

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

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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;~~

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

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

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

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

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

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

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

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

Exhibit C

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

*Same rank as motion out of which it arises.

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

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

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

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

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

ARTICLE III SELECT BOARD

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TOWN OF HOLLISTON - FY22 OMNIBUS BUDGET

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