

TOWN OF HOLLISTON FALL TOWN MEETING

Commonwealth of Massachusetts

Middlesex, ss.

Town of Holliston

To any Constable of the Town of Holliston, Greeting:

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

MONDAY, OCTOBER 17, 2022

at 7:00 p.m. to act on the following Articles, to wit:

1. General Stabilization Fund	pg. 2
2. Pension Stabilization Fund	pg. 2
3. Programmatic Stabilization Fund (Establish and fund)	pg. 2
4. Capital Expenditure Fund	pg. 3
5. Capital Budget	pg. 3
6. Prior Fiscal Year Bills	pg. 4
7. FY23 Supplemental Budget Appropriation	pg. 4
8. Personnel By-Laws (Section 29)	pg. 5
9. Personnel By-Laws (Section 26)	pg. 8
10. Public Safety Signs (Traffic Advisory Committee)	pg. 8
11. Governance Committee – Four (4) By-Law Changes	pg. 9
12. Community Preservation Committee (CPC)	pg. 11
13. Water Meters – Replacement	pg. 12
14. Water System Improvements (Suppl. Approp.)	pg. 12
15. Water Treatment Plant Improvements (Dopping Brook & Well No. 4)	pg. 12
16. Stormwater Management (MS4 Year 5)	pg. 13
17. Houghton Pond Dam – Design/Engineering (Partial)	pg. 13
18. DPW Facility – Design/Engineering (Partial)	pg. 14
19. Non-Binding Question to Determine Support for Private Site Acquisition for Future Public Works Facility	pg. 15
20. Sidewalk and Ramp Repairs & Reconstruction (ADA)	pg. 15
21. Feasibility Study for Public Library Facility	pg. 15
22. Wastewater Treatment Plant – Instrumentation Upgrades	pg. 16
23. Payment in Lieu of Taxes (PILOT) for Solar Projects	pg. 17
24. Acceptance of Easement for Rail Trail	pg. 17
25. Report of “Envisioning Future Holliston”	pg. 17
26. Update to “Envisioning Future Holliston” Charge	pg. 17
27. Citizens’ Petition: Zoning	pg. 18
28. Citizens’ Petition: Tobacco	pg. 19
Appendix A: Programmatic Stabilization Fund – TA Memo (Art. 3)	pg. 21
Appendix B: Governance Committee – Redline Format (Art. 11)	pg. 23
Appendix C: Acceptance of Rail Trail Easement Plan (Art. 24)	pg. 26

ARTICLE 1: GENERAL STABILIZATION FUND

SPONSORED BY: Select Board

ESTIMATED COST: \$400,000

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

SELECT BOARD COMMENTS: The Stabilization Fund, with Town Meeting approval can be used to address extraordinary expenses. This Article ensures that the balance of the General Stabilization Fund stays within range of the Town’s Financial Policies as updated in Nov. 2021, specifically moving funds to stay above the target of 12% of General Fund Expenditures, but below the maximum ratio of 18%. With an estimated balance of \$8.7 million at the end of the prior fiscal year, and no planned use within the Warrant below, the projected ending balance of the fund after Oct. Fall Town Meeting would be \$9.1 million, or 13% of the FY23 budgeted expenditures. *(\$400,000 from Free Cash)*

ARTICLE 2: PENSION STABILIZATION FUND

SPONSORED BY: Select Board

ESTIMATED COST: \$250,000

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

SELECT BOARD COMMENTS: The May 2021 Annual Town Meeting established a fund to address the unfunded liability associated with pensions of municipal employees. State statute dictates that pension systems must be fully funded by 2040, and both the Middlesex County Retirement System (MCRS) and the Massachusetts Teachers Retirement System (MTRS) are approximately 50% funded. The Fund will allow the Town to address its unfunded liability between now and 2037 while continuing to meet its current obligations. Should the legally required contributions to MCRS increase significantly in future years, this fund can also be used to protect the Town from negative budget impacts related to meeting this obligation. With an estimated starting balance of \$301,000, this appropriation would bring the balance to approximately \$551,000, invested with the State’s PRIT system, consistent with the Town’s OPEB Trust Fund. *(\$250,000 from Free Cash)*

ARTICLE 3: PROGRAMMATIC STABILIZATION FUND

SPONSORED BY: Select Board

ESTIMATED COST: \$400,000

To see if the Town will vote to establish a Programmatic Stabilization Fund for the purpose of funding the upfront costs necessary to pursue long-term operational and/or capital savings, and to transfer from available funds a sum of money to said fund; or take any action relative thereto.

SELECT BOARD COMMENTS: The Town is often presented with potential initiatives that require upfront costs to create long-term savings or new revenue, where the financial benefits cannot be realized without funds to “kick start” the initiative. This Fund allows the Town to pursue cost saving initiatives by funding the upfront costs, and balancing the financial benefits over time (i.e. multiple fiscal years).

An example of this process is the Town's Ambulance Service which is currently licensed at Basic Life Support (BLS), with the recommendation from a 3rd party (MRI) to strive for Advanced Life Support (ALS). To achieve ALS, the estimated transition period could be three (3) to five (5) years, at which point the Town would begin billing insurance carriers and Medicare at a higher ALS rate allowing the Town to replenish this fund through a future Town Meeting. See attached memo from the Town Administrator to the Select Board and Finance Committee (see Appendix A). ***(\$400,000 from Free Cash)***

ARTICLE 4: CAPITAL EXPENDITURE FUND

SPONSORED BY: Select Board

ESTIMATED COST: TBD

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: The Capital Expenditure Fund (CapEx) is used to fund capital expenses. An illustrative example of those capital expenses can be found under the Capital Budget (Article 5) in this Warrant.

The Town also appropriated \$1.875 million into the CapEx Fund at the May 2022 Annual Town Meeting. However, with approved spending in May 2022 and the articles herein that will utilize either Free Cash or the CapEx Fund (Articles 5, 18, 20 and 22), the total balance of the fund is projected to be drawn down by over \$1 million to accomplish significant capital projects with cash as opposed to borrowing. Drawing down the balance of the fund does not put the Town in any risk of conflicting with the Financial Policies at this time, but must be monitored in consideration of future project needs.

From the time of printing of this Warrant document (Sept. 30, 2022) to when the Combined Warrant Document with Finance Committee recommendations will be available (no later than Oct. 7, 2022), the certification of the Town's Free Cash from the State will determine the funding level of this article and the funding mechanism for Articles 18 and 20. The approach to these articles was developed by a Working Group of Select Board and Finance Committee members. ***(From Free Cash)***

ARTICLE 5: CAPITAL BUDGET

SPONSORED BY: Select Board

ESTIMATED COST: \$999,780

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of capital expenditures, including replacement of old vehicles and equipment, for the following departments: Police, Ambulance, DPW (Highway & Grounds), Facilities, and Schools, and authorize the Select Board to trade or sell equipment toward part of the purchase price; or take any action relative thereto.

Project	Department	Estimated Amount
Town Hall Generator	Facilities	\$75,000
Central Street Fire Station Improvements	Facilities	\$160,000
Senior Center HVAC Improvements	Facilities	\$10,000
Tractors (2) with Attachments	DPW (Hwy & Grounds)	\$112,000
Dump Truck Mounted Spreader	DPW (Snow & Ice)	\$27,280
Truck with Brine Tank & Applicator (Suppl.)	DPW (Snow & Ice)	\$4,400
Debris Vacuum / Sweeper	DPW (Grounds)	\$44,640
3 Police Vehicles (Equipped)	Police	\$165,435
Digital Recorder / Camera System	Police	\$75,000
Tasers (ECWs) 27 Units	Police	\$93,600
High School Lab Improvements	School	\$63,000
Student Technology Devices – Kindergarten	School	\$40,625
Student Technology Devices – Grades 5 & 8	School	\$128,800
Total:		\$999,780

SELECT BOARD COMMENTS: It is the custom of the Town to fund and appropriate to departments specific project requests during the Fall Special Town Meeting. At the May Annual Town Meeting, \$1,033,805 was authorized to be spent from the Capital Expenditure Fund for the Capital Budget, and with the \$999,780 proposed in this article, a total of \$2,033,585 would be authorized for these purposes in total for May and October 2022. See comments for Article 4 related to cash inflow and outflow for the Capital Expenditure Fund. ***(\$999,780 from Capital Expenditure Fund)***

ARTICLE 6: PAY UNPAID BILLS

SPONSORED BY: Select Board

ESTIMATED COST: \$37,450

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

Vendor	Fiscal Year	Amount	Department
Lifeline Ambulance Service	FY2019-2022	\$37,450	Ambulance

SELECT BOARD COMMENTS: The Town changed its third-party vendor for Ambulance billing and during the transition various bills were sent to the incorrect party and not brought to the Town’s attention until FY2023. The bills are valid and must be paid, but Town Meeting must approve prior year bills before they can be processed. ***(\$37,450 from Free Cash)***

ARTICLE 7: FISCAL YEAR 2023 BUDGET ADJUSTMENTS

SPONSORED BY: Town Administrator

ESTIMATED COST: \$275,502

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of supplementing various accounts for the Town’s Fiscal Year 2023

annual budget, previously voted by the Town under Article 27 of the Warrant for the May 2022 Annual Town Meeting; or take any action relative thereto.

DEPARTMENT (TO)	SOURCE (FROM)	Amount
Ambulance (EMT Pay Rates – 7/1/22)	Program Stabilization Fund	\$205,000
Fire/EMS (Dispatch Pay Rates – 1/1/23)	Program Stabilization Fund	\$6,400
Police (Dispatch Pay Rates – 1/1/23)	Program Stabilization Fund	\$19,600
Human Resources (Salaries – 7/1/22)	Building Inspector (Salaries)	\$5,913
Parks Department (Salaries – 7/1/22)	Library Budget (Salaries)	\$9,566
Water Div. (Debt Service)	Water Retained Earnings	\$29,023
Total		\$275,502

TOWN ADMINISTRATOR COMMENTS: The first three (3) Public Safety adjustments are in response to numerous factors, including two (2) recent studies that evaluated Public Safety Dispatch for both Police and Fire/EMS, as well as a review of the Town’s Fire/EMS model. These adjustments are made to address internal and external pay equity, see description for Article 8 for more details.

Salary adjustments for a member of the Human Resources Department and a member of the Parks Department were necessary after the FY23 budget was finalized, and can be funded through transfers elsewhere in the budget, without additional appropriation; namely projected budgeting of Department Head salaries for Library were above actual by \$12,500 and is transferred to cover salary adjustment in Recreation (\$9,566), while a planned hiring in the Building Department was delayed due to the competitive nature of the personnel market, and the budget capacity is used to cover the increase in Human Resources. Additional impacts of the changes to the non-union pay scales in Article 8 (below) are estimated at just under \$10,000 and will be covered through existing budget capacity, but can be executed at the May 2023 Annual Town Meeting, per discussions with the Finance Committee and Town Accountant.

Finally, the Water Division debt service budget was finalized in May based on projections, and the final debt service is \$29,023 higher, which comes from within the Water Enterprise Fund’s cash balance (i.e. Water Retained Earnings). The borrowing is associated with the new Water Treatment Plant at Well No. 5 and the timeline of the borrowing was accelerated to get done prior to interest rates increasing through activity of the Fed. ***(\$231,000 from Programmatic Stabilization Fund; 29,023 from Water Retained Earnings; \$15,479 from “Other” Transfers)***

ARTICLE 8: AMEND CONSOLIDATED PERSONNEL BY-LAW SECTION 29, JOB AND WAGE CLASSIFICATION PLAN

SPONSORED BY: Town Administrator

To see if the Town will vote to amend the Consolidated Personnel By-Law Section 29, Job and Wage Classification Plan, by reflecting those revisions, deletions and or/additions as set forth below, to be effective January 1, 2023; or take any action relative thereto.

**JOB CLASSIFICATION PLAN - FY2023
(Full and Part-Time Employees)**

POSITION	Grade	POSITION	Grade
Administrative Assessor	500	Custodian	200
Administrative Clerk - Council on Aging	400	Dispatcher	500
Administrative Clerk - Town Clerk	400	Head Dispatcher	700
Assistant Assessor	600	Head of Library Circulation	500
Assistant Building Inspector	600	Library Cataloger	400
Assistant Clerk - Planning and Zoning	400	Library Technician	200
Assistant Collector	500	Office Assistant	100
Assistant Library Director	600	Outreach Coordinator	500
Assistant Recreation Director	600	Police Matron	100
Assistant Senior Center Director	600	Principal Clerk - Accounting	400
Assistant Town Clerk	500	Principal Clerk - Collector or Water	400
Assistant Treasurer	500	Principal Clerk - Health or Building	400
Children's Librarian	600	Principal Clerk - Payroll	400
Community Therapist / Court Diversion Coord.	600	Program Coordinator	300
Crossing Guard	100	Reference Librarian	500
		Van Driver	100

**JOB COMPENSATION PLAN
FISCAL YEAR 2023; Amended Per GovHR Compensation & Classification Study**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
100	18.00	18.41	18.84	19.27	19.71	20.17	20.63	21.11	21.59	22.09	22.60	23.12	23.65
200	19.50	19.95	20.41	20.88	21.36	21.85	22.35	22.86	23.39	23.93	24.48	25.04	25.62
300	21.00	21.48	21.98	22.48	23.00	23.53	24.07	24.62	25.19	25.77	26.36	26.97	27.59
400	22.50	23.02	23.55	24.09	24.64	25.21	25.79	26.38	26.99	27.61	28.24	28.89	29.56
500	26.50	27.11	27.73	28.37	29.02	29.69	30.37	31.07	31.79	32.52	33.27	34.03	34.81
600	28.50	29.16	29.83	30.51	31.21	31.93	32.67	33.42	34.19	34.97	35.78	36.60	37.44
700	29.50	30.18	30.87	31.58	32.31	33.05	33.81	34.59	35.39	36.20	37.03	37.88	38.76

JOB COMPENSATION PLAN-INTERMITTENT AND FIRE DEPARTMENT POSITIONS-FY2023

INTERMITTENT RATES

(Temporary, Seasonal, Miscellaneous and Per Diem Position)

Position	Beginning Rate	Each Year Returning	Max Rate
Bathroom Cleaners	\$25 per cleaning		
Camp Counselors	Minimum Wage	.25 per hour	\$16.00
Camp Director	\$20.00		\$24.00
Camp Supervisor	\$16.00		\$20.00
Clerks to the Boards/Committees	\$18.00	.25 per hour	\$22.00
Clinic Assistants	Minimum Wage	.25 per hour	\$16.00
Clinic Counselors	\$25		\$25.00
Gate Guards	Minimum Wage	.25 per hour	\$16.00
Grounds Maintenance-Park	Minimum Wage	.25 per hour	\$16.00
IT Support	\$18.00	.25 per hour	\$22.00
Landscaper	\$15	.25 per hour	\$19.00
Library Page*	Minimum Wage	.25 per hour	\$20.00
Life Guards	\$18.00		\$19.00
Lifeguard Supervisor	\$18.00		\$22.00
Multi-Sport Counselor	60% of the clinic revenues		
Per Diem Dispatchers	\$20.00	.25 per hour	\$26.07
Program Assistants	Minimum Wage	.25 per hour	\$16.00
Program Coordinator	\$20	.25 per hour	\$24.00
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
*Position falls under Personnel By-Laws			

FIREFIGHTERS RATES

Deputy Chief		Monthly	\$818.32
Captain		Monthly	\$541.96
Lieutenant		Monthly	\$496.24
Firefighter		Monthly	\$489.67
Fire-Weekend	Deputy, Captain, Lieutenant	Weekend	\$423.22
Fire-Weekend	Firefighters	Weekend	\$105.08
Fire Hourly	Firefighter	Hourly	\$35.26
	Lieutenant	Hourly	\$35.88
	Captain	Hourly	\$37.57
	Deputy	Hourly	\$40.93
Training		2 Hr Training	\$78.82

AMBULANCE / EMT RATES

EMT Incident/Response Hrly Rate	First Responder/EMT-Basic	Hourly	\$23.11
	EMT-Advanced	Hourly	\$24.76
	EMT-Paramedic	Hourly	\$25.38
EMT Off-site Rate per Shift (Incident/Response hrly rate applies if called to respond)	First Responder	12 Hr Shift	\$98.78
	EMT-Basic	12 Hr Shift	\$105.43
	EMT-Advanced	12 Hr Shift	\$108.69
	EMT-Paramedic	12 Hr Shift	\$118.97
EMT On-site Rate per Shift	First Responder	12 Hr Shift	\$277.36
	EMT-Basic	12 Hr Shift	\$277.36
	EMT-Advanced	12 Hr Shift	\$297.06
	EMT-Paramedic	12 Hr Shift	\$304.53
Off Duty Personnel Called To Duty	Applicable Incident/Response Hrly. Rate		(1.5 hr min)
Deputy Fire Chief	Deputy/EMS Supervisor	Monthly	\$935.90
Training		2 Hr Training	\$78.82

TOWN ADMINISTRATOR COMMENTS: The costs addressed in Article 7 (FY23 Supplemental Budget Appropriation) are driven by the changes to the pay rates (above) for non-union employees; as indicated in Article 7. Pay rates for EMTs and Public Safety Dispatchers (both Police and Fire/EMS) drives the majority of the cost and the adjustments are part of a holistic approach to addressing recommendations from Municipal Resources, Inc. (MRI) for Fire/EMS as well as the Collins Center Report for Public Safety Dispatch.

Outside of the change in rates for Dispatchers, which required use of additional funds in Article 7 above, the rest of the changes to this non-union chart are accomplished by interdepartmental transfers, planned for May 2023 Annual Town Meeting, per discussions with the Town Accountant and Finance Committee. These changes would be in effective as of January 1, 2023, halfway through the current fiscal year. The purpose is to update the Compensation Plan for non-union personnel based on a Compensation and Classification Study performed by GovHR which will address recruitment and retention of various departmental positions based on comparative market data (external equitability) and the placement of each position (i.e. grade) on the chart in relation to other Town positions (internal equitability).

ARTICLE 9: AMEND CONSOLIDATED PERSONNEL BY-LAW

SPONSORED BY: Town Administrator

To see if the Town will vote to amend the Consolidated Personnel By-Law by adding the following language after Section 26, with appropriate renumbering thereafter; or take any action relative thereto.

Amendment to the Personnel Bylaw:

Effective January 1, 2023, full-time Dispatchers are considered salaried, non-exempt employees. Their weekly payroll will be paid by dividing their annual salary by 52.2 weeks. In addition, all full-time Civilian Dispatchers (not part-time and per diem personnel) will receive overtime pay for working any unscheduled shift, whether it is voluntary or forced.

TOWN ADMINISTRATOR COMMENTS: The Town has spent considerable effort in addressing the recruitment and retention of Public Safety Dispatchers (Police and Fire/EMS) and these changes to the Personnel By-Laws are being made to help the Town compete for skilled personnel in this field, in addition to the pay changes in Article 8.

ARTICLE 10: PUBLIC SAFETY SIGNS & EQUIPMENT

SPONSORED BY: Select Board

ESTIMATED COST: \$22,000

To see if the town will vote to raise and appropriate or transfer from available funds a sum of money for the purposes of acquiring, disposing of, and installing signs recommended by the Traffic Advisory Committee (TAC), or take any action relative thereto.

SELECT BOARD COMMENTS: The Traffic Advisory Committee (TAC) was originally a nine (9) member group made up of residents and public safety officials. At the recommendation of the 9-member Committee, the Select Board recently reduced the size of the Committee to five (5) members, including representatives for Public Safety, Public Works, Public Schools,

Resident (Engineering), and Resident (At-Large). The costs associated with this article are related to addressing the findings of a recent “sign audit” looking at the needs to address deficient and/or worn-out signage throughout Town, identified from resident and public safety input. The Sign Audit is 2/3rds complete as of Oct. 2022 Fall Town Meeting. Additionally, this request recognizes that the DPW’s Operating Budget includes \$5,000 to achieve routine annual costs of replacing signs, whereas this article strives to address long-standing issues. *(\$22,000 from Free Cash)*

**ARTICLE 11: GOVERNANCE COMMITTEE BY-LAW RECOMMENDATIONS
SPONSORED BY: Governance Committee**

To see if the town will vote to make four (4) separate amendments to the Town’s General Bylaws, as follows:

Amendment One: Replace Article IX of the General Bylaws with the following:

ARTICLE IX, Planning Board

Section 1. Members The Town shall have a Planning Board, consisting of five (5) members, elected for a term of five (5) years each, and so elected that the term of only one (1) member will expire in any one (1) year. Said Board shall choose from its members a Chair a Vice-Chair, and a Clerk, each to serve a term of one year. The Board may also have an Associate Member, appointed by the Planning Board who shall serve a one-year (1) term.

Section 2. Powers and Duties The Planning Board shall have the functions and powers as provided under the Constitution, Massachusetts General Laws as amended, including but not limited to Chapter 40A and Chapter 41 of the General Laws and such additional powers and duties as may be authorized by By-Law.

1. The Planning Board shall make careful studies of the resources, possibilities and needs of the Town and regulations governing such development of the Town.
2. Further, the Planning Board shall have the power to:
 - a. Regulate the subdivision of land within the Town by the adoption of rules and regulations governing such development and the administration of such rules and regulations.
 - b. Grant special permits as authorized by town by-laws
 - c. Make a comprehensive master plan, setting forth in graphic and textual form policies to govern the future growth and development of the Town at least every 15 years.
 - d. Make recommendations to the Town Meeting on all matters affecting land use and development, including the zoning by-laws and zoning map of the Town.
 - e. Prepare an annual report, giving information regarding the condition of the Town and any plans or proposals for the Town’s development and estimates of their cost.

Section 3. Vacancy In case of a vacancy, appointment of a new member shall be made in accordance with G.L. c. 41, s. 11 until the next town election at which time candidates may run for the balance of the unexpired term.

Amendment Two: Add a new Article __ to the General Bylaws, as follows:

Scenic Roads

Section 1. The Town shall protect certain roads under Massachusetts General Laws, including but not limited to, protection under Section 15C of Chapter 40. The Planning Board may adopt rules and regulations that govern the process for altering a designated scenic road.

Section 2. Pursuant to Massachusetts General Laws, the Town, by vote of Town Meeting, may designate a road as a scenic road. The Planning Board, Conservation Commission, or the Historical Commission may make recommendations for scenic roads designation to Town Meeting.

Section 3. After a road has been designated as a scenic road, any repair, maintenance, reconstruction, or paving work performed with respect thereto shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board after a public hearing in conformance with Massachusetts General Laws.

Amendment Three: Replace Article VII of the General Bylaws, with the following:

ARTICLE VII TOWN MODERATOR

Section 1 Term and Duties

(a) Term – There shall be a Town Moderator elected for a term of three (3) years.

(b) Powers and Duties - The Moderator shall preside at all sessions of the Town Meeting. In the event of the absence or disability of the Moderator, the Town Meeting shall elect from those voters present at the Town Meeting a temporary Moderator to act during such absence or disability. The Moderator shall have all the powers and duties given to Moderators under the Constitution and the laws of the Commonwealth. The Moderator, at all Town Meetings, shall regulate the proceedings, decide all questions of order, make public declarations of all votes and may exercise such additional powers and duties as may be authorized by General Law, by By-Law or by other vote of the Town Meeting. The Town Moderator shall not hold any other town office, elected or appointed.

Amendment Four: Add a new Article __ to the General Bylaws, as follows:

Article__ By-Law Review Committee

Section 1. Purpose The Select Board shall appoint at five-year intervals, in each year ending in six (6) or one (1), a special committee entitled the By-Law Review Committee for the purpose of considering and preparing proposals for the revision or recodification of the General By-Laws of the town as it deems necessary and advisable to keep by-laws current with the needs of the town. Such proposals shall be presented to the Select Board, which may include the same on the

warrant for the Fall Annual Town Meeting occurring no later than the year following the one in which the committee was formed. The Committee may also review and offer a recommendation for all other articles in the warrant for any Town Meeting which propose an amendment or addition to the General By-Laws.

Section 2. Membership The By-Law Review Committee shall consist of two residents appointed by the Select Board, two residents appointed by the Town Moderator and one resident appointed by the Planning Board. Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. In addition, the Town Clerk shall serve as an ex officio nonvoting member of the committee. The Committee shall choose from its members a Chair, Vice Chair and Clerk for terms of not more than two consecutive years.

Section 3. Legal Review and Public Notice The Committee shall have its proposals reviewed by town counsel or by special counsel retained for this purpose by the Select Board. Copies of the proposed revised by-laws shall be made available to the public on the town website and by publication in a print or electronic local newspaper at least seven (7) days before the scheduled Fall Town Meeting. After Town Meeting adoption of a proposed by-law, it shall be submitted by the Town Clerk to the Attorney General of the Commonwealth for approval in conformity with state law. Copies of the revised by-laws shall be made available for distribution to the public.

GOVERNANCE COMMITTEE COMMENTS: At Town Meeting. See Appendix B for redline format.

ARTICLE 12: COMMUNITY PRESERVATION COMMITTEE

SPONSORED BY: CPC

ESTIMATED COST: \$10,167

To see if the Town will vote to transfer from available funds a sum of money for the following uses:

Service Area	Description	Reserve Use	Cost
Historical Society	Cleaning & Restoration of twelve (12) oil paintings and framing of four (4) oil paintings (sunset 12 months)	Historic Resources Reserve	\$ 5,500
Historical Society	Restoration of two exterior doors on the ell of the Asa Whiting House (sunset 12 months)	Historic Resources Reserve	\$ 4,000
Eagle Scout	Reimburse Mr. Savage for supplies and materials for an Eagle Project on the Poitras Conservation Land (done April 2, 2022)	General Reserve	\$ 667

; or take any action relative thereto.

CPC COMMENTS: At Town Meeting.

ARTICLE 13: WATER METERS – REPLACEMENT

SPONSORED BY: Select Board

ESTIMATED COST: \$905,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for costs associated with replacing or upgrading software and hardware related to the Town’s water meters; or take any action relative thereto.

SELECT BOARD COMMENTS: The Water Division is in need of replacing commercial and residential water meters and their components. This article will replace and phase in new water tank repeaters, as well as Town Hall collector and appropriate software replacement and upgrades. The Town will look at options to replace the current system with a fixed network and unique operating frequency or a cellular network or combination thereof. The replacement and upgrades are necessary to operate efficiently and modernize the technology. Portions of the current system are outdated and the remote readers are unavailable to receive in an appropriate timeline. Water meters and associated appurtenances are a capital investment that ensures equitable distribution of costs to the users of Holliston Municipal Water. The life expectancy of water meters is approximate 10-20 years and battery life of the remote readers at the time of the last upgrade was approximately 10 years. Replacements are important to capture the correct usage and the technology associated with remote reading requires upgrades to maintain the system in working order. The last replacement program was initiated in 2007 and completed in 2008. *(\$905,000 from Water Meter Fee Account)*

ARTICLE 14: WATER SYSTEM IMPROVEMENTS – CENTRAL ST. TO BULLARD ST. & FISKE ST. CULVERT (SUPPLEMENTAL APPROP.)

SPONSORED BY: Select Board

ESTIMATED COST: \$500,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of replacing water mains in the area of Central Street and Bullard Street to provide bi-directional flow and for culvert improvements under Fiske Street; or take any action relative thereto.

SELECT BOARD COMMENTS: The Water Division requested \$800,000 at May 2022 Annual Town Meeting for this project and based on impact of inflation through the design and engineering process the determination has been made that the project will require additional funding. The estimate for 4,400 linear feet of 8 inch water main in Central Street, Bullard Street, and the Fiske Street culvert water main connection is a total of \$1.3 million, which includes the \$800,000 previously appropriated and the \$500,000 requested in this Article. This request would leave an estimated balance in the Infrastructure Fee Account of \$1.7 million, with annual revenue generated based on current fee structure of \$1.4 million. *(\$500,000 from Infrastructure Fee Account)*

ARTICLE 15: WATER TREATMENT PLANT IMPROVEMENTS

SPONSORED BY: Select Board

ESTIMATED COST: \$816,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for upgrading filter media and control panels at the Dopping Brook Water Treatment

Plant and replace the steel doors at the Well No. 4 Water Treatment Plant; or take any action relative thereto.

SELECT BOARD COMMENTS: As the new Water Treatment Plant at Well No. 5 comes online, improvements to existing Water Treatment Plants at Dopping Brook and Well No. 4 are needed as normal repairs and upgrades. The current filter media at Dopping Brook is estimated at \$680,000 and the control panel upgrades are estimated at \$120,000. Additionally, steel door replacements at the Well No. 4 Water Treatment Plant will be \$16,000, based on bids received. *(\$816,000 Water Retained Earnings)*

ARTICLE 16: STORM WATER MANAGEMENT (MS4 YEAR 5)

SPONSORED BY: Select Board

ESTIMATED COST: \$95,200

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for engineering, consulting or construction services related to compliance with the EPA and MassDEP Municipal Storm Water Management Regulations (MS4); or take any action relative thereto.

SELECT BOARD COMMENTS: The U.S. Department of Environmental Protection and the Massachusetts Department of Environmental Protection requires communities to be in compliance with Storm Water regulations. These funds would be used for 9 tasks laid out by the consultant, including SWPPP Inspections & Training, BMP Inspections, MS4 Outfall Retrofits, Phosphorus Control Plan (PCP) and Removal from Existing BMPs, and general Field Work. The estimated cost of this work is \$95,200. *(\$95,200 from Free Cash)*

ARTICLE 17: HOUGHTON POND DAM – DESIGN/ENGINEERING (PARTIAL)

SPONSORED BY: Select Board

ESTIMATED COST: \$56,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for design, engineering and environmental evaluation services to determine the long-term strategy to addressing the poor condition of the Houghton Pond Dam; or take any action relative thereto.

SELECT BOARD COMMENTS: The Town engaged PARE Corp. to provide a cost-benefit analysis (i.e. “Alternatives Report”) on three (3) dams in poor condition – Factory Pond Dam, Houghton Pond Dam, and Lake Winthrop Dam. Factory Pond Dam reconstruction is underway with funding from a 2018 State Bond Bill and the Town’s ARPA funds, while Lake Winthrop is awaiting answers to jurisdictional questions between the Town and State.

There are two (2) potentially viable ways to address the condition of the Houghton Pond Dam: first, rebuild/reconstruct the dam for a projected useful life of over 50 years, or second, remove the dam, restoring the area to its natural state. In either scenario, the Town is in need of three (3) pieces of a design and engineering services engagement: (1) Hydrology and Hydraulics, or H&H, Analysis for \$24,000; (2) Impoundment and Supplemental Survey for \$14,400; and (3) a Sediment Assessment for \$16,800. With this information, the Town will have the necessary

information to present a future Town Meeting with the best solution to this “poor” condition dam. *(\$56,000 from Free Cash)*

ARTICLE 18: PUBLIC WORKS FACILITY – DESIGN/ENGINEERING (PARTIAL)

SPONSORED BY: Select Board

ESTIMATED COST: \$500,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for design and engineering services, and environmental testing including soil sampling, to determine the best location for a future DPW Facility, compile necessary information for the potential decommissioning of two current sites, and creating renderings of a facility to be presented to a future Town Meeting for consideration; or take any action relative thereto.

SELECT BOARD COMMENTS: Following authorization from May 2021 Annual Town Meeting (Article 33), the Town engaged Weston & Sampson (W&S) for a Feasibility Study that determined the Town’s future needs for Public Works will require a roughly 45,000 sq ft facility to meet requirements of various divisions: Water, Highway, Snow & Ice, Grounds. While the task of determining the “need” has been accomplished, the major roadblock to addressing the Town’s crumbling DPW facilities (Arch St. and Central St.) is the difficulty of determining the most appropriate site. *Handout from W&S summarizing conditions and needs available online.*

As there is no agreed-to site selection as of Oct. 17, 2022 Fall Town Meeting, and significant pro/con lists for numerous sites, it appears that further environmental analysis and engineering is needed to finalize a path forward. To answer the outstanding questions, which extend beyond the Feasibility Study phase, this article requests funds for a “partial” approach to design and engineering; this is a partial request as the current estimated cost of the project is \$20-30 million, meaning that the total design and engineering costs will be closer to \$2.5 million total (10% of construction), and **this article is intentionally not committing to the entire cost of the Design & Engineering process until such time that a final site is selected and ready to be presented to Town Meeting.** The Request for Proposals related to potential private site acquisition is due on Oct. 7, 2022 and this article would allow for full evaluation of any viable private site, in addition to the current sites considered.

Specific to timeline, if this article is approved, the funding would be used to further vet all sites and determine which may be the most appropriate to present to the May 2023 Annual Town Meeting, if a single site can be selected by that time. Assuming a final site selection and approval from May 2023 Annual Town Meeting, additional site-specific design and engineering would take approximately 9 months and construction would take an additional 18 months, leading to a final product in July of 2025, at the earliest. *(\$500,000 from Free Cash)*

ARTICLE 19: NON-BINDING QUESTION TO DETERMINE SUPPORT FOR PRIVATE SITE ACQUISITION FOR FUTURE PUBLIC WORKS FACILITY

SPONSORED BY: Select Board

To see if the Town will determine, through a non-binding vote for the purpose of providing feedback to the Select Board, whether purchasing a privately-owned site should be considered for a future DPW site at the estimated cost presented to Town Meeting based on responses to the Town's Request for Proposals (RFP) for the Purchase of Real Property; or take any action relative thereto.

SELECT BOARD COMMENTS: The Town is looking for a non-binding vote to provide feedback from Town Meeting on the path forward for determining a site for the future DPW Facility. The question is whether the Town has an appetite for purchasing a site for the Town's needs, as opposed to using a Town-owned site. Public comment and the non-binding vote will guide planning but will not alter the Select Board priority of addressing DPW working conditions and building operational efficiencies. At the time of printing of the Warrant, the Town is awaiting responses from the RFP, which are due by Oct. 7, 2022, in time to discuss with Oct. 17, 2022 Fall Town Meeting.

ARTICLE 20: SIDEWALK AND RAMP REPAIRS & RECONSTRUCTION

SPONSORED BY: Select Board

ESTIMATED COST: \$1,250,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for localized repairs or reconstruction of existing sidewalks or ramps, including the labor, cost of materials and disposal of materials, or take any action relative thereto.

SELECT BOARD COMMENTS: A previously approved and procured evaluation of the Town's sidewalk infrastructure has highlighted a "backlog" of sidewalks and ramps that require repair for various reasons, with ADA-compliance being the driving factor in prioritizing these repairs. The consultant, Stantec, listed projects in the [2021 Pedestrian Accessibility Report \(link\)](#) to be done over a 10-year period by applying Network Priority Ranking (NPR) scores to the condition and use of the infrastructure. The purpose of this article, as stated in the motion, is to address only projects listed in the Stantec report as "reconstruction" or "localized repair," and this funding will not be used to address any project in the Stantec report that refers to "new" construction.

A Working Group of Select Board and Finance Committee members determined that the initial article to address this backlog would be done through the use of at least \$1 million in cash at the Oct. 17, 2022 Fall Town Meeting, with a commitment to annually fund these "backlog" costs through cash, with a potential borrowing only to be considered should this funding method not prove viable. *(\$1,250,000 from the Capital Expenditure Fund)*

ARTICLE 21: FEASIBILITY STUDY FOR PUBLIC LIBRARY FACILITY

SPONSORED BY: Library Trustees

ESTIMATED COST: \$12,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for a feasibility study to create a facilities plan aimed at meeting the current and future needs of the Holliston Public Library, given the current deeded purpose of the property at 752 Washington Street for which a public library must be the use; or take any action relative thereto.

LIBRARY TRUSTEES COMMENTS: The Holliston Public Library needs to have a clear idea of how to serve our community and specific goals with detailed plans to put ourselves in the best position for receiving a MPL Construction Grant.

To this end, the Library Board of Trustees is seeking \$12,000 to further our work in defining how the Holliston Public Library can best meet the needs of our community, now and in the future. This continues the process begun with the community survey conducted in 2019 and will be in conjunction with a state grant process that is expected to kick off next year. The cost of this and future planning could potentially be reimbursed through the MBLC's Planning and Design grant round, when released.

It is important to note that the last library state grant program occurred in 2013-14 (though finally funded in 2016-17) and does not occur on any regular schedule. The state has a number of grants for communities looking at library solutions that include design and engineering all the way to paying for a new library building. In the 2016-17, nine communities were awarded. The Massachusetts Public Library Construction Program grants towards library construction. The average grant award is 45-50% of the eligible costs with the remaining cost incurred by the municipality. Any libraries not awarded grants were put on a waitlist and have been awarded grants in the gap years. The Library Trustees voted to pursue the funds for a feasibility study so that we may enter the grant cycle with direction and clear intent. *(\$12,000 from Free Cash)*

ARTICLE 22: WASTEWATER TREATMENT PLANT (INSTRUMENTATION)

SPONSORED BY: Select Board

ESTIMATED COST: \$200,000

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for costs related to upgrading the instrumentation of the Wastewater Treatment Plant located on Linden Street which currently services the Woodland Street school complex; or take any action relative thereto.

SELECT BOARD COMMENTS: The Town's ARPA Steering Group (comprised of Select Board, School Committee, Finance Committee and Staff members) and the Select Board approved a Feasibility Study to determine if the Wastewater Treatment Plant on Linden Street, which currently services only the school complex, could be leveraged to take private customers. That Feasibility Study is currently underway, but the initial findings are that the Plant requires upgrades to its instrumentation which would be required whether it simply continues its public service, or if it adds private customers. This instrumentation allows for automation and remote monitoring of the facility, similar to the Town's Water Operations – the product is generally referred to as SCADA. Though the total estimated cost of the upgrade to instrumentation is

estimated at \$449,610 the Town can also continue to leverage ARPA funds to meet the costs above this request. *(\$200,000 from Capital Expenditure Fund, or Free Cash)*

ARTICLE 23: PAYMENT IN LIEU OF TAXES (PILOT) FOR SOLAR PROJECTS

SPONSORED BY: Board of Assessors

To see if the Town will vote to authorize the Select Board and Board of Assessors to negotiate and enter into a tax agreement for the payment of personal property taxes on the solar photovoltaic facilities proposed at 103 Bartzak Drive and the energy storage facility proposed at 600 Central Street, in accordance with G.L. c. 59, Sec. 38H, or take any action relative thereto.

BOARD OF ASSESSORS COMMENTS: This article does not speak to the approval of any project from the regulatory authorities (Planning Board, Zoning Board of Appeals, and/or Conservation Commission); the article would simply authorize the Select Board and Board of Assessors to negotiate and enter into a Payment in Lieu of Taxes (PILOT) agreement with developers of the solar photovoltaic facility proposed at 103 Bartzak Drive in the New Englander Industrial Park and the developers of the energy storage system at 600 Central Street property owned by Christ the King Lutheran Church.

ARTICLE 24: ACCEPTANCE OF EASEMENT FOR RAIL TRAIL

SPONSORED BY: Select Board

To see if the Town will vote to accept an easement as shown on a Plan of Land entitled “Easement Plan Holliston, Massachusetts” Prepared by GLM Engineering Consultant, Inc. dated July 27, 2022, or take any action relative thereto.

SELECT BOARD COMMENTS: The Rail Trail Easement in Hopping Brook Industrial Park provides access for users to go from the parking lot to the Trail itself. See map in Appendix C.

ARTICLE 25: REPORT OF “ENVISIONING FUTURE HOLLISTON”

SPONSORED BY: CLRPC

To hear a report of the Comprehensive Long Range Plan Committee, also known as Envisioning Future Holliston, following which the original charge will have been fulfilled and the Committee shall be disbanded in its current form; or take any action relative thereto.

CLRPC COMMENTS: Presentation at Town Meeting. Article 26 works in conjunction with this article.

ARTICLE 26: UPDATE TO ENVISIONING FUTURE HOLLISTON CHARGE

SPONSORED BY: Town Administrator

ESTIMATED COST: \$80,000

To see if the Town will vote to approve the charge and makeup of the revised Envisioning Future Holliston Committee, to be a 7 member Committee appointed by the Town Administrator, with up to 5 associate members, for the purpose of representing the community in an engagement with a consultant to develop a Town-wide Strategic Plan, using data from Envisioning Future

Holliston’s surveys and existing departmental strategic plans, and further to raise and appropriate or transfer from available funds \$80,000 for strategic planning initiatives; or take any action relative thereto.

CHARGE OF REVISED COMMITTEE: The Envisioning Future Holliston Committee will work with the Town Administrator’s Office and a consultant selected through the public procurement process to develop a Town-wide strategic plan which incorporates the findings of multiple recent surveys and existing Department-specific strategic plans.

The Envisioning Future Holliston Committee shall be a standing Committee with the responsibility for scheduling periodic updates to Town Meeting and monitoring outcomes of the Town-wide strategic plan developed through this process.

TOWN ADMINISTRATOR COMMENTS: The original Town Meeting vote (Art. 35 Annual Town Meeting May 2021) that established the Comprehensive Long Range Planning Committee, or Envisioning Future Holliston, directed the group to report back to a future Town Meeting with its findings. That report was accomplished under Article 26 above. This article asks that Town Meeting reduce the size of the group for ease of meeting the necessary quorum to do business, and amend the charge of the group as the community’s selected volunteers that will interface with a 3rd party consultant for a Town-wide Strategic Planning initiative. The 3rd party consultant will be tasked with using the survey data from Envisioning Future Holliston’s 2nd survey, with over 1,100 responses, and taking existing Strategic Plans from the Holliston Public Schools, Police Department, Parks & Recreation, and many more, to put together a cohesive and comprehensive Strategic Plan for the Town. *(\$80,000 from Free Cash)*

**ARTICLE 27: CITIZENS’ PETITION: ZONING
SPONSORED BY: Citizens Petition’**

To see if the Town will vote to amend the Town’s Zoning By-Law: CHANGE TO PRE-EXISTING NON-CONFORMING USES, STRUCTURES AND LOTS (I-E) by addition of a definition for “Original Gross Floor Area” as follows:

Original Gross Floor Area: shall be defined as the Gross Floor area on the most recent of 1) the date on which any current structure pre-existing non-conformity was created; or 2) 20 years prior to the date of permit application for any planned increase in the Gross Floor area; or take any action relative thereto.

Note: Public Hearing held by Planning Board on Thursday, Sept. 29, 2022

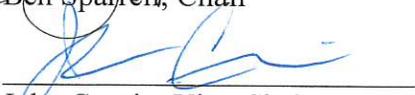
ARTICLE 28: CITIZENS' PETITION: TOBACCO PERMITS

SPONSORED BY: Citizens' Petition

As residents of Holliston, we are petitioning for the Board of Health to delay any changes to tobacco permits until there is full vetting with the public and all town boards and committees, including long-range planning. In the event that the Board of Health has passed a vote to change the regulations, we ask that they reconsider that vote. The change in tobacco permitting signifies a substantive change in the "culture" and overturns actions requested by the community in 2018, specifically the Holliston Drug and Alcohol Awareness Coalition. Allowing cigar bars and other changes could weaken Holliston's public health and potentially lead to an increase in tobacco use, as well as the diseases, cancers and health effects that would come with it. As the Holliston community works to address a rise in youth substance use and mental health issues, the town must work to protect and prioritize our youngest residents.

Given under our hands this ³⁰ day of September A.D. 2022.


Ben Sparrell, Chair


John Cronin, Vice Chair

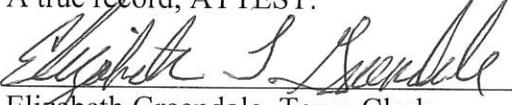
SELECT BOARD

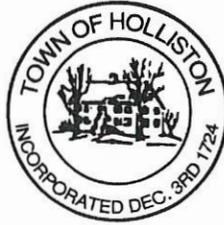

Tina Hein, Clerk

I have this 30TH day of September 2022, posted true copies thereof, attested, on and within the Town Hall, Public Library, Police Department, Senior Center and on the Town Website as herein directed.


Constable BARRY SIMS

A true record, ATTEST:


Elizabeth Greendale, Town Clerk



To: Select Board & Finance Committee Members

From: Travis Ahern, Town Administrator

Date: Sept. 19, 2022

RE: **Programmatic Stabilization Fund**

Establishing a Programmatic Stabilization Fund at the October 17, 2022 Fall Town Meeting is intended to work as follows:

STATED PURPOSE:

The fund is intended to provide the necessary upfront costs of programs or initiatives demonstrating long-term cost savings, or increased revenue generation, which offset operational or capital costs – or in some instances, partially offset these costs.

The fund can be used to “kick-start” these programs or initiatives, with the eventual financial benefits of the programs or initiatives used to replenish the fund in the future.

The ideal project is able to replenish the fund with cost-savings or increased revenue, or both, within 3-5 fiscal years after use of upfront funding.

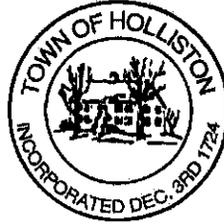
To provide a key example of how this fund is intended to work, below is a general approach to one of the Town’s Public Safety functions in the coming 3-5 years. In this example, it is shown how the fund allows the Town to navigate increased costs against future savings for operational and capital costs, and increased revenue sources:

Example: Ambulance Service, striving for Advanced Life Support (ALS) Licensure (from BLS)

Summary: On May 31, 2022, Municipal Resources, Inc. (MRI) presented their findings on the Fire & EMS Organizational Evaluation to the Select Board.

One of the most significant recommendations includes striving for an ALS Licensure (from the current BLS Licensure) within 3-5 years, using the Town’s current “Call” model. The steps required to achieve ALS are listed below and each come with significant cost, but MRI specifically references the partial offset that is provided when the ALS Licensure is acquired, namely the increase in billable costs to insurance providers when responding as an ALS Ambulance Service, as opposed to a BLS Ambulance Service.

It should be noted that the Town can also achieve ALS Licensure through a private Ambulance Provider, but in this scenario would forgo all revenue offsets to the new Provider, which MRI does not recommend.



To achieve ALS Licensure, the below table shows increased costs and projected timelines above, and potential offsets below:

<u>Steps to Achieve ALS</u>	<u>Proposed Timeline</u>	<u>Estimated Cost</u>
1. EMT Rate "Fixes" to Market	Oct. 2022 FTM	\$205,000/yr
2. Hire EMS Coordinator (+Benefits)	Oct. 2022 FTM or May 2023 ATM	\$102,000/yr
3. Advanced Training of Existing & New	May 2023 ATM (FY24 Budget)	\$50,000/yr
4. Capital Improvements to Ambulances	May 2023 ATM or Oct. 2023 FTM	\$350,000/initial
5. Certification from OEMS	3-5 Years	See Above
<u>Cost Reductions or Revenue Offsets</u>	<u>Proposed Timeline</u>	<u>Estimated Offset*</u>
1. Billable Rates (BLS to ALS)	3-5 Years	\$175,000/yr

**Estimated offset is based on data provided by MRI on page 55 of the [Report \(link\)](#) comparing ALS and BLS rates for transport.*

Conclusion:

Recent collaboration between the Finance Committee and Select Board has resulted in beneficial change and progress for Holliston, and this Fund would be an important tool in continuing these efforts. Specific recent examples include:

- **FY2020** – The **creation of the Facilities Manager** position that currently manages all municipal buildings, less school buildings;
- **FY2022** – The **removal of fees for Full Day Kindergarten** to provide equitable access to all Holliston families; utilizing ARPA for initial costs, and balancing ongoing costs through future budget cycles which included an increase in Chapter 70 funding in FY2023 related to changes in student enrollment calculations;
- **FY2023** – The **creation of a Grounds Division** (within DPW) to provide service level improvements to Parks & Recreation, Schools, Town properties, and Rail Trail; revenue from Recreation Revolving used to partially offset costs.

The establishment of the Programmatic Stabilization Fund will allow the Town to continue to pursue improvements to service level across all departments, especially beneficial to those that can demonstrate opportunities for future cost savings or generation of new revenue.

Please feel free to reach out with any questions, and I would like to end with a clarifying statement regarding the immediate positive impact this Fund can have on Holliston: **we have significant needs in the next 3-5 years to provide additional resources to our public safety departments – HPD, HFD, Ambulance, Emergency Management – but we also have a number of opportunities to offset these costs, including the use of grant funding, and this fund can be a valuable tool in allowing us to address our needs while making every attempt at avoiding an operational Override of the Tax Levy.**

CC: Department Heads
Chairs of Boards/Committees

ARTICLE 11: To see if the Town will vote to make four separate amendments to the Town's General Bylaws, as follows:

Key: = **Recommended** v. **Present** Comparison

Amendment One: Replace Article IX of the General Bylaw with the following:

ARTICLE IX, Planning Board

Section 1. Members The Town shall have a Planning Board, consisting of five (5) members, elected for a term of five (5) years each, and so elected that the term of only one (1) member will expire in any one (1) year. Said Board shall choose from its members a Chair, a Vice-Chair and a Clerk, each to serve a term of one year. The Board may also have an Associate Member, appointed by the Planning Board who shall serve a one-year (1) term.

~~**Section 1.** The Town shall have a Planning Board, consisting of five (5) members, elected for a term of five (5) years each, and so elected that the term of only one (1) will expire in any one (1) year.~~

Section 2. Powers and Duties The Planning Board shall have the functions and powers as provided under the Constitution, Massachusetts General Laws as amended, including but not limited to Chapter 40A and Chapter 41 of the General Laws and such additional powers and duties as may be authorized by by-law.

~~**Section 2.** The Planning Board shall have the functions and powers as provided in the General Laws as amended, including but not limited to Chapter 40A and Chapter 41.~~

1. The Planning Board shall make careful studies of the resources, possibilities and needs of the Town and regulations governing such development of the Town.
2. Further, the Planning Board shall have the power to:
 - a. Regulate the subdivision of land within the Town by the adoption of rules and regulations governing such development and the administration of such rules and regulations.
 - b. Grant special permits as authorized by town by-laws
 - c. Make a comprehensive master plan, setting forth in graphic and textual form policies to govern the future growth and development of the Town at least every 15 years.
 - d. Make recommendations to the Town Meeting on all matters affecting land use and development, including the zoning by-laws and zoning map of the Town.
 - e. Prepare an annual report, giving information regarding the condition of the Town and any plans or proposals for the Town's development and estimates of their cost.

Section 3. Vacancy In case of a vacancy, appointment of a new member shall be made in accordance with G.L. c.41, s.11 until the next town election, at which time candidates may run for the balance of the unexpired term.

~~**Section 3.** After a road has been designated by the Town as a scenic road, any repair, maintenance, reconstruction or paving work done with respect thereto shall not involve or~~

~~include the cutting or removal of trees or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board after a public hearing duly advertised as provided in General Laws, Chapter 40, Section 15C as amended.~~

Amendment Two: Add a new Article__ to the General Bylaws, as follows:

Scenic Roads

Section 1. The Town shall protect certain roads under Massachusetts General Laws, including but not limited to, protection under Section 15C of Chapter 40. The Planning Board may adopt rules and regulations that govern the process for altering a designated scenic road.

Section 2. Pursuant to Massachusetts General Laws, the Town, by vote of Town Meeting, may designate a road as a scenic road. The Planning Board, Conservation Commission, or the Historical Commission may make recommendations for scenic roads designation to Town Meeting.

Section 3. After a road has been designated as a scenic road, any repair, maintenance, reconstruction, or paving work performed with respect thereto shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board after a public hearing in conformance with Massachusetts General Laws.

Amendment Three: Replace Article VII of the General Bylaws with the following:

ARTICLE VII Town Moderator

Section 1 Term and Duties

(a) Term – There shall be a Town Moderator elected for a term of three (3) years.

~~**Section 1.** The Town shall have a Moderator who shall be elected for a term of three (3) years. The Town Moderator shall serve as Moderator of all Town Meetings, except as otherwise provided by law~~

(b) Powers and Duties - The Moderator shall preside at all sessions of the Town Meeting. In the event of the absence or disability of the Moderator, the Town Meeting shall elect from those voters present at the Town Meeting a temporary Moderator to act during such absence or disability. The Moderator shall have all the powers and duties given to Moderators under the Constitution and the laws of the Commonwealth. The Moderator, at all Town Meetings, shall regulate the proceedings, decide all questions of order, make public declarations of all votes and may exercise such additional powers and duties as may be authorized by General Law, by By-Law or by other vote of the Town Meeting. The Town Moderator shall not hold any other town office, elected or appointed.

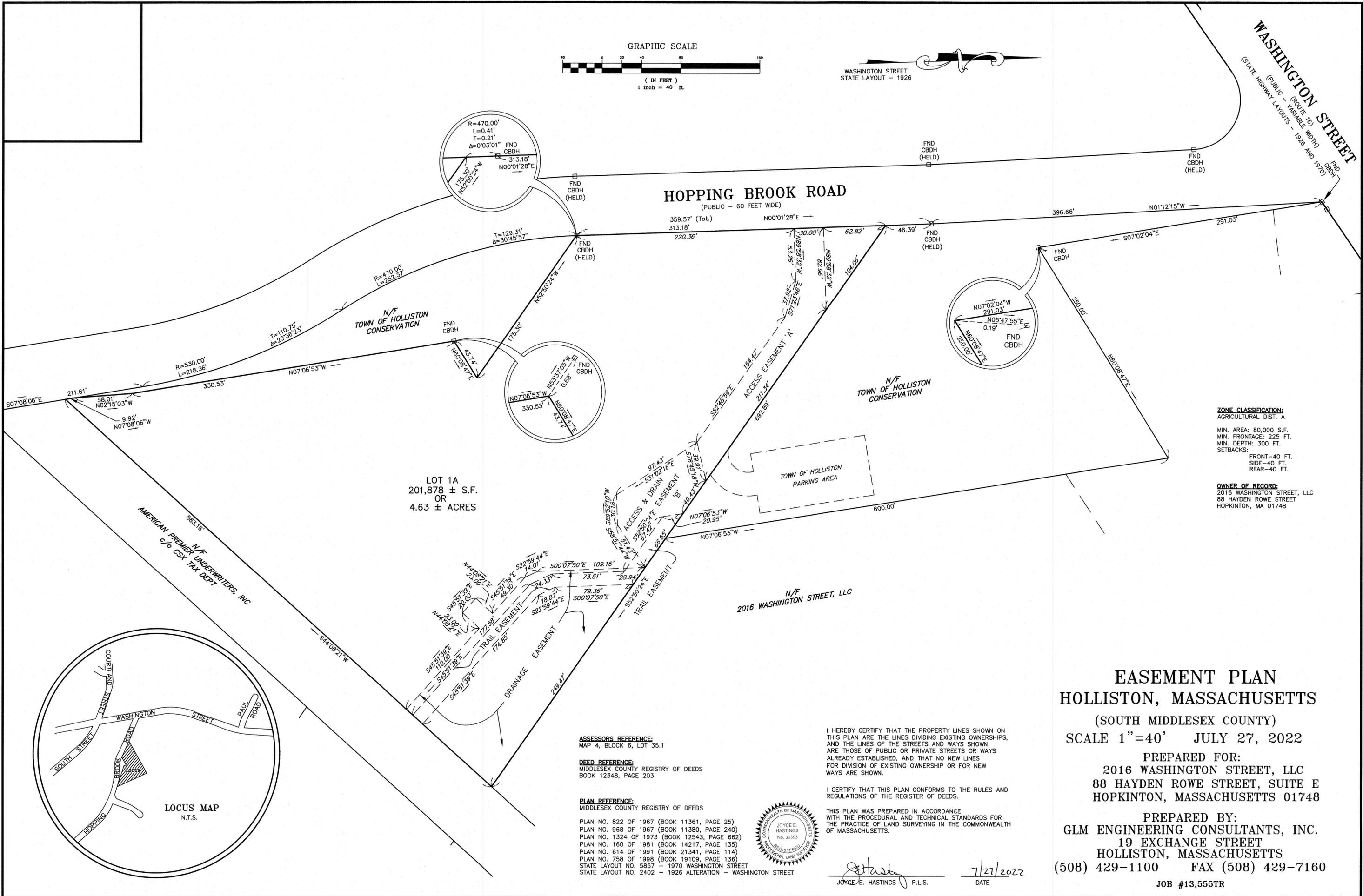
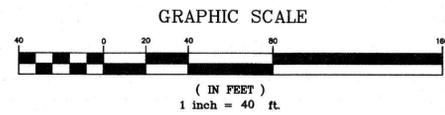
Amendment Four: Add a new Article__ to the General Bylaws, as follows:

Article__ By-Law Review Committee

Section 1. Purpose The Select Board shall appoint at five-year intervals, in each year ending in six (6) or one (1), a special committee entitled the By-Law Review Committee for the purpose of considering and preparing proposals for the revision or recodification of the General By-Laws of the town as it deems necessary and advisable to keep by-laws current with the needs of the town. Such proposals shall be presented to the Select Board, which may include the same on the warrant for the Fall Annual Town Meeting occurring no later than the year following the one in which the committee was formed. The Committee may also review and offer a recommendation for all other articles in the warrant for any Town Meeting which propose an amendment or addition to the General By-Laws.

Section 2. Membership The By-Law Review Committee shall consist of two residents appointed by the Select Board, two residents appointed by the Town Moderator and one resident appointed by the Planning Board. Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. In addition, the Town Clerk shall serve as an ex officio nonvoting member of the committee. The Committee shall choose from its members a Chair, a Vice-Chair and Clerk for terms of not more than two consecutive years.

Section 3. Legal Review and Public Notice The Committee shall have its proposals reviewed by town counsel or by special counsel retained for this purpose by the Select Board. Copies of the proposed revised by-laws shall be made available to the public on the town website and by publication in a print or electronic local newspaper at least seven (7) days before the scheduled Fall Town Meeting. After Town Meeting adoption of a proposed by-law, it shall be submitted by the Town Clerk to the Attorney General of the Commonwealth for approval in conformity with state law. Copies of the revised by-laws shall be made available for distribution to the public.



LOT 1A
201,878 ± S.F.
OR
4.63 ± ACRES

ZONE CLASSIFICATION:
AGRICULTURAL DIST. A

MIN. AREA: 80,000 S.F.
MIN. FRONTAGE: 225 FT.
MIN. DEPTH: 300 FT.
SETBACKS:
FRONT-40 FT.
SIDE-40 FT.
REAR-40 FT.

OWNER OF RECORD:
2016 WASHINGTON STREET, LLC
88 HAYDEN ROWE STREET
HOPKINTON, MA 01748

ASSESSORS REFERENCE:
MAP 4, BLOCK 6, LOT 35.1

DEED REFERENCE:
MIDDLESEX COUNTY REGISTRY OF DEEDS
BOOK 12348, PAGE 203

PLAN REFERENCE:
MIDDLESEX COUNTY REGISTRY OF DEEDS

- PLAN NO. 822 OF 1967 (BOOK 11361, PAGE 25)
- PLAN NO. 968 OF 1967 (BOOK 11380, PAGE 240)
- PLAN NO. 1324 OF 1973 (BOOK 12543, PAGE 662)
- PLAN NO. 160 OF 1981 (BOOK 14217, PAGE 135)
- PLAN NO. 614 OF 1991 (BOOK 21341, PAGE 114)
- PLAN NO. 758 OF 1998 (BOOK 19109, PAGE 136)
- STATE LAYOUT NO. 5857 - 1970 WASHINGTON STREET
- STATE LAYOUT NO. 2402 - 1926 ALTERATION - WASHINGTON STREET

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTER OF DEEDS.

THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.



Joyce E. Hastings
JOYCE E. HASTINGS P.L.S. 7/27/2022
DATE

EASEMENT PLAN
HOLLISTON, MASSACHUSETTS
(SOUTH MIDDLESEX COUNTY)
SCALE 1"=40' JULY 27, 2022

PREPARED FOR:
2016 WASHINGTON STREET, LLC
88 HAYDEN ROWE STREET, SUITE E
HOPKINTON, MASSACHUSETTS 01748

PREPARED BY:
GLM ENGINEERING CONSULTANTS, INC.
19 EXCHANGE STREET
HOLLISTON, MASSACHUSETTS
(508) 429-1100 FAX (508) 429-7160
JOB #13,555TR