALS	475,585	552,185	567,930	580,885	580,885	580,885	
		55000	FUELS	104,000	84,000	78,002	59,951	54,000	54,000	
		56000	INTERGOVERNMENTAL	2,355,466	1,916,032	1,300,290	1,680,330	1,527,073	1,527,073	
		57000	OTHER EXPENSES	338,315	360,515	420,938	379,258	400,781	400,781	
		58000	CAPITAL OUTLAY	153,402	153,402	217,354	184,807	185,307	185,307	
		TOTAL	SCHOOL	31,883,737	32,678,520	33,110,115	34,947,263	35,139,715	35,139,715	0.55%
KEEFE TECHNICAL SCHOOL	01371	56000	INTERGOVERNMENTAL	840,586	978,807	1,204,273	1,252,946	1,214,357	1,214,357	-3.08%
DEPARTMENT OF PUBLIC WORKS - HIGHWAY	01420	51000	PERSONAL SERVICES	757,015	751,396	712,564	818,206	817,487	817,487	
		52000	PURCHASED SERVICES	136,476	134,783	179,736	151,924	262,244	262,244	
		54000	SUPPLIES & MATERIALS	64,473	65,623	63,126	70,031	64,279	64,279	
		57000	OTHER EXPENSES	580	580	584	606	606	606	
		58000	CAPITAL OUTLAY	420,911	138,933	210,505	320,875	320,875	320,875	
		TOTAL	DPW - HIGHWAY	1,379,455	1,091,315	1,166,515	1,361,642	1,465,491	1,465,491	7.63%
FACILITIES MANAGER	01422	51000	PERSONAL SERVICES	0	0	0	60,975	95,683	95,683	
		52000	PURCHASED SERVICES	0	0	0	0	600	600	
		54000	SUPPLIES & MATERIALS	0	0	0	0	500	500	
		57000	OTHER EXPENSES	0	0	0	0	1,000	1,000	
		TOTAL	FACILITIES MANAGER	0	0	0	60,975	97,783	97,783	60.37%
DEPARTMENT OF PUBLIC WORKS - SNOW AND ICE REMOVAL	01423	51000	PERSONAL SERVICES	60,976	56,942	53,779	50,000	50,000	50,000	
		52000	PURCHASED SERVICES	112,396	142,701	140,290	106,215	106,215	106,215	
		54000	SUPPLIES & MATERIALS	134,898	125,837	138,717	93,785	93,785	93,785	
		TOTAL	DPW - SNOW AND ICE	308,270	325,480	332,786	250,000	250,000	250,000	0.00%
STREET LIGHTING	01424	52100	STREET LIGHTING	54,304	60,338	68,821	62,430	70,000	70,000	12.13%
SOLID WASTE	01433	52910	SOLID WASTE	1,008,551	967,696	1,027,896	1,287,851	1,222,851	1,222,851	-5.05%

Page 6				EXPENDED FISCAL YEAR 2017	EXPENDED FISCAL YEAR 2018	EXPENDED FISCAL YEAR 2019	APPROPRIATED FISCAL YEAR 2020	REQUESTED FISCAL YEAR 2021	RECOMMENDED FISCAL YEAR 2021	20 TO 21 PERCENT CHANGE
DEPARTMENT	DEPT. NO.	ACCT. NO.	ACCOUNT NAME							
WASTEWATER TREATMENT	01440	52000	PURCHASED SERVICES	72,090	104,152	83,051	89,790	89,790	89,790	
		54000	SUPPLIES & MATERIALS	571	338	2,956	2,000	2,000	2,000	
		TOTAL	WASTEWATER	72,661	104,490	86,007	91,790	91,790	91,790	0.00%
OTHER PUBLIC WORKS	01499	54000	MOTOR VEHICLE FUELS	84,766	94,425	85,113	115,000	115,000	115,000	0.00%
BOARD OF HEALTH	01512	51000	PERSONAL SERVICES	127,056	130,111	132,066	136,233	145,417	145,417	
		52000	PURCHASED SERVICES	3,132	2,850	4,510	6,600	7,350	7,350	
		54000	SUPPLIES & MATERIALS	179	708	347	800	650	650	
		57000	OTHER EXPENSES	506	440	481	1,100	1,100	1,100	
		TOTAL	BOARD OF HEALTH	130,873	134,109	137,404	144,733	154,517	154,517	6.76%
COUNCIL ON AGING	01541	51000	PERSONAL SERVICES	139,279	151,681	156,479	171,492	175,439	175,439	
		52000	PURCHASED SERVICES	36,917	37,158	40,648	47,700	58,272	58,272	
		54000	SUPPLIES & MATERIALS	11,616	11,006	10,400	10,000	9,250	9,250	
		57000	OTHER EXPENSES	0	475	567	1,200	1,200	1,200	
		TOTAL	COUNCIL ON AGING	187,812	200,320	208,094	230,392	244,161	244,161	5.98%
YOUTH SERVICES	01542	51000	PERSONAL SERVICES	76,623	95,708	85,105	117,756	137,904	137,904	
		52000	PURCHASED SERVICES	1,178	1,826	2,498	6,350	6,350	6,350	
		54000	SUPPLIES & MATERIALS	261	1,000	990	1,000	1,000	1,000	
		57000	OTHER EXPENSES	139	325	3,260	3,000	3,000	3,000	
		TOTAL	YOUTH SERVICES	78,201	98,859	91,853	128,106	148,254	148,254	15.73%
VETERANS' SERVICES	01543	54000	SUPPLIES & MATERIALS	1,122	1,230	1,307	1,300	1,450	1,450	
		56000	INTERGOVERNMENTAL	21,319	26,270	28,492	42,353	42,354	42,354	
		57000	BENEFITS	19,254	17,163	24,371	25,000	50,000	50,000	
		TOTAL	VETERANS' SERVICES	41,695	44,663	54,170	68,653	93,804	93,804	36.63%

DEPARTMENT	DEPT. NO.	ACCT. NO.	ACCOUNT NAME	EXPENDED FISCAL YEAR 2017	EXPENDED FISCAL YEAR 2018	EXPENDED FISCAL YEAR 2019	APPROPRIATED FISCAL YEAR 2020	REQUESTED FISCAL YEAR 2021	RECOMMENDED FISCAL YEAR 2021	20 TO 21 PERCENT CHANGE
LIBRARY	01610	51000	PERSONAL SERVICES	314,901	320,441	333,904	344,699	352,629	352,629	
		52000	PURCHASED SERVICES	70,910	78,478	79,492	75,163	74,719	74,719	
		54000	SUPPLIES & MATERIALS	79,583	80,791	84,980	87,555	87,355	87,355	
		57000	OTHER EXPENSES	360	205	251	300	300	300	
		TOTAL	LIBRARY	465,754	479,915	498,627	507,717	515,003	515,003	1.44%
PARKS	01650	51000	PERSONAL SERVICES	94,009	118,696	115,944	124,218	131,009	131,009	5.47%
RAIL TRAIL	01660	52000	PURCHASED SERVICES	0	0	0	0	1,000	1,000	#DIV/0!
CELEBRATIONS	01692	54000	SUPPLIES & MATERIALS	1,980	1,998	1,954	2,000	2,000	2,000	0.00%
DEBT SERVICE	01710	52000	PURCHASED SERVICES	2,579	2,056	2,034	4,012	4,000	4,000	
		59000	DEBT SERVICE	5,525,875	5,461,817	5,383,519	5,294,857	3,013,054	3,013,054	
		TOTAL	DEBT SERVICE	5,528,454	5,463,873	5,385,553	5,298,869	3,017,054	3,017,054	-43.06%
COUNTY RETIREMENT	01911	51000	BENEFITS	1,783,122	1,853,061	1,961,571	2,010,385	2,144,455	2,144,455	6.67%
WORKERS' COMPENSATION	01912	51000	BENEFITS	210,007	225,588	243,607	281,947	302,072	302,072	7.14%
UNEMPLOYMENT	01913	51000	BENEFITS	38,453	2,464	7,717	50,000	100,000	100,000	100.00%
EMPLOYEE BENEFITS	01914	51750	INSURANCE	4,897,535	5,230,974	5,331,309	5,767,481	5,875,659	5,875,659	
		51790	BENEFITS	1,528,182	1,505,642	1,519,426	1,602,875	1,580,982	1,580,982	
		TOTAL	EMPLOYEE BENEFITS	6,425,717	6,736,616	6,850,735	7,370,356	7,456,641	7,456,641	1.17%
LIABILITY INSURANCE	01945	57000	OTHER EXPENSES	223,253	234,141	188,974	275,572	275,572	275,572	0.00%
DEPARTMENT OF PUBLIC WORKS - WATER	61450	51000	PERSONAL SERVICES	724,598	750,532	763,242	844,466	809,471	809,471	
		52000	PURCHASED SERVICES	429,125	462,529	499,381	464,500	495,164	495,164	
		54000	SUPPLIES & MATERIALS	262,682	244,449	231,203	268,500	267,701	267,701	
		56000	INTERGOVERNMENTAL	3,265	2,976	3,230	3,600	4,000	4,000	
		57000	OTHER EXPENSES	5,997	5,431	5,606	9,000	5,678	5,678	
		58000	CAPITAL OUTLAY	10,395	5,402	15,000	15,000	15,000	15,000	
		59000	DEBT SERVICE	774,500	746,400	723,425	705,326	682,101	682,101	
		TOTAL	DPW - WATER	2,210,562	2,217,719	2,241,087	2,310,392	2,279,115	2,279,115	-1.35%
TOTAL OMNIBUS BUDGET				58,634,491	59,845,967	60,921,160	64,933,426	63,733,390	63,732,691	-1.85%

	FY16		FY17		FY18		FY19		FY20		FY21	
	BUDGETED	%chg	BUDGETED	%chg	BUDGETED	%chg	BUDGETED	%chg	BUDGETED	%chg	PROJECTED	%chg
PROPERTY TAX												
Base levy	39,258,578	4.3	41,111,521	4.7	42,938,995	4.4	44,967,972	4.7	47,079,168	4.7	48,965,924	4.0
New growth	850,223	30.8	757,068	-11.0	932,198	23.1	962,923	3.3	692,465	-28.1	325,000	-53.1
Excluded debt	2,652,489	-0.7	2,912,396	9.8	2,880,062	-1.1	2,830,376	-1.7	2,797,416	-1.2	2,100,605	-24.9
Override	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL LEVY	42,761,290	4.4	44,780,985	4.7	46,751,255	4.4	48,761,271	4.3	50,569,049	3.7	51,391,529	1.6
STATE AID												
General	8,723,984	1.3	8,917,803	2.2	9,112,715	2.2	9,201,436	1.0	10,410,654	13.1	8,328,523	-20.0
Offsets	1,054,688	35.2	1,093,799	3.7	980,951	-10.3	825,680	-15.8	727,036	-11.9	727,036	0.0
School Building Asst.	2,260,046	0.0	2,184,016	-3.4	2,184,016	0.0	2,184,016	0.0	2,184,017	0.0	951,513	-56.4
TOTAL STATE AID	12,038,718	3.3	12,195,618	1.3	12,277,682	0.7	12,211,132	-0.5	13,321,707	9.1	10,007,072	-24.9
LOCAL RECEIPTS												
MV excise	2,000,048	8.1	1,900,000	-5.0	1,950,000	2.6	2,050,000	5.1	2,110,000	2.9	2,100,000	-0.5
Interest	20,000	-9.1	25,000	25.0	25,000	0.0	35,000	40.0	50,000	42.9	35,000	-30.0
Water	2,979,293	22.8	3,813,091	28.0	4,196,564	10.1	2,277,456	-45.7	3,303,188	45.0	2,353,827	-28.7
Ambulance Fees	484,028	4.0	354,000	-26.9	354,000	0.0	354,000	0.0	360,000	1.7	300,000	-16.7
Other	981,220	6.2	890,000	-9.3	930,000	4.5	987,339	6.2	974,885	-1.3	710,397	-27.1
TOTAL	6,464,589	13.7	6,982,091	8.0	7,455,564	6.8	5,703,795	-23.5	6,798,073	19.2	5,499,224	-19.1
AVAILABLE FUNDS												
Free Cash	2,773,684	#####	2,005,149		2,273,203	13.4	3,022,466	33.0	3,067,104	33.0	0	1.5
Capital Expenditure Fd.	1,502,037	0.0	1,412,570	0.0	1,558,360	0.0	1,341,460	0.0	2,433,627	0.0	0	0.0
Community Preservation	484,500	0.0	653,000	0.0	1,083,800	0.0	266,500	0.0	747,122	0.0	0	0.0
Other	360,200	0.0	466,000	0.0	0	0.0	0	0.0	0	0.0	0	0.0
TOTAL	5,120,421	-17.2	4,536,719	-11.4	4,915,363	8.3	4,630,426	-5.8	6,247,853	-5.8	0	34.9
TOTAL REVENUES												
Tax Levy	42,761,290	4.4	44,780,985	4.7	46,751,255	4.4	48,761,271	4.3	50,569,049	4.3	51,391,529	3.7
State Aid	12,038,718	3.3	12,195,618	1.3	12,277,682	0.7	12,211,132	-0.5	13,321,707	-0.5	10,007,072	9.1
Local Receipts	6,464,589	13.7	6,982,091	8.0	7,455,564	6.8	5,703,795	-23.5	6,798,073	-23.5	5,499,224	19.2
Available Funds	5,120,421	-17.2	4,536,719	-11.4	4,915,363	8.3	4,630,426	-5.8	6,247,853	-5.8	0	34.9
TOTAL	66,385,018	2.9	68,495,413	3.2	71,399,864	4.2	71,306,624	-0.1	76,936,682	-0.1	66,897,825	7.9

Residential (87.45%)	37,439,305	39,259,848	41,055,970	42,821,125	44,222,481	44,941,738
Commercial (2.90%)	1,357,928	1,357,088	1,389,354	1,449,087	1,465,997	1,489,840
Industrial (7.06%)	2,888,910	3,110,980	3,161,413	3,297,335	3,572,450	3,630,555
Personal (2.59%)	1,075,147	1,053,070	1,144,517	1,193,725	1,308,120	1,329,396
TOTAL	42,761,290	44,780,985	46,751,255	48,761,271	50,569,049	51,391,529

NOTES: This table reflects annual and special town meeting appropriations through FY20. The amount shown for Excluded Debt is net after SBAB reimbursements. The amount shown for State Aid does not include the SBAB reimbursement.

Local Receipts figures reflect the amount estimated for budgeting purposes. The actual receipts collected each year are, overall, generally an amount greater than budgeted. The Local Receipts Other line includes departmental receipts, the solid waste fee, penalties and interest on taxes and excises and rentals. The Available Funds Other line includes Overlay Surplus, Stabilization Fund and miscellaneous sources which are most often used to fund special projects and therefore do not affect the amount available for general operations. The adjusted % amount at the bottom indicates the percentage change in total revenue after removing the Available Funds Other amount from the total.

FY19 WAGES AND BENEFITS

DEPARTMENTS	GROSS WAGES	DISABILITY INSURANCE	HEALTH INSURANCE	LIFE INSURANCE	MEDICARE	WORKERS COMP	MIDDLESEX RETIREMENT	OPEB ALLOCATION	TOTAL BENEFITS
122-SELECTMEN	242,442.57	1,205.77	31,769.40	126.00	3,104.17	253.34	46,683.37	10,157.86	93,299.91
131-FINANCE COMMITTEE	1,779.56				25.80	1.25		0.00	27.05
135-TOWN ACCOUNTANT	111,430.59	570.78	13,186.20	42	1,433.01	77.16	21,947.63	4,212.84	41,469.62
141-ASSESSORS	171,063.26	698.66	34,577.60	133	2,059.27	1,264.77	26,796.21	11,054.42	76,583.93
145-TREASURER/COLLECTOR	250,032.21	1,211.68	20,924.40	112	3,249.68	180.30	46,744.19	6,699.55	79,121.79
155-TECHNOLOGY	91,006.69	467.26	5,397.60	42	1,250.13	63.28	17,932.46	1,732.37	26,885.10
161-TOWN CLERK	148,591.63	626.70	17,500.80	84	1,897.61	102.75	24,248.14	5,600.30	50,060.30
162-ELECTIONS	29,609.98	67.86	3,171.60	8.05	383.21	3.85	2,804.41	1,012.64	7,451.62
171-CONSERVATION COMMISSION	42,117.04	218.91			602.40	29.48	8,401.82	0.00	9,252.61
175-PLANNING BOARD	90,987.18	440.81	4,824.00		1,270.97	63.27	16,790.58	1,536.32	24,925.95
210-POLICE DEPARTMENT	2,854,045.24	11,414.57	128,862.82	794.5	34,902.77	64,993.01	444,128.02	41,292.49	726,388.18
215-DETAIL POLICE OFFICERS	180,977.43	353.80	9,027.00	25.55	1,233.35	0.00	16,146.85	2,883.00	29,669.55
220-FIRE DEPT	1,022,972.14	1,557.41	294,509.99	297.5	11,988.12	22,216.21	59,592.91	93,888.53	484,050.67
241-BUILDING DEPARTMENT	236,766.03	717.72	13,856.10	53.55	3,172.45	4,417.14	27,682.36	4,429.86	54,329.18
265-COMMUNITY PRESERVATION COMMITTEE	22,164.39				321.43			0.00	321.43
420-DPW-HIGHWAY	745,424.22	3,490.35	143,577.50	343	8,629.12	25,387.73	132,817.63	45,834.94	360,080.27
430-DPW DIRECTOR	105,066.96	530.20	11,832.00	42	1,379.58	3,812.95	20,502.31	3,781.56	41,880.60
450-DPW-WATER	510,507.64	2,385.38	42,451.60	336	6,886.00	12,882.23	90,726.74	13,626.74	169,294.69
512-BOARD OF HEALTH	136,915.37	540.32	5,056.80	84	1,909.41	405.50	20,765.14	1,637.21	30,398.38
541-COUNCIL ON AGING	210,074.15	975.80	16,538.40	168	2,762.70	3,183.17	37,617.78	5,320.55	66,566.40
542-YOUTH & FAMILY SERVICES	86,437.52	388.78	18,805.20	59.5	1,021.97	59.66	16,970.42	6,007.92	43,313.45
543-VETERANS DISTRICT	93,967.56	329.40		42	1,288.59	65.28	12,563.89	13.38	14,302.53
610-LIBRARY	352,559.76	1,260.74	11,832.00	42	4,929.78	241.39	47,216.71	3,781.56	69,304.19
650-PARK	243,094.81	532.37	22,706.20	42	3,280.89	5,049.81	20,423.09	7,244.71	59,279.07
TOWN TOWN	7,980,033.93	29,985.27	850,407.21	2,876.65	98,982.41	144,753.53	1,159,502.66	271,748.74	2,558,256.47
910-MILLER SCHOOL	5,430,826.92		358,473.30	1443.05	74,775.18	43,583.83	34,862.03	114,624.01	627,761.40
911-PLACENTINO SCHOOL	5,114,792.41		385,895.70	1379	68,833.79	40,418.14	33,165.46	123,336.93	653,029.02
912-SUBSTITUTES/TUTORS	401,293.09		19,563.00	94.5	5,355.16	2,861.56	10,126.79	6,260.40	44,261.41
913-HIGH SCHOOL	7,288,263.15		551,892.60	1603	99,696.60	57,561.74	80,963.18	176,273.97	967,991.09
914-ADAMS MIDDLE SCHOOL	6,111,244.53		483,662.80	1421	81,211.24	48,275.08	72,274.82	154,486.59	841,331.53
915-SCHOOL ADMINISTRATION	760,976.16		17,649.40	126	10,801.44	6,011.71	23,514.56	5,661.00	63,764.11
916-SCHOOL CAFETERIA	350,370.61		118,414.76	224	3,868.95	10,147.88	49,320.24	37,783.36	219,759.19
917-PARAPROFESSIONALS	2,459,224.30		459,630.01	1060.5	31,192.24	19,466.22	425,953.87	146,717.96	1,084,020.80
918-SCHOOL CLERICAL	416,228.63		26,100.00	252	5,611.82	3,283.47	82,271.74	8,392.43	125,911.46
919-CUSTODIANS/MAINTENANCE	407,056.69		78,109.40	210	5,181.02	11,787.24	74,739.91	24,942.69	194,970.26
920-BUS DRIVERS	69,250.82		17,649.40	42	833.20	2,576.13	8,253.42	5,634.25	34,988.40
921-EXTENDED DAY	928,605.19		113,969.36	507.5	12,277.39	7,293.32	169,070.50	36,457.91	339,575.97
922-NURSES	354,547.31	16.81		82.6	5,137.73	2,274.42		26.31	7,537.87
923-COACHES	168,136.18		1,123.80	3.5	2,426.68	1,283.11	731.82	359.02	5,927.92
924-EXTENDED SCHOOL YEAR PROGRAM	26,114.00				378.68	206.30		0.00	584.98
TOTAL SCHOOL	30,286,929.99	16.81	2,632,133.53	8,448.65	407,581.12	257,030.15	1,065,248.34	840,956.82	5,211,415.42
									0.00
Retirees-Direct Bill			162,947.70	276.85				51,982.78	215,207.33
Retirees-Middlesex Retirement			313,452.70	766.5				100,070.65	414,289.85
Retirees-Teachers Retirement			736,912.80	1737.75				235,241.01	973,891.56
									0.00
TOTAL RETIREES	0.00	0.00	1,213,313.20	2,781.10	0.00	0.00	0.00	387,294.44	1,603,388.74
									0.00
TOTAL TOWN, SCHOOL AND RETIREES	38,266,963.92	30,002.08	4,695,853.94	14,106.40	506,563.53	401,783.68	2,224,751.00	1,500,000.00	9,373,060.63

NOTES:

1. Employee wages and benefits are charged to the employee "home" departments if they worked in more than one location.
2. Wages do not include contributions to a health savings account, meals, 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 FY19 is broken down as follows:

NORMAL COST:	527,138.00
UNFUNDED ACCRUED LIABILITY:	1,620,294.00
PAYMENT ON 2002 ERI:	56,414.00
PAYMENT ON 2003 ERI:	20,905.00
TOTAL RETIREMENT ASSESSMENT:	2,224,751.00

Payment to Middlesex Retirement on July 1 was \$2,224,751 of which \$41,131 was applied to our unfunded liability.

5. \$4,205,796 was contributed by the Commonwealth of Mass on behalf of the Town for employees enrolled in the Mass. Teachers Retirement System as of 6/30/2019.(1)

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

(1) 6/30/19 Town of Holliston financial statements

REVOLVING ACCOUNTS FY20

SCHOOL DEPARTMENT	BALANCE JULY 1	REVENUE	EXPENDITURES	BALANCE MARCH 31
Cafeteria	110,131	496,854	472,694	134,291
Elementary After School	9,679	1,045	1,240	9,484
Adult Education	22,896	1,540		24,436
Industrial Arts	6,690	440	623	6,507
Drama	204			204
School Tuition	747,168	636,144		1,383,312
Extended Day Care	760,966	1,156,000	1,132,384	784,582
Athletic	106,885	192,584	6,001	293,468
School Community Use	52,614	43,346	4,849	91,111
Cable TV Studio Rental	24,560	12,280		36,840
Student Bus Program	141,307	199,640		340,947
SPED 50-50	1,126,155	1,216,136		2,342,291
School Choice	605,785	498,904	1,244	1,103,445
High School Parking Lot	15,061	10,850		25,911
High School Transcript Fees	23,875			23,875
Miller Student Revolving	4,460			4,460
Middle Student Revolving	5,969			5,969
Lost Books/Middle School	5,879			5,879
High School Student Revolving	26,242	12,025		38,267
Lost Books/High School	4,232	122		4,354
Total School Department	3,800,758	4,477,910	1,619,035	6,659,633
TOWN DEPARTMENTS				
Park Department	352,640	302,061	312,945	341,756
Assessors Abutters	2,686	2,859	40	5,505
Conservation Fees	45,824	2,925		48,749
Conservation By-Laws	92,885	7,130		100,015
Community Farm	0	100		100
Agricultural Commission	3,715		2,920	795
Town Hall Rental	35,898	4,125	290	39,733
Building Department	108,007	84,687	52,534	140,160
Sealer of Weights/Measures	24,005	4,974	3,161	25,818
Emergency Management	72,628			72,628
School Tech Repair & Replace	112,041	34,140	11,612	134,569
Composting Kit Fees	1,252	528		1,780
Flourescent Bulb	897			897
Health Inoculations	14,177	11,724	16,634	9,267
Senior Center Nutrition	19,539	5,220	1,940	22,819
Senior Center Van	8,419	40,953	44,604	4,768
Senior Center Rentals	1,179			1,179
Pinecrest Golf Course	207,972	171,888	232,871	146,989
Selectmen Insurance Recovery	-451	2,500		2,049
MTBE Settlement	58,377			58,377
Tax Title Revolving	11,826	4,062	105	15,783
Police Insurance Recovery	8,120	9,503	11,504	6,119
Fire Insurance Recovery	8,616		4,495	4,121
School Insurance Recovery	0	35,091		35,091
Highway Insurance Recovery	3,627	26,449	26,449	3,627
COA Insurance Recovery	0			0
Library Insurance Recovery	-2,553	2,440		-113
Total Town Departments	1,191,326	753,359	722,104	1,222,581
Grand Total Revolving	4,992,084	5,231,269	2,341,139	7,882,214

HOLLISTON LONG TERM DEBT SCHEDULE

6/29/2020

FISCAL YEAR	INSIDE THE LEVY LIMIT						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
2011	604,887	604,887	1.70%
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	2,867,104	6.11%
AVERAGE	1,800,931	1,780,931	4.13%

RESERVE FUND ANALYSIS

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	ATM	STM	TRANSFERS OUT	BALANCE JUNE 30
2011	235,000		212,562	22,438
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
AVERAGE	234,988	170,000	109,406	159,582

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
2011	274,999	0.77%	230,460	0.65%	0		44,539
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%	0		114,160
2015	285,468	0.70%	184,368	0.45%			101,100
2016	393,125	0.92%	268,611	0.63%			124,514
2017	421,353	0.95%	210,103	0.47%			211,250
2018	344,954	0.74%	164,177	0.35%			180,777
2019	328,160	0.69%	206,889	0.43%			121,271
2020	342,290	0.68%	121,499	0.24%			220,791
Totals:	3,236,265	N/A	1,875,686	N/A	242,177	0	1,118,402
Averages:	323,627	0.77%	187,569	0.45%	24,218	0	111,840

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
2011	931,566	686,000	54,552	3,114	444,179	1,231,053
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	52,154	42,523	1,472,144	6,474,055
AVERAGE	1,625,482	1,646,569	66,076	12,327	1,170,724	2,179,731

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
2011	788,182	258,887	1,976	0	1,049,045
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	30,034		6,555,615
AVERAGE	3,466,839	944,171	29,520	396,948	4,043,582

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	757,981		15,947,526
AVERAGE	5,306,236	1,811,737	469,854	0	7,587,827

WATER SURPLUS/RETAINED EARNINGS

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUES	EXPENSES	TRANSFERS	BALANCE JUNE 30
2011	987,779	2,216,497	2,125,333	-247,085	831,858
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	2,028,391	2,111,009		1,215,752
Averages:	991,540	2,668,750	2,551,410	-94,543	1,014,338

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	1,047,294			2,531,871
AVERAGE	1,043,591	1,235,974	0	729,600	1,549,965

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	110,019		60,000	562,364
AVERAGE	248,758	129,473	0	17,000	361,231

COMMUNITY PRESERVATION FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	TAX REVENUES	STATE REVENUE	EXPENSES	BALANCE JUNE 30
2011	2,205,563	387,562	100,227	279,002	2,414,350
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	455,503	131,683	44,878	3,009,713
AVERAGE	2,462,670	472,236	120,694	512,515	2,543,085

GOLF COURSE CAPITAL/REVOLVING ACCOUNT

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUES	EXPENSES	ADJUSTMENTS	BALANCE JUNE 30
2011	476	188,250	186,050		2,676
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	171,888	232,871		146,989
AVERAGE	60,339	204,791	189,938	-202	74,991

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
2011	114,210	54,718	4,500	14,441	178,869
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	53,143			249,643
AVERAGE	163,532	66,619	3,519	-49,556	177,075

CONSERVATION TRUST FUND

ALL CURRENT YEAR BALANCES AS OF MARCH 31

FISCAL YEAR	BALANCE JULY 1	REVENUE AND INTEREST	EXPENSES	TRANSFERS	BALANCE JUNE 30
2011	20,423	275			20,698
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	80			161,981
AVERAGE	30,865	15,370	1,214	0	45,021

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.

