

Town of Holliston, Massachusetts

Report of the

**FINANCE
COMMITTEE**

for the

October 25, 2010 Special Town Meeting

To the Citizens of the Town of Holliston:

The Finance Committee respectfully submits this Warrant and associated articles for your consideration.

Financial Overview

In May, the Finance Committee reported that the budget outlook for FY11 continued to remain somewhat uncertain, although early signs were emerging that revenue at the state level had begun to stabilize. In the months since May the revenue picture still remains uncertain and while the national recession has officially ended and state revenues have been stable for several months, local aid will likely continue to decline for the foreseeable future, but at a rate that is lower than the steep declines we have seen over the past few years. It is therefore essential that we continue to be fiscally conservative since there is still no significant revenue growth on the horizon. Over the last several months, as FY10 closed and we received “final” state aid figures for FY11, our early projections used in formulating the FY11 budget have proven to be fairly accurate, and at this time the budget needs no significant modification; the recommendations in Article 2 make a series of adjustments based on these final numbers. The recommendations in this warrant reflect a balance between the need to monitor operating expenses while at the same time maintaining the town’s services and capital equipment.

Committee Objectives for October Town Meeting

With the current economic climate, the Finance Committee recommends no new additions to the operating budget—the adjustments in Article 2 only reflect adjustments due to the differences between preliminary and final numbers received after the May Town Meeting. In Article 7 we are recommending a series of capital purchases, in line with the Committee’s commitment to implement a regular capital replacement program (funding for which has been set-aside annually as part of the May budgeting process).

Capital Reserve/Stabilization Funds

Over the past three fiscal years, the Finance Committee has worked to build approximately \$350,000 into the annual omnibus budget to support the ongoing capital needs of the town. At the May town meeting this amount was placed in the Capital Reserve Fund for this purpose. In Article 5, an additional \$190,000 is being placed in the Capital Reserve to fund the recommended capital purchases in Article 7.

The Finance Committee sees no significant surplus or deficit in the budget at this time and therefore is recommending no change to the stabilization fund. A recommendation will be made at Town Meeting should the fiscal situation change.

Capital Spending

At this time, the Finance Committee, in Article 7, is recommending the following purchases, all part of the town's long-term capital plan:

- \$16,900 for a replacement mower for the town's parks and fields;
- \$31,821 for the lease-purchase of a street sweeper;
- \$58,000 for police patrol vehicles;
- \$42,000 for a dump truck / plow vehicle;
- \$17,000 for various replacement technology;
- \$40,000 for the exterior repair of Town Hall;
- \$164,279 for the School Department
- \$850,000 for a Fire Department ladder truck to be financed over a period of time not to exceed five years

As always, the Finance Committee is indebted to the many Town officials and employees whose efforts make this process and report possible. We also would like to commend the other elected and appointed committees with whom the Finance Committee interacts with on an ongoing basis for all their cooperative efforts. We would especially like to thank our secretary, Faith Antonioli, for her support through our many meetings.

Respectfully submitted,

HOLLISTON FINANCE COMMITTEE

Kenneth S. Szajda, Chairman
Gordon W. Johnson, Jr., Vice-Chairman
Pamula Zicko, Secretary
James Crews

Thomas Meehan
Mark J. Schultz
John D. (Jay) Leary, Jr.

Fund balances available prior to the Finance Committee recommendations:

Available for Appropriation (estimate)	\$ 25,045	Free Cash (estimate)	\$ 200,000
Overlay Reserve	\$ 0	Water Surplus	\$ 987,779
Capital Expenditure Fund	\$1,296,881	Conservation Fund	\$ 20,429
Stabilization Fund	\$ 788,423	Open Space Fund	\$ 129,274
Ambulance Fund	\$ 291,804	Golf Course Capital	\$ 476

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 High School Auditorium on:

MONDAY, OCTOBER 25, 2010

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

ARTICLE 1. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for unpaid bills from prior years; or take any action relative thereto. **(Board of Selectmen)**

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE THE SUM OF \$9,168.64 FOR THE PURPOSE OF PAYING INVOICES FOR SERVICES FROM PRIOR FISCAL YEARS (UNANIMOUS).

ARTICLE 2. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of supplementing various accounts of the Town's fiscal year 2011 annual budget, previously voted by the Town under Articles 16 and 17 of the Warrant for the 2010 Annual Town Meeting; or take any action relative thereto. **(Board of Selectmen)**

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE \$1,936 TO THE BOARD OF SELECTMEN BUDGET; REDUCE THE EMPLOYEE BENEFITS BUDGET BY \$110,000; REDUCE THE SOLID WASTE BUDGET BY \$64,102; REDUCE THE DEBT SERVICE BUDGET BY \$131,623 AND APPROPRIATE \$412.64 FROM ARTICLE 21 OF THE WARRANT FOR THE 1999 ANNUAL TOWN MEETING TOWARD THE DEBT SERVICE BUDGET; AND APPROPRIATE \$10,406 FROM WATER SURPLUS TO THE WATER DEPARTMENT BUDGET, ALL AS SHOWN IN THE RECOMMENDED CHANGE COLUMN BELOW (FOUR IN FAVOR; MESSRS. JOHNSON, MEEHAN AND SCHULTZ OPPOSED). The Finance Committee may make additional budget recommendations or revise these recommendations at Town Meeting based on financial information that was pending at the time this report was prepared.

DEPARTMENT	CURRENT FY11 BUDGET	RECOMMENDED CHANGE	NEW FY11 BUDGET
BOARD OF SELECTMEN ACCOUNT 57000	177,166	1,936	179,102
EMPLOYEE BENEFITS 51780	1,650,397	(110,000)	1,540,397
SOLID WASTE ACCOUNT 52120	1,082,102	(64,102)	1,018,000
DEBT SERVICE ACCOUNT 57600	5,714,318	(131,623)	5,582,695
WATER DEPARTMENT ACCOUNT 57000	811,297	10,406	821,703

ARTICLE 3. To see if the Town will vote to transfer from available funds a sum of money for the purpose of reducing the amount of money to be raised through property taxes for fiscal year 2011; or take any action relative thereto. **(Board of Selectmen)**

THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN MEETING. Final figures were not available prior to the printing deadline for this Report. The Finance Committee expects to recommend a transfer of Free Cash of approximately \$200,000; the final, exact amount of Free Cash will be available at the time of Town Meeting.

ARTICLE 4. 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. **(Board of Selectmen)**

THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN MEETING.

ARTICLE 5. 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. **(Board of Selectmen)**

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE THE SUM OF \$190,000. The Finance Committee may revise this recommendation at Town Meeting based on financial information that was pending at the time this report was prepared.

ARTICLE 6. To see if the Town will vote to authorize the Board of Selectmen to hold a public auction for the purpose of disposing of surplus departmental equipment; or take any action relative thereto. **(Board of Selectmen)**

ARTICLE 7. 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 Highway, Police, School, Park, Technology, Town Hall and Fire departments, and authorize the Board of Selectmen to trade or sell used equipment toward part of the purchase price; or take any action relative thereto. **(Board of Selectmen)**

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$40,000 FROM THE CAPITAL EXPENDITURE FUND FOR EXTERIOR RESTORATION OF THE TOWN HALL, CONTINGENT ON APPROVAL OF ADDITIONAL FUNDING FROM THE COMMUNITY PRESERVATION FUND UNDER ARTICLE 8; AUTHORIZE A FIVE YEAR LEASE/PURCHASE FOR A STREET SWEEPER FOR THE HIGHWAY DEPARTMENT AND APPROPRIATE \$31,821 FROM THE CAPITAL EXPENDITURE FUND FOR THE FIRST YEAR'S EXPENSE; APPROPRIATE \$42,000 FROM THE CAPITAL EXPENDITURE FUND FOR A ONE TON DUMP TRUCK FOR THE HIGHWAY DEPARTMENT; APPROPRIATE \$58,000 FROM THE CAPITAL EXPENDITURE FUND FOR TWO POLICE DEPARTMENT

VEHICLES; APPROPRIATE \$16,900 FROM THE CAPITAL EXPENDITURE FUND FOR A MOWER DECK FOR THE PARK COMMISSION; APPROPRIATE \$17,000 FROM THE CAPITAL EXPENDITURE FUND FOR COMPUTER EQUIPMENT FOR TOWN DEPARTMENTS; APPROPRIATE \$164,279 FROM THE CAPITAL EXPENDITURE FUND FOR SCHOOL DEPARTMENT CAPITAL; AND AUTHORIZE A BORROWING NOT TO EXCEED \$850,000 FOR A TERM OF NOT MORE THAN FIVE YEARS FOR A LADDER TRUCK FOR THE FIRE DEPARTMENT (FIVE IN FAVOR; MESSRS. JOHNSON AND MEEHAN OPPOSED).

ARTICLE 8. To see if the Town will vote to act on the report of the Community Preservation Committee on the fiscal year 2011 Community Preservation budget and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year; or take any action relative thereto. (**Community Preservation Committee**)

THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN MEETING.

ARTICLE 9. To see if the Town will vote to appropriate from the Special Revenue Receipts Reserved Fund to the Health Inoculation Fund a sum of money received by the Town as reimbursement from insurance companies for administering flu vaccines; or take any action relative thereto. (**Board of Health**)

THE FINANCE COMMITTEE RECOMMENDS THAT THE SUM OF \$554.62 BE TRANSFERRED FROM RESERVE FOR APPROPRIATION TO THE HEALTH INOCULATION FUND (UNANIMOUS).

ARTICLE 10. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Open Space Fund; or take any action relative thereto. (**Open Space Committee**)

THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN RAISE AND APPROPRIATE THE SUM OF \$14,441.

ARTICLE 11. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum of \$213,874 for the development and construction of a playground facility at Goodwill Park; dedicate Goodwill Park as a public playground or recreation centre in accordance with section 14 of Chapter 45 the General Laws; authorize the Park Commission to file on behalf of the Town, any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts under the Parkland Acquisitions & Renovations for Communities (formerly Urban Self-Help) Act (301 CMR 5.00); and authorize the Park Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said development and construction; or take any action relative thereto. (**Park Commission**)

**THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION
CONTINGENT ON RECEIPT OF A STATE GRANT AND RECEIPT OF MATCHING
FUNDS FROM A QUALIFIED NON-PUBLIC ENTITY (UNANIMOUS).**

ARTICLE 12. 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 preparing a DEP replacement well permit pumping report; installing a production well; installing piping and valves; and making repairs and modifications to the water treatment equipment at Town Well #04G, 1995 Washington Street; or take any action relative thereto. **(Board of Water Commissioners)**

**THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN
MEETING.**

ARTICLE 13. 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 modifying the water treatment plants at Wells #4 and #6 and the well-houses at Wells #1 and #5; or take any action relative thereto. **(Board of Water Commissioners)**

**THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN
MEETING.**

ARTICLE 14. To see if the Town will vote to transfer from the General Fund to the Water Fund a sum received by the Town as settlement of litigation regarding the treatment facility at Town Well #04G; or take any action relative thereto. **(Board of Water Commissioners)**

**THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN
MEETING.**

ARTICLE 15. To see if the Town will vote to accept the provisions of section 53F1/2 of Chapter 44 of the General Laws and establish an Enterprise Fund for the Holliston Water Department to become effective July 1, 2011; or take any action relative thereto. **(Board of Water Commissioners and Board of Selectmen)**

**THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN
MEETING.**

ARTICLE 16. To see if the Town will vote to transfer the care, custody, management and control of that parcel of land shown as Lot 21 of Block 6 on Assessors' Map 4, totaling approximately 5 acres, from the Board of Selectmen to the Conservation Commission for the purpose of land conservation in accordance with section 8C of Chapter 40 of the General Laws; or take any action relative thereto. **(Open Space Committee and Conservation Commission)**

ARTICLE 17. To see if the Town will vote to amend Section II-B Location of Districts (Zoning Map) in the area of 2016 Washington Street (n/f Hill Financial Services) westerly to

Hopping Brook Road to re-zone approximately 20 acres from AR-1 (Agricultural-Residential District A) to I (Industrial); or take any action relative thereto. (**Board of Selectmen**)

ARTICLE 18. To see of the Town will vote to accept as a public way, Quail Run (Sta. 0+00 to 4+45.65), as shown on the following plan: "Roadway Acceptance Plan of Quail Run in Holliston, MA" dated December, 1999 (revised September 23, 2010) prepared by GLM Engineering Consultants, Inc., Holliston, MA 01746, such way having been laid out as a Town way by the Board of Selectmen; or take any action relative thereto. (**Planning Board**)

ARTICLE 19. To see of the Town will vote to accept as public ways Old Cart Path, Praying Indian Way, Tea Party Lane, and Mohawk Path (Sta. 0+00 to 39+00), as shown on the following plans: "Highlands at Holliston Layout Plan of Old Cart Path", "Highlands at Holliston Layout Plan of Praying Indian Way", "Highlands at Holliston Layout Plan of Tea Party Lane", and "Highlands at Holliston Layout Plan of Mohawk Path" dated August 27, 2010, prepared by Guerriere & Halnon, Inc., Milford, MA 01757, such ways having been laid out as Town ways by the Board of Selectmen; or take any action relative thereto. (**Planning Board**)
And you are directed to serve this Warrant by posting true copies thereof, attested, on and within the Town Hall fourteen 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 fourth day of October A.D. 2010.

Andrew M. Porter, Chairman

William McColl, Vice-Chairman

Jay Marsden, Clerk

**BOARD OF
SELECTMEN**

REVENUE ASSUMPTIONS FOR FISCAL YEAR 2011

PROPERTY TAX LEVY

Base levy	\$31,491,904
New growth	200,000
Excluded debt	2,886,900
Override	986,598
TOTAL PROPERTY TAX LEVY	35,565,402

STATE AID

General	7,943,113
Offsets	685,048
School Building Assistance	2,334,971
TOTAL STATE AID	10,963,132

LOCAL RECEIPTS

MV excise	1,650,000
Interest	25,000

Water	2,226,165
Other	1,452,087
TOTAL RECEIPTS	5,353,252

AVAILABLE FUNDS

Free Cash	200,000
Capital Expenditure Fund	0
Water Surplus	0
Community Preservation	12,000
Ambulance Fund	353,850
Other	0
TOTAL AVAILABLE FUNDS	565,850

TOTAL REVENUES	\$52,447,636
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