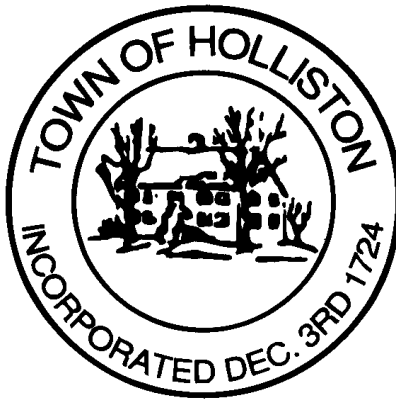


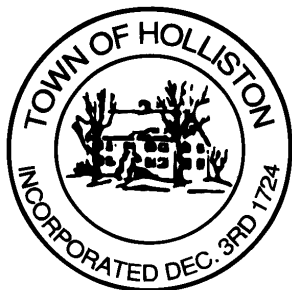
**TOWN OF HOLLISTON**  
**WARRANT for**  
**ANNUAL**  
**TOWN MEETING**



**The location of Annual Town Meeting will be:**  
**HOLLISTON HIGH SCHOOL AUDITORIUM**

**Monday**  
**May 10, 2021**  
**7:30 P.M.**

**ANNUAL TOWN ELECTION**  
**Tuesday, May 25, 2021**  
**Precincts 1-4 Vote at High School Gymnasium**



# Town of Holliston

## 2021 Annual Town Meeting Warrant

Annual Town Meeting will start at 7:30 P.M.

Monday, May 10, 2021

### TABLE OF CONTENTS

Article	Description	Pages
1	Hear Report of the Select Board	1
2	Hear Report of the Finance Committee	1
3	Authorize Treasurer/Collector to Sell Foreclosed Tax Title Properties	1
4	Compensation for Elected Officials	2
5	Pay Unpaid Bills	3
6	Current Fiscal Year Transfers	3
7	Amend Consolidated Personnel By-Law - Section 29, Job and Wage Classification Plan	4
8	Amend Consolidated Personnel By-Law - Section 8, 10, 23 & 30	7
9	Amend General By-Law - Article XLVI, Amend Article IV, and Delete Article XXXIII	7
10	Amend General By-Law - Revision to Article I and Article III	7
11	Non-Substantive By-Law Numbering Changes	8
12	Authorize the Select Board to Sell Surplus Equipment	8
13	Authorization to Expend Chapter 90 (State Aid for Highways Program)	8
14	Amend Interest Rate per Annum	9
15	Amend Income Requirements	9
16	Veterans' Tax Exemptions	9
17	Revolving Fund Spending Limits	10
18	Fiscal Year 2022 Budget	11
19	Transfer from Available Funds a Sum of Money for the Capital Expenditure Fund	11
20	Capital Expenditures (Budget)	11
21	Report of the Community Preservation Committee	12
22	Transfer from Available Funds Sum of Money for the Stabilization Fund	13
23	Establish Stabilization Fund - Pension Liability	13
24	Establish Revolving Fund - Recycling	14
25	Establish Revolving Fund - EV Charging Station	14
26	Road Acceptance - Summitpointe Drive	15
27	Removal of Temp Moratorium on Retail Cannabis [Section 8] (Requires Planning Public Hearing)	15
28	Change Use Regulations, Section 3 at Section F	17
29	Scenic Road Road Designation - South Street & Kampersal Road	18
30	Easement - First Congregational Church	18
31	Blair Square Design/Engineering	18
32	Demolition of Structure at 9 Green Street	19
33	Feasibility Study for DPW Facility	19
34	TAC Request - Pedestrian/School Safety [Woodland, Church, Elm]	20
35	Creation of "Comprehensive Long Range Plan Committee" (Citizen's Petition)	20
36	Amend By-Law Ch. XXVI Add Section 9 (Citizen's Petition)	22
37	Amend By-Law, Article III, Section 1 (Citizen's Petition)	22

**ANNUAL TOWN MEETING WARRANT**  
**May 10, 2021 HOLLISTON HIGH SCHOOL**

**TOWN OF HOLLISTON**

Commonwealth of Massachusetts

Middlesex, ss.

Town of Holliston

To any Constable of the Town of Holliston, Greetings:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of the Town of Holliston who are qualified to vote in Town affairs to meet in the Holliston High School auditorium on:

<b>Monday,</b>	<b>May 10, 2021</b>
<b>Tuesday,</b>	<b>May 11, 2021 (if necessary)</b>
<b>Wednesday,</b>	<b>May 12, 2021 (if necessary)</b>
<b>Thursday,</b>	<b>May 13, 2021 (if necessary)</b>

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

**ARTICLE 1. HEAR REPORT OF THE SELECT BOARD**

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

**SPONSORED BY: Select Board**

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

---

**ARTICLE 2. HEAR REPORT OF THE FINANCE COMMITTEE**

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

**SPONSORED BY: Finance Committee**

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

---

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

**SPONSORED BY: Select Board**

To see if the Town will vote to authorize the Town Treasurer/Collector, subject to the approval of the Select Board, to sell property acquired through foreclosure of tax titles by the Town and other real estate, after first giving notice of the time and place of the sale by posting such notice

of sale in some convenient place in the Town, by publishing such notice of such sale in a newspaper having general circulation in the Town and by posting such notice on a Holliston Cable Access Television (HCAT) bulletin board and on the Town's website at least fourteen (14) days before the sale. The Treasurer/Collector shall also give notice of such sale to the Executive Director of the Holliston Housing Authority, the Chair of the Holliston Housing Trust and the Chair of the Holliston Housing Committee or its subsequent equivalent by first class letter at least forty-five (45) days before the sale. The Treasurer/Collector may hold a public auction and may reject any bid which she/he deems inadequate, and any such advertisement, notice or indication that real property is to be offered for sale by the Town of Holliston, or any department, commission, or other subdivision of the Town shall include the following statement: "Buyers should be aware that the Town of Holliston does not guarantee this property to be in conformity with existing zoning bylaws."

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

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

---

**ARTICLE 4.            COMPENSATION FOR ELECTED OFFICIALS**  
**SPONSORED BY:    Select Board**

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

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

or take any action relative thereto.

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

---

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

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

<b>Vendor</b>	<b>Fiscal Year</b>	<b>Amount</b>	<b>Board</b>
Mead, Talerma & Costa	2020	\$111.31	Select Board
Mead, Talerma & Costa	2020	\$74.47	Select Board

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

---

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

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of supplementing various accounts of the Town's Fiscal Year 2021 annual operating budget, previously voted by the Town under Article 11 of the Warrant for the July 20, 2020 Annual Town Meeting, and under Article 1 of the Warrant for the December 5, 2020 Special Town Meeting; or take any action relative thereto.

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

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

Water additional costs were based on incorrect salary assumptions for FY21 and will be covered by Water Retained Earnings.

---

**ARTICLE 7. AMEND CONSOLIDATED PERSONNEL BY-LAW**  
**SECTION 29, JOB AND WAGE CLASSIFICATION PLAN**

**SPONSORED BY: Town Administrator**

To see if the Town will vote to amend the Consolidated Personnel By-law Section 29, Job and Wage Classification Plan, by reflecting those revisions, deletions and/or additions to be effective as of July 1, 2021; or take any action relative thereto.

**JOB CLASSIFICATION PLAN - FY2022**  
**(Full and Part-Time Employees)**

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

**JOB COMPENSATION PLAN**  
**FISCAL YEAR 2022**

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

# **JOB AND WAGE CLASSIFICATION PLAN-MANAGERIAL - FY2022**

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

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

# **JOB AND WAGE CLASSIFICATION PLAN-ADMINISTRATIVE SUPPORT - FY2022**

Administrative Assistant	A2	Office Manager	A1
HR/Benefits Specialist	HR1		

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

**JOB COMPENSATION PLAN-INTERMITTENT AND FIRE DEPARTMENT POSITIONS-FY2022****INTERMITTENT RATES**

(Temporary, Seasonal and Per Diem)

<b>Position</b>	<b>Beginning Rate</b>	<b>Each Year Returning</b>	<b>Max Rate</b>
Bathroom Cleaners	\$25 per cleaning		
Camp Counselors	Minimum Wage	.25 per hour	\$16.00
Camp Director	\$20.00		\$24.00
Camp Supervisor	\$16.00		\$20.00
Clerks to the Boards/Committees	\$18.00	.25 per hour	\$22.00
Clinic Assistants	Minimum Wage	.25 per hour	\$16.00
Clinic Counselors	\$25		\$25.00
Gate Guards	Minimum Wage	.25 per hour	\$16.00
Grounds Maintenance-Park	Minimum Wage	.25 per hour	\$16.00
IT Support	\$18.00	.25 per hour	\$22.00
Landscaper	\$15	.25 per hour	\$19.00
Life Guards	Minimum Wage plus \$1	.25 per hour	\$17.00
Lifeguard Supervisor	\$16.00		\$20.00
Mult-Sport Counselor	60% of the clinic revenues		
Per Diem Dispatchers	\$20.00	.25 per hour	\$25.56
Program Assistants	Minimum Wage	.25 per hour	\$16.00
Recycle Center Supervisor	\$20	.25 per hour	\$24.00
Temporary Clerical Employees	\$18.00	.25 per hour	\$22.00
Temporary DPW Employees	\$15	.25 per hour	\$19.00

**FIREFIGHTERS RATES**

Deputy Chief		Monthly	\$802.27
Captain		Monthly	\$531.33
Lieutenant		Monthly	\$486.51
Firefighter		Monthly	\$480.07
Fire- Weekend	Deputy, Captain, Lieutenant	Weekend	\$414.92
Fire- Weekend	Firefighters	Weekend	\$103.02
Fire Hourly	Firefighter	Hourly	\$34.57
	Lieutenant	Hourly	\$35.18
	Captain	Hourly	\$36.83
	Deputy	Hourly	\$40.13
Training		2 Hr Training	\$77.27

**AMBULANCE / EMT RATES**

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



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

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

---

**ARTICLE 8. AMEND CONSOLIDATED PERSONNEL BY-LAW**

**SPONSORED BY: Select Board**

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

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

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

---

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

**SPONSORED BY: Governance Committee**

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

---

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

**SPONSORED BY: Governance Committee**

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

---

**ARTICLE 11. NON-SUBSTANTIVE BY-LAW NUMBERING CHANGES**

**SPONSORED BY: Select Board**

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

Non-Substantive Renumbering

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

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

---

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

**SPONSORED BY: Select Board**

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

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

---

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

**SPONSORED BY: Select Board**

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

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

---

**ARTICLE 14. AMEND INTEREST RATE PER ANNUM**

**SPONSORED BY: Board of Assessors**

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

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

---

**ARTICLE 15. AMEND INCOME REQUIREMENTS**

**SPONSORED BY: Board of Assessors**

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

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

---

**ARTICLE 16. VETERANS' TAX EXEMPTIONS**

**SPONSORED BY: Board of Assessors**

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

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

M.G.L. Chapter 59 Section 5, Clause 22H (inserted by Chapter 218 of the Acts of 2018 known as an Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and Veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veteran Affairs or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been

domiciled in the commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier, sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation; and

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

Or take any action relative thereto.

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

---

**ARTICLE 17. REVOLVING FUND SPENDING LIMITS**  
**SPONSORED BY: Select Board**

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

<b>Revolving Fund</b>	<b>Spending Limit</b>
Wetlands Filing Fee	\$40,000
Council on Aging	\$5,000
Composting Kit	\$3,000
Response and Recovery	\$25,000
Abutters List	\$5,000
Building Inspection	\$100,000
Town Hall Rental	\$25,000
Senior Center Van	\$10,000
Agricultural Commission	\$10,000
Sealer of Weights and Measures	\$10,000
Fluorescent Bulb Recycling	\$3,000
Banner	\$5,000
Accident Fee	\$5,000

Inoculation	\$20,000
Cost of Prosecution	\$30,000
Nutrition	\$10,000
Pinecrest Golf Course	\$200,000
Technology Repair and Replenish	\$75,000

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

---

**ARTICLE 18. FISCAL YEAR 2022 BUDGET**

**SPONSORED BY: Omnibus Budget**

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

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

---

**ARTICLE 19. TRANSFER FROM AVAILABLE FUNDS A SUM OF MONEY FOR THE CAPITAL EXPENDITURE FUND**

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

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.

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

---

**ARTICLE 20. CAPITAL EXPENDITURES**

**SPONSORED BY: Select Board**

To see if the Town will vote to raise and appropriate or 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, Facilities Maintenance, Police and Public Works Departments, and authorize the Select Board to trade or sell used equipment toward part of the purchase price; or take any action relative thereto.

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

**SELECT BOARD COMMENTS:** The Town accomplishes capital purchases on both the Annual Town Meeting Warrant (in May) and the Special Town Meeting Warrant (in October) with what has been a relatively even split in activity between the May and October Town Meetings over the past few years. These are capital purchases that are more time sensitive in nature, but all of these requests were previously identified on the Town’s five-year capital needs assessment which has been developed into a 5-Year Capital Improvement Plan. A new 5-year capital request form has been created and is now part of the annual budget request packet that departments and Committees receive. *(\$431,840 from Capital Expenditure Fund)*

---

**ARTICLE 21.                      REPORT OF THE COMMUNITY PRESERVATION COMMITTEE**

**SPONSORED BY:                      Community Preservation Committee**

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

**Reserves**

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

**Appropriations**

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

or take any action relative thereto.

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

**SPONSORED BY: Select Board**

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

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

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

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

---

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

**SPONSORED BY: Select Board**

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



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

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

## **ARTICLE 26. ROAD ACCEPTANCE – SUMMITPOINTE DRIVE**

### **SPONSORED BY: Select Board**

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

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

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

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

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

### **SPONSORED BY: Select Board**

To see if the Town will vote to amend the Zoning Bylaw by deleting Section VIII - Temporary Moratorium on Recreational Marijuana Retailers. The effective date of the temporary

moratorium has expired (June 15, 2019). Actions of the Special Town Meeting in October 2018 prohibit Marijuana Retailers in all zoning districts.

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

### **~~VIII-A PURPOSE.~~**

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

### **~~VIII-B DEFINITIONS~~**

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

### **~~VIII-C TEMPORARY MORATORIUM~~**

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

~~Or take any action relative thereto.~~

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

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

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

**SECTION III**

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

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

---

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

**SPONSORED BY: Planning Board**

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

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

---

**ARTICLE 30. EASEMENT – FIRST CONGREGATIONAL CHURCH**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$51,000**

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

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

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

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

---

**ARTICLE 31. BLAIR SQUARE DESIGN/ENGINEERING**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$45,000**

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

**COMMENTS:** The Blair Square Committee (BSC) has engaged a firm with funds donated for the purpose of developing a rendering/schematic of the future of “Blair Square” (area bounded by Front Street / Central Street / Railroad Street / Winthrop). This article would allow for the rendering to be further developed into the engineering plans, or construction documents, necessary to move the design to the “shovel ready” phase. When construction documents are available, the Blair Square Committee would plan to request funding of the construction project from the Community Preservation Committee (CPC), potentially for consideration for the October 2021 Special Town Meeting. *(\$45,000 from Tax Levy)*

---

**ARTICLE 32. DEMOLITION OF STRUCTURE AT 9 GREEN STREET**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$118,500**

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

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

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

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

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

---

**ARTICLE 33. FEASIBILITY STUDY FOR DPW FACILITY**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$75,000**

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

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

---

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

---

**ARTICLE 34. PUBLIC SAFETY – SIGNS & EQUIPMENT**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$21,837**

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

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

---

**ARTICLE 35. CREATION OF A COMPREHENSIVE LONG RANGE PLAN COMMITTEE**

**SPONSORED BY: Citizen's Petition**

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

**COMMENTS:** Future Holliston: Envision, Plan, Act

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

would present a proposal for funding to develop the full Comprehensive Plan to implement the Vision.

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

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

The CLRPC Committee shall be composed of 17 members, one designee (not necessarily members of the Board/Committee) from each of the following: the Planning Board, Select Board, Housing Trust, Council on Aging, Finance Committee, Historic Commission, Natural Resources (Open Space, Sustainability, Conservation), Parks Commission, Rail Trail Committee, Youth & Family Services, Public Works, Schools, public health, economic development, and Library Trustees. The Committee shall report to the Town Administrator.

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

---

**ARTICLE 36. CREATE SECTION 9 OF BY-LAW CHAPTER XXVI**

**SPONSORED BY: Citizen's Petition**

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

---

**ARTICLE 37. AMEND BY-LAW CH. XXVI, SECTION 9**

**SPONSORED BY: Citizen's Petition**

To see if the Town will vote to expand the Select Board to five (5) members, by replacing Article III, section #1 of the Town of Holliston General By-Laws with the following:

"#1. MEMBERSHIP AND TERM OF OFFICE. The Town shall have a Select Board, consisting of five (5) members, elected for a term of three (3) years each, and so elected that the term of no more than two (2) shall expire in any one year."

By directing the Select Board to hold a special election within 180 days from the conclusion of the 2021 Annual Town Meeting for the purpose of electing two new members, with one member being elected to a two (2) year term and one member being elected to a three (3) year term, and by raising and appropriating an amount sufficient to fund the costs of the special election, or take any action relative thereto.

---

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

Voters in Precinct 1 vote at High School gymnasium

Voters in Precinct 2 vote at High School gymnasium

Voters in Precinct 3 vote at High School gymnasium

Voters in Precinct 4 vote at High School gymnasium

On Tuesday, May 25, 2021

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

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

SELECT BOARD & HIGHWAY SURVEYOR (three year term) Vote for ONE

BOARD OF ASSESSORS (three year term) Vote for ONE

FINANCE COMMITTEE (three year term) Vote for NOT MORE THAN TWO



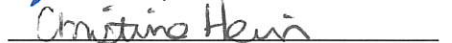
BOARD OF HEALTH (three year term)	Vote for ONE
HOUSING AUTHORITY (five year term)	Vote for ONE
TRUSTEES OF THE PUBLIC LIBRARY (three year term)	Vote for NOT MORE THAN TWO
PARK COMMISSIONER (three year term)	Vote for NOT MORE THAN TWO
PLANNING BOARD (five year term)	Vote for ONE
SCHOOL COMMITTEE (three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

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


Given under our hands this 23<sup>rd</sup> day of April A.D. 2021.

  
 John Cronin, Chair

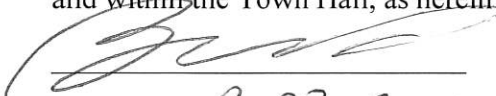
SELECT BOARD

  
 Christina Hein

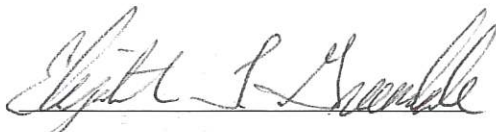
Tina Hein, Vice Chair

  
 Ben Sparrell, Clerk

I have this 26<sup>th</sup> day of April 2021, posted true copies, attested, of the within Warrant on and within the Town Hall, as herein directed.

  
 Constable BARRY SIMS

A true record, ATTEST:

  
 Elizabeth Greendale, Town Clerk

## MEMORANDUM

April 12, 2021

To: Holliston Select Board

From: Holliston Stipend Committee

Re: Report summary and findings

---

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

### General statistics findings:

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

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

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

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

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

## EXHIBIT A

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

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

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

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

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

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

## EXHIBIT A

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

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

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

The Stipend Committee recommends:

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

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

Respectfully,

Holliston Stipend Committee:

Shelley Bochner

Tom Dumas

Erica Plunkett

Joan Shaughnessy, Chair

Daniel Whynot

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

**SPONSORED BY:   Governance Committee**

**ARTICLE XLVI  
FISCAL PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **6-3 Capital Planning Committee**

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



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

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

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

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

## ARTICLE IV FINANCE COMMITTEE

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

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

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

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

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

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

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

~~Amended 10/26/2015~~

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

~~Section 7 passed May 4, 1987~~

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

### **ARTICLE XXXIII CAPITAL IMPROVEMENT PROGRAM**

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

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

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

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

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

## Exhibit B

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

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

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

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

**ARTICLE I**  
**TOWN MEETINGS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Exhibit C

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

\*Same rank as motion out of which it arises.

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

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

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



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

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

### **ARTICLE III SELECT BOARD**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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