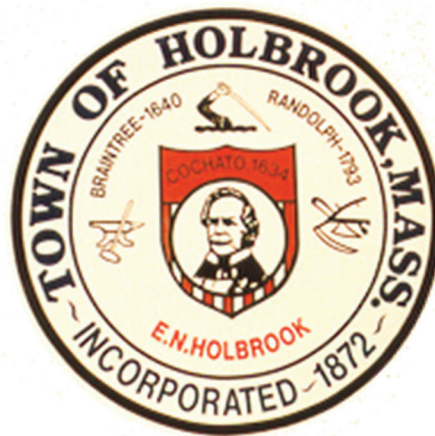
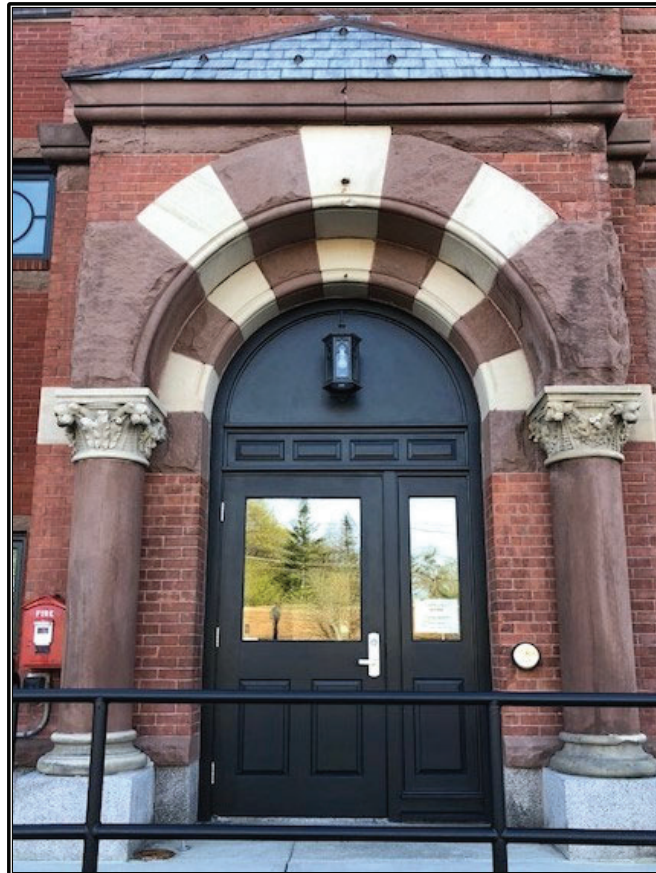


Town of Holbrook Annual Report 2021



TOWN OF HOLBROOK, MASSACHUSETTS
ANNUAL REPORT
2021



In memory of Rick McGaughey, November 23, 1938 – May 12, 2021, for his many years of service to the Town of Holbrook

SELECT BOARD

Lindsay Vayda, Chair
Pamela Campanella, Vice Chair
William Watkins, Clerk
Daniel Lee, Associate
David Reilly, Associate

TOWN ADMINISTRATOR

Gregory Hanley

ASSISTANT to the TOWN ADMINISTRATOR

Emily Martin

Town of Holbrook

2021 Annual Report

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TOWN OF HOLBROOK

Town Hall, 50 North Franklin Street, Holbrook, MA 02343, Telephone 781-767-4312

To the Residents of the Town of Holbrook:

Attached is the 2021 Town of Holbrook Annual Report which provides a description of the services provided by all Town Departments as well as an update on our achievements over the past year. We are very proud of the accomplishments over the past year and look forward to the challenges that await us in the coming year. Due to the COVID-19 pandemic and the delay in certifying free cash this report has been delayed in its publication. Below is a recap of FY20 and FY21:

Financial Management: Our Town Finances continue to strengthen. Our certified free cash as of July 1, 2020 is \$2,263,141 and July 1, 2021 is \$3,113,026. Our general stabilization reserve balance as of June 30, 2021 is \$3,267,071.61, Capital Stabilization is \$387,869.04 and the Special Education Reserve is \$372,206.10. The Balance of the OPEB Trust Fund (Other Post-Employment Benefits) as of June 30, 2021 is \$ 1,919,440.41. During the Tax Rate Setting of 2021 the town realized an excess capacity of approximately \$2.7 million which is the gap between what we are allowed to raise in property tax and what we actually raise. Our Finance Committee continues to lead us in fiscal prudence, as is demonstrated in the professionalism, commitment and thoughtfulness that they bring each year to the budget process.

Despite these successes we still have financial challenges. Our tax collections and tax title performance needs improvement. Although we were able to reduce our commercial property tax levy, and reduce the tax rate for both residential and commercial property in 2019, our property tax rate is still among the highest in the State. We will continue to work this issue in the coming years.

Development: Smart growth will be critical as we continue to move forward. The new Twinbrook condominium project is brightening our downtown area; the Board of Selectmen will be reviewing two proposals for the re-development of the old South School property; and two exciting residential development projects are under consideration in our town center area. The Board of Selectmen approved a landfill re-use project which will create open space in our downtown area.

Public Works: In 2018 the LED street light replacement project was completed and a much-needed Richard Road water line was replaced. We continued the upgrading of the equipment fleet with a new Volvo frontend loader and a Peterbilt dump truck. The water meter replacement project will begin next month and will result in improved and more accurate reads, the elimination of estimated billing and quarterly billing.

Public Safety:

- **Police:** The Holbrook Police Department received Massachusetts Certification in October of 2018 and is on pace to be fully accredited in 2020. Last month William Marble Jr was appointed as the First Holbrook Police Deputy Chief; in addition, during this past year Officers MacGregor, Martins and Ford were all promoted to the rank of Sergeant. The Department also held its first Junior Police Academy last summer at the new school.
- **Fire:** The past two Fiscal Years have clearly been some of the most challenging on record for the Holbrook Fire Department. As the coronavirus pandemic impacted our community, the Fire Department's cross-trained Fire/EMS staff rose to the occasion – providing high-quality Emergency Medical Services, delivering COVID-19 Vaccinations to both First Responders and the general public, and continuing our primary function of providing Fire Protection and Rescue Services to the Town
- **Communications:** In FY21 the Communications Department continues to expand by acquiring the Abington PSAP and assuming dispatch responsibility of the Abington Police Department. With the addition of the Abington PD, our operation continues to expand as we will be adding additional Telecommunicators, an Operations Manager and a Training Coordinator to our team. We continue to meet with prospective partner agencies to discuss the benefits of regionalization and seek to continue progressive growth.

Highlights: In 2020, Holbrook saw the departure of Town Administrator Tim Gordon, who left to fulfill his duties with the National Guard, as well as the retirement of Assistant Town Administrator Marjorie Godfrey. In June 2020 James O'Mara was appointed as Interim Town Administrator until a permanent replacement could be found. Emily R Martin was hired in September 2020 in the role of Assistant to the Town Administrator.

The Covid-19 pandemic, which was declared a State of Emergency by Governor Baker in March 2020, was a challenge to the Town, which saw its first outdoor Annual Town Meeting in June 2020, and its first remote Special Town Meeting via Zoom in November 2020. The May 2021 Annual and Special Town Meeting were also held online. However, during most of the pandemic, Holbrook Town Hall offices were staffed and open to the public for business. The Board of Health worked with our regional partners to provide free and accessible testing, as well as vaccination sites when the formulas were developed and approved by the FDA.

The May 2021 Annual Town Meeting brought about a change in nomenclature for the Executive Board of the Town, it was voted to change the title of Board of Selectmen to Select Board. This is in line with a trend in Massachusetts, where more than 60 municipalities have made this change in the past two years.

The year 2021 also brought sad news to Holbrook; longtime resident, business owner, community member and elected official Richard McGaughey passed away on May 12, 2021. He leaves behind a large and loving family, and a legacy of giving and civic service unrivaled in the Town.

Conclusion: We want to thank the hard-working town employees and the many dedicated volunteers who serve on our Boards and Committees, for their commitment and the solidarity shown as the Town faced the challenges of the Covid-19 pandemic.

Extraordinary Teamwork has been, and will continue to be, the key to success. We are confident that this teamwork and dedication will guide us through the challenges that await us in fiscal year 2022.

Respectfully submitted,

Lindsay Vayda, Chair
Pamela Campanella, Vice Chair
William Watkins, Clerk
Daniel Lee, Associate
David Reilly, Associate

Gregory M Hanley, Town Administrator

HOLBROOK SELECT BOARD

2. TOWN CLERK

Mission Statement: The Office of the Town Clerk is committed to providing quality services and information to the residents of Holbrook. Key responsibilities of the Town Clerk's Office include: Administration of Public Elections, management of all Town Vital records, and various licenses and fees. Specific services are described below.

Description of Services:

Records – Responsible for filing minutes & official postings of various boards and Commissions; preparing, maintaining and issuing certified copies of all births, deaths, marriages and burial permits; creating copies of records and annual reports to the state, tracking all appointments and resignations of Town Officials. The Town Clerk's Office is the main depository for requests for public information.

Licenses – The Town Clerk's Office oversees the issuance, maintenance and administration of all new businesses and annually renews licenses to approximately 300 Businesses. We issue and report approximately 1300 Dog licenses annually and track the rabies information for dogs. We issue and report business certificates to the Department of Revenue and our Town Assessor annually. Preparation of all regular and special permits for Board of Appeals and all Planning Board applications. Issue raffle licenses to all non-profit organizations and notify and send reports to the Lottery and State Department of Safety.

Elections – Conduct every aspect of running special, local, state and federal elections including notifying members of their expiration, processing nomination papers, ballot preparation, training of election staff, preparation of polling locations, reprecincting, election reporting and maintaining voter registrations, maintain voter lists, daily maintenance of state database from the registry of Motor Vehicles and the Secretary of State's Office. Preparations for Town Meetings maintaining all aspects of Town Meeting including minutes, attendance, and mailings to Town Meeting Members when up for re-election.

Census - Prepare annual census mailing to over 5,000 homes, updating all changes to print Annual Street List Books and provide student and elderly lists and updates to the school department and Council on Aging.

Ethics Compliance (since 2010) The Town Clerk is the designated liaison between the Town of Holbrook and the State Ethics Commission. Distribution of mandated information and online education is coordinated thru this office for all town employees (including school and public safety) as well as volunteers. Conflict of interest reports are maintained by the Town Clerk as well.

Other: other services provided by the Town Clerk include; Flammable Storage License and Records, Marijuana fines custodian, Yard Sale Permits, Parking Clerk and Hearing Officer, Burial Agent, Notary Public, and Justice of the Peace.

Calendar Year 2020 Vital Statistics: Births 136; Deaths 116; Marriages 53; Marriage Intentions 73, Marriages 71

Staffing: Town Clerk, 1 full time Assistant, 1 seven-hour clerk and volunteers

3. ACCOUNTING DEPARTMENT

MISSION STATEMENT:

To maintain and ensure the integrity of the Town's financial records and accounting system in an efficient manner, and to maximize financial operations to enhance the overall financial health of the Town.

LEGAL REQUIREMENTS:

Chapter 41, section 48-61, Officers and Employees; Auditor/Accountant; Chapter 44, inclusive, Municipal Finance, Massachusetts General Laws.

HIGHLIGHTS:

- Assisted the independent auditors on the annual financial and compliance audit and maintained the Town's unqualified audit opinion for the FY21 audit.
- Town Accountant Bethiny Mosley resigned in June 2021, after which Assistant Town Accountant Diane Haley was appointed as Interim Town Accountant. Since then Ms. Haley has been performing the obligations of both roles to assist the Auditors in closing the fiscal year.

DESCRIPTION OF SERVICES:

The Town Accountant office is trained and experienced in maintaining the municipality's key financial records. These records include statements of expenditures and revenues, as well as a balance sheet of assets, liabilities and fund balances. The records verify that a town's monies are being collected and disbursed in accordance with the law and the Town's financial policies, including its operating budget.

The Town Accountant's office is charged with maintaining an effective internal control system relative to the financial and compliance operations of the town. The Town Accountant's office works collaboratively with the various town departments, State Departments and the Independent Auditors to assure that all revenue and expenditure reporting is properly performed and appropriately controlled.

Additional Accounting Department responsibilities include, but are not limited to:

- Maintain a complete set of organized accounting records in accordance with generally accepted accounting principles and in conformity with the classifications prescribed by the Director of Accounts at the Department of Revenue and the UMAS Manual.
- Ensure financial policies and procedures are being enforced.
- Prepare an annual report (Schedule A) required by the Department of Revenue, providing a statement of all receipts and expenditures of the Town for a fiscal year period.
- Prepare and submit a year-end balance sheet to the Department of Revenue as well as a Free Cash Analysis for certification.
- Process 1099's for calendar year end.
- Monitor and audit fixed asset inventory.

- Monitor capital projects and authorize payment in accordance with appropriate approval and signed contracts on file.
- Preparation of the financial sections of the tax recap required for tax rate certification.
- Provide financial assistance and guidance to all departments, committees and boards as needed.
- Monitoring expenditures of all town funds through the warrant process which includes examining all department bills and payrolls for appropriateness and lawfulness of expenditure and for accuracy and availability of funds before payment by the Treasurer.
- Ensuring timely reconciliations with Treasurer's cash and receivable balances with the general ledger on a monthly basis.
- Making internal control recommendations that may improve a department's financial condition.
- Coordinating preparation of the budget by consolidating budget requests and working with the finance committee to ensure accuracy in expenditures as well as estimated revenues.
- Provide local, state and federal governments and agencies with timely, audited financial statements.

GOALS:

- Maintain the Town's unqualified audit opinion for the FY2021 audit.
- Improve internal control system over financial operations throughout town government
- Finalize and propose adoption of new policies covering various financial and administrative functions
- Continue to explore increased efficiencies and opportunities to consolidate financial operations
- Attend educational seminars to stay up to date on current issues facing governmental accounting.

STAFFING: 2 FTEs, a Town Accountant and an Assistant Town Accountant

4. ASSESSORS OFFICE

The Mission Statement of the Assessors is to accurately determine the value of all Real and Personal property within the Town of Holbrook as outlined in the Massachusetts General Law Chapter 59. The assessed value in every community in the Commonwealth must reflect fair market value as of January 1 prior to the start of the fiscal year. The Assessors are also responsible for the administration of all property tax data records. It maintains accurate parcel ownership data based on recorded property transactions at the Norfolk Registry of Deeds. The Assessors process and administer auto and boat excise as well as personal real estate tax exemptions for the elderly, blind and disabled veterans.

The Board of Assessors is elected and consists of three members and each member must complete required DOR Course 101, Assessment Administration: Law, Procedures, and Valuation for assessing board members. (830 CMR 58.3.1)

The Town of Holbrook Assessors Office:

In the Town of Holbrook, the Assessor's Office staff consists of a full time Principal Assessor, Deputy Assessor and a part time Assessors Clerk. As a condition of employment, the Principal Assessor and Deputy Assessor are required to have at a minimum a current Massachusetts Accredited Assessor designation from the Massachusetts Association of Assessing Officers. In order to maintain the active status of this designation, the designee must earn over a three-year period 45 hours of continuing education credits from courses and seminars approved by the MAAO. One of the required courses to be taken every three years is the Uniform Standards of Professional Appraisal Practice.

In Holbrook the Assessors pay for software licenses and support for the AssessPro real estate and personal property appraisal software and Permit Pro our new Building Permit System. We also pay for software licenses and support for the billing software for all individual real estate and all commercial and industrial personal property taxes, betterments, auto and boat excise taxes.

The Board of Assessors has chosen an aggressive posture to defend its values, when appropriate, in the Appellate Tax Board. Over the past years, the Principal Assessor with the aid of an Appellate Tax Board consultant has successfully defended all cases heard before the ATB. The result saved the town from potential impact to the overlay accounts, thus avoiding deficits, which would have otherwise been added to the tax levy. In calendar year 2020 there is 1 case scheduled to be heard before the Appellate Tax Board.

Fiscal Year 2020 was a Revaluation year and our updated values were successfully certified by the Department of Revenues Division of Local Services. Fiscal Year 2021 is an Interim Year. The Department of Revenue will review and certify our analysis and valuation through the Division of Local Services. The market conditions which warrant property values must be adjusted in a fair and equitable manner to reflect full and fair cash value as of January 1, 2019 (FY20) and January 1, 2020 (FY2021) in accordance with Massachusetts General Law, Chapter 59 § 2A.

To keep the Assessors valuation data base current yearly field work is required as follows:

1. The function of the collection of Building Permit changes is continually ongoing and is required to calculate the valuation increase for growth yearly.
2. Inspection of all valid sales yearly.
3. A cyclical inspection of each parcel of real estate is mandated and a percentage must be collected on a yearly basis to keep up with the town's recertification schedule.
4. The Personal Property accounts must be mailed a Form of List and be verified if still in business yearly.
5. All new Personal Property accounts must be visited and listed yearly.

Assessors' Duties as Mandated by Massachusetts General Law and by Department of Revenue Guidelines

Below is a summary of the duties of the municipal assessors as excerpted from Assessment Administration: Law, Procedures, Valuation prepared by the Massachusetts Department of Revenue (September 1999).

Value all real and personal property within the municipality on a fair cash value basis (MGL Ch. 59 sec. 2A, 38). Inspect property sales, implement a cyclical property inspection program, complete annual property adjustment analysis, and prepare for triennial certification of property values by the Department of Revenue.

Conduct inspections of building permit properties and determine new growth for the levy limit (MGL Ch. 59 sec 21C (f)).

Fix the annual tax levy and set the tax rate. Participate in the preparation of the Tax Recapitulation Sheet. (MGL Ch. 59 sec 21, 23).

Prepare the valuation and commitment list. (MGL Ch 59 sec 43, 54). Sign under oath (MGL Ch 59 sec 52) and send the commitment with a warrant to the collector. (MGL Ch 59 sec. 53). Send a notice of commitment to the town accountant or city auditor. (MGL Ch. 59 sec. 23A).

Process and act on abatement and exemption applications (MGL Ch. 59 sec. 59). Send copies of approved abatement or exemption certificates to collector and to accountant or auditor.

Establish annual overlay amount (MGL Ch. 59 sec. 25) for insertion in the tax recap sheet.

Determine any overlay surplus.

Commit original and apportioned betterments to the collector (MGL Ch. 80 sec 4)

Commit delinquent municipal charges, including water and sewer liens and charges, to tax bills. (MGL Ch. 40 sec. 42 A-F; MGL Ch. 83 sec. 16A-F).

Assess and administer motor vehicle, farm and boat excises. (IGR 88-219).

Meet all regulatory requirements, assessment administration standards of the Department of Revenue, Division of Local Services.

TABLE OF AGGREGATES

	<u>FY 2020</u>	<u>FY 2021</u>
Value of Real Estate	\$1,348,265,500.00	\$1,419,852,900.00
Value of Personal Estate	\$36,823,279.00	\$49,771,315.00
Total Valuation	\$1,385,088,779.00	\$1,469,624,215.00
Total Cherry Sheet Offsets	\$239,910.00	\$156,637.00
Snow and Ice Deficit	\$0.00	\$0.00
Town Appropriations	\$49,192,125.58	\$49,647,268.35
Overlay	\$298,547.74	\$298,040.87
Estimated Receipts	\$22,498,306.50	\$22,724,005.30
Available Funds	\$2,988,353.50	\$2,960,986.30
Total Amount to be Raised	\$50,829,155.32	\$46,620,915.77
Rate per Thousand RES/CIP	\$18.37 / \$34.18	\$17.22 / \$32.50
Motor Vehicle per Thousand	\$25.00	\$25.00
	# 12,283 /	# 12,072 /
# of Auto-Boats Assessed/Value	\$1,617,388.92	1,654,132.73
# of Automobile Abatements	#351 / \$35,089.40	#485 / \$67,256.62
# of Statutory Exemptions/Value	# 135 / \$109,779.75	# 136 / \$82,261.96
# of Parcels/Real and Personal	4830	4872

5. TREASURER/COLLECTOR

MISSION STATEMENT: To collect all monies owed to the town and invest funds in a safe and secure manner, while supporting the town's financial obligations. Provide the highest level of customer support to all Town constituencies in the most efficient and effective manner.

DESCRIPTION OF SERVICES: The Treasurer/Collector primary responsibilities include the collection of all debts owed to the town and investment of all funds in the custody of the Treasury. The types of bills collected by the office include property taxes, water & sewer bills, motor vehicle excise, boat excise, parking tickets, non-criminal violations as well as inter departmental fees and fees from enterprise funds. The Treasurer is also responsible for the Town's Debt Service payments. The Treasurer is bonded through the Town insurance carrier for amount equal to the annual budget.

The Treasurer/Collector office has the ability to accept payments using debit or credit card (online), personal check, money order or cash. Some forms of payments received may be received through a lock box. The Treasurer also has the responsibility of protecting the town interest in the collection of debts. Examples of securing the town's interest included tax title, utility liens and registry markings. All of these mechanisms are used by the Treasurer's office to protect the town's interests.

GOALS:

- Proceed with Tax Title and Foreclosure processes in order to collect past due revenue into the Town
- Continue to improve Water/Sewer collection rates
- Continue to improve efficiency and communications
- Improve access to bills and information online

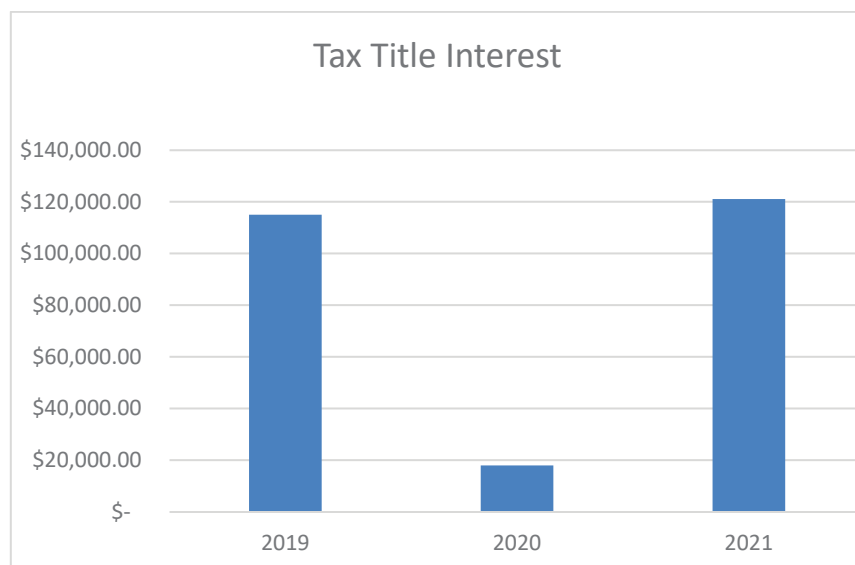
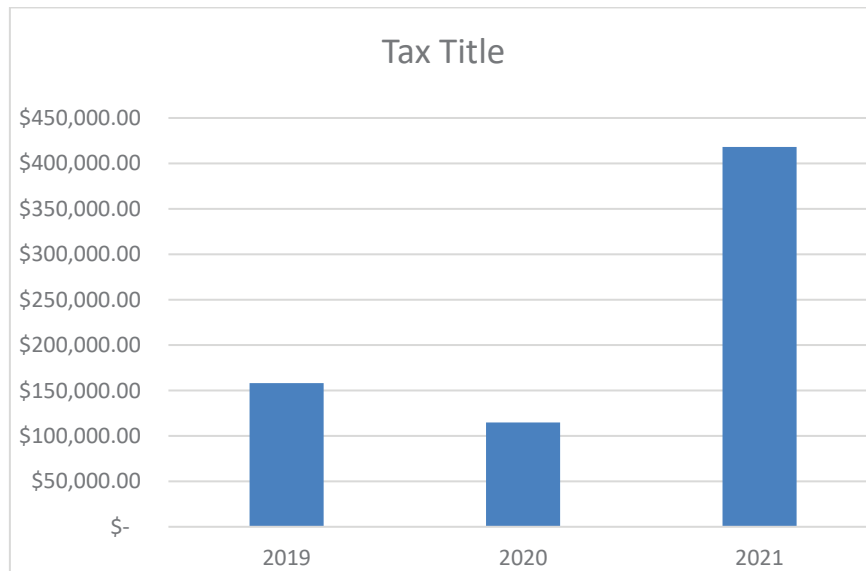
HIGHLIGHTS:

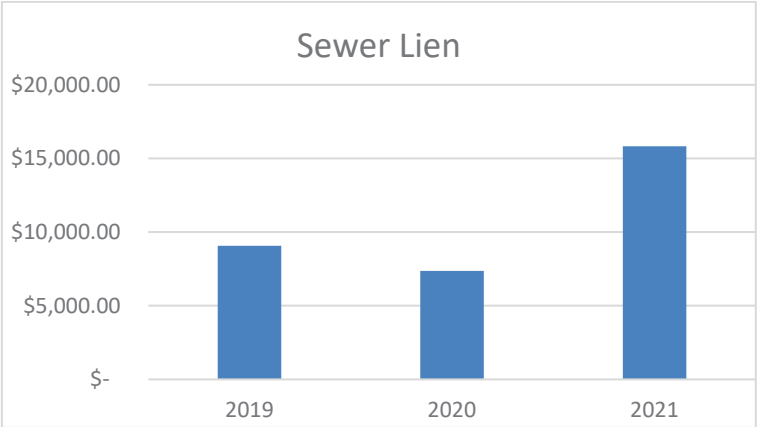
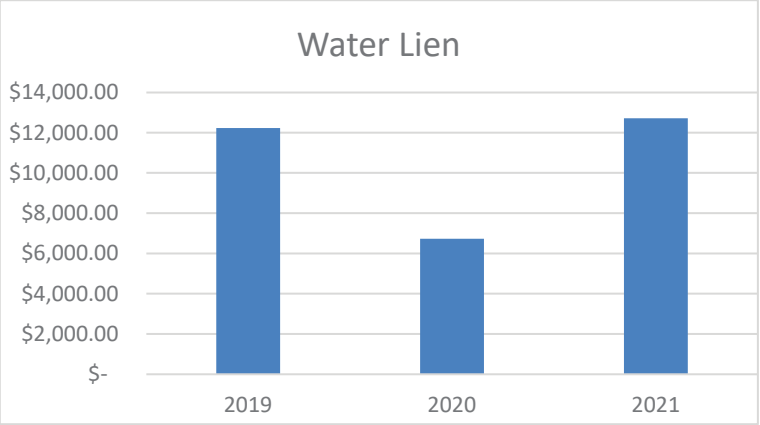
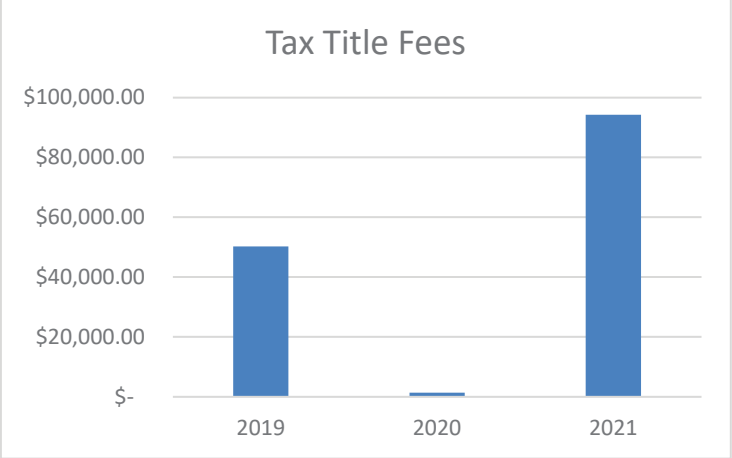
- Tax Title collections increased 264% from 2020 to 2021
- Water/Sewer collection rate continues to improve. Collections increased 33% since 2020. With the department consistently issuing demand notices on past due bills, demand fees have increased 31% from 2020 to 2021.
- The Department continues to make improvements on previous deficiencies by developing Policies and Procedures.

STAFFING: 1 Treasurer/Collector, 1 Assistant Treasurer (Vacant), 1 Assistant Collector, 1 Principle Clerk

TAX TITLE COLLECTIONS

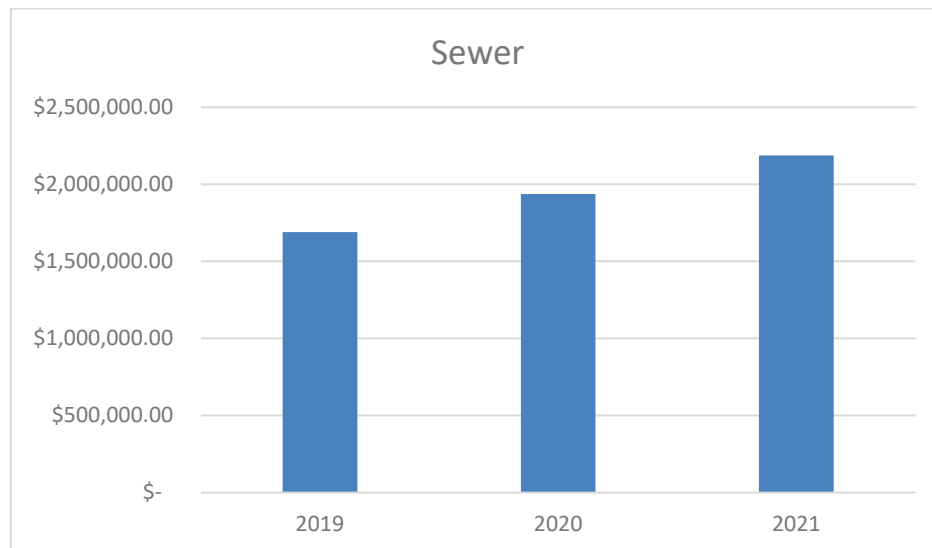
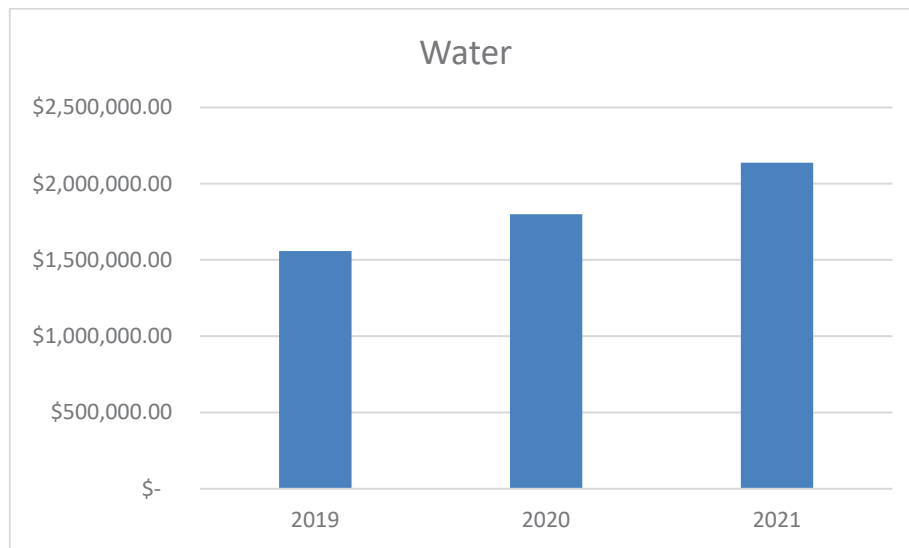
	2019	2020	2021
Tax Title	\$ 158,236.33	\$ 114,896.89	\$ 418,094.14
Tax Title Interest	\$ 114,999.19	\$ 17,967.34	\$ 121,068.51
Fees	\$ 50,219.37	\$ 1,342.54	\$ 94,225.10
Sewer Lien	\$ 9,063.05	\$ 7,361.79	\$ 15,819.26
Water Lien	\$ 12,225.96	\$ 6,727.53	\$ 12,712.04
Trash Lien	\$ 4,358.05	\$ 1,443.32	\$ 2,969.46





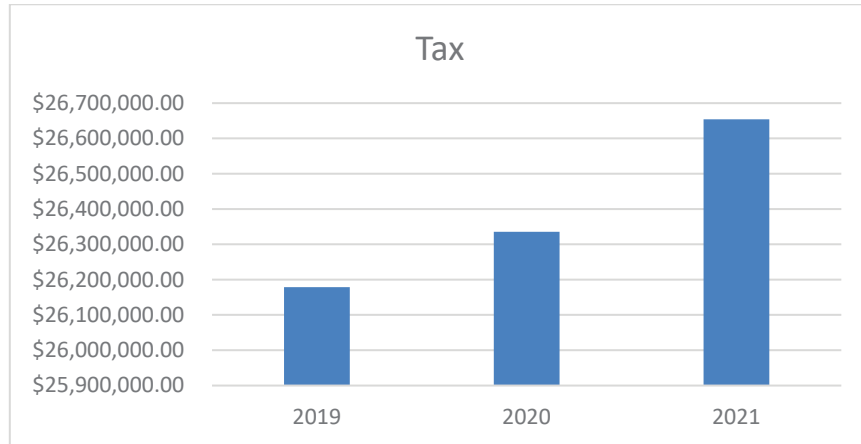
WATER/SEWER COLLECTIONS

	2019	2020	2021
Water	\$ 1,558,228.84	\$ 1,799,291.72	\$ 2,137,493.82
Sewer	\$ 1,689,959.63	\$ 1,936,397.07	\$ 2,186,850.23
Sewer Service	\$ 14,341.49	\$ 24,398.51	\$ 34,980.94
Water Service	\$ 20,444.41	\$ 24,677.02	\$ 17,003.22
Water Interest	\$ 10,455.04	\$ 12,386.02	\$ 11,208.06
Sewer Interest	\$ 11,825.00	\$ 13,861.52	\$ 12,348.68
Sewer Service Interest	\$ 14.42	\$ 0.21	\$ 0.52
Water Service Interest	\$ 65.10	\$ 30.46	\$ 22.19
Demand Fees	\$ 20.00	\$ 23,649.97	\$ 31,036.07



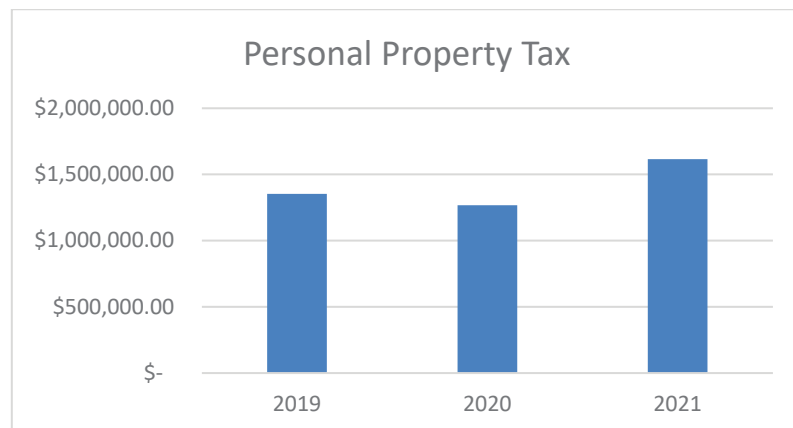
REAL ESTATE TAX COLLECTION

	2019	2020	2021
Tax	\$ 26,178,842.47	\$ 26,335,563.20	\$ 26,653,974.10
Interest	\$ 165,744.07	\$ 350,004.98	\$ 142,863.34
Demand	\$ 350.00	\$ 5,508.19	\$ 1,696.61
Fees	\$ 4,339.01	\$ 3,832.46	\$ 313.27



PERSONAL PROPERTY TAX COLLECTIONS

	2019	2020	2021
Tax	\$ 1,352,426.87	\$ 1,266,330.06	\$ 1,614,857.45
Interest	\$ 1,551.95	\$ 5,342.60	\$ 6,216.23
Demand	\$ 70.00	\$ 996.59	\$ 290.00



6. DEPARTMENT OF INSPECTIONAL SERVICES

MISSION: The Department of Inspectional Services function is to ensure all State Building Codes, State Health Codes, and Local General and Zoning Bylaws are adhered to.

DESCRIPTION OF SERVICES: Inspectional Services is a combined building, wiring, plumbing and gas, conservation, planning and zoning and the board of health as one department allowing for improved customer service and better telephone and walk in service.

Building Division:

Building Commissioner: Reviews all plans and applications for Zoning and Building Code compliance before the issuance of Permits

Inspects all Residential and Commercial construction projects per rules and regulations of the Massachusetts Building Code.

Inspects all assembly and institutional establishments to ensure the safety of residents, customers, and employees.

Enforces all Building and Zoning violations

Sealer of Weights and Measures: Inspections of measuring devices including Gas Dispensers, Scales including apothecary and truck, Oil Trucks, and Scanners to ensure equity in the market place for the consumer.

Electrical Inspector: Reviews all plans and applications to ensure all State Electrical Codes are adhered to before the issuance of a permit.

Inspects all Residential and Commercial Construction projects per rules and regulations of the Massachusetts Electrical Code.

Plumbing/Gas Inspector: Reviews all plans and applications to ensure all State Plumbing and Gas Codes are adhered to prior to the issuance of a permit.

Inspects all residential and Commercial Construction projects per rules and regulations of the Massachusetts Plumbing and Gas Codes.

Administrative Staff: Interacts with residence, contractors, business owners, and any other applicant needing assistant's while performing everyday office duties.

Act as Liaisons and point of contact for varies Committees including Board of Health, Zoning Board of Appeals, Conservation Commission, and Planning Board.

PERMITS ISSUED:

FY20:

Building: 432

Electrical: 227

Gas: 126

Plumbing: 161

Sheetmetal: 10

Signs: 5

FY 21:

Building: 49S

Electrical: 300

Gas: 106

Plumbing: 139

Sheetmetal: 24

Signs: 9

Board of Health Division:

Board of Health Agent: The Board of Health is regulated by State Statutes and Regulations to perform many important and crucial duties relative to the protection of Public Health, the control of Disease, the promotion of sanitary living conditions and the protection of the environment from damage and pollution.

Reviews all plans and applications to ensure all State Health and Housing Codes are adhered to before the issuance of permits.

Inspects restaurants, septic systems, perc test, soil evaluations, public swimming pools, and housing and human habitation for compliance.

Coordinates and schedules Flu Clinics, Blood Pressure Clinics, and Hazardous Waste Day

Flu clinics and blood pressure clinics continue to be offered at the town hall, Ramblewood and with less frequency the residents of Holbrook Court.

7. BOARD OF HEALTH

MISSION STATEMENT: The mission of the Holbrook Health Department is to protect, provide and improve the well-being of all its citizens and visitors by ensuring compliance with federal, state and local health regulations.

DESCRIPTION OF SERVICES: The Board handles the day-to-day procedural operations and administrative duties associated with the Board of Health.

The Board is required by State statutes and regulations to perform many duties relative to the protection of public health and safety, the control of disease, the promotion of safe and sanitary living conditions, and the protection of the environment from damage and pollution. These mandated requirements are fulfilled by environmental health and public health nursing staff within the Health Department.

HIGHLIGHTS: Calendar year 2020 is hard to put into words, as it was unlike any other year in the field of Public Health. In January the Department began monitoring the global spread of COVID-19 in China. In February the Health Agent started monitoring quarantined residents returning from Wuhan China for symptoms of COVID-19, and shortly thereafter in February Holbrook had its first positive case of COVID-19 and our first death reported in March. Governor Baker declared a State of Emergency in response to the virus. As a result, the Board of Health took charge of responding to the COVID-19 pandemic in Holbrook. The Board worked closely with the town emergency management, meeting weekly, to provide briefings on COVID-19 activity in Town and evaluate public health and safety protocols in the community.

The Health Agent shifted her focus from routine work to full-time contact tracing, disease investigation, and enforcement and education as it related to COVID-19. Such duties included the issuance of orders to isolate and/or quarantine, enforcement of COVID-19 safety standards, guidelines, and orders issued by the State, and education to public and private businesses, schools, as well as other entities and organizations on reopening guidance and developing COVID-19 safety plans/protocols.

In response to the increased demand on the Board and staff, with COVID-19; the department hired a part time temporary contact tracer and relied on the state CTC group for contact tracing. The Board provided over 70 delivered food pantry orders to families in quarantine and over 20 disinfectant kits, which comprised of home and health washing items.

The total number of communicable disease investigations is significantly higher as a result of COVID-19 cases and other communicable disease were under reported and/or investigated across the State.

Environmental Health Permitting and Inspections Staff annually permits and regularly inspects restaurants, tobacco retailers, tanning establishments, public and semi-public swimming pools, and camps.

The Health Agent also investigated numerous resident complaints related to any health issue within the community, ranging from trash and dumpster complaints to housing code violations,

pest activity, as well as noise and odor concerns. In 2020 the environmental health division was comprised of two full-time inspectors, until two additional inspectors were hired to assist with general environmental health issues and COVID-19 contact tracing.

Each year the Board plans and holds flu vaccination clinics for our residents. However, in 2020, the State of Massachusetts mandated that all school age children be vaccinated for influenza. The Board partnered with the towns of Avon and Randolph and focused its efforts on holding flu vaccination clinics for school age children. This year we relied on over twenty Medical Reserve Corps (MRC) volunteers to start up our clinics and testing sites.

Holbrook, Avon and Randolph coordinated efforts to open a testing and vaccination site, relying on the MRC volunteers to begin the site set up again.

The Board relied on a Facebook page to promote and communicate most of its messaging and updates. Holbrook Board of Health- Community Info and created an Instagram account in 2020.

In 2021 we continued all COVID-19 staffing guidelines as they changed and updated often. Covid vaccine roll-outs for different ages and booster doses also.

The Board hosted a community clean-up day a Narcan training class in 2021 also.

STAFFING: The Board is comprised of a Health Agent, a part-time Public Health Nurse, a shared administrative clerk and three elected officials. Town meeting voted to increase the number of elected Board members to five at the next annual town election.

8. HOLBROOK POLICE DEPARTMENT



MISSION STATEMENT: It is the mission of the members of the Holbrook Police Department to provide Equal and Professional Services to all members in the Holbrook Community. This service will not only protect and save lives, but also address all quality of life concerns that disrupt the sense of security and stability in the community. These Concerns will be addressed with Respect, Dignity, a high level of Integrity and Accountability. The Holbrook Police Department members will work in partnership with members of the community to make sure all residents have a feeling of security and well-being in the community, schools and in their homes.

SERVICE SUMMARY: The Holbrook Police Department is responsible for the enforcement of all applicable Massachusetts General Laws; Codes of Massachusetts Regulations; and Municipal Ordinances. The department handles all quality of concerns, that effect the community, as the Police Department is the only social service agency that is open 24/7, 365 days a year. The Chief of Police is responsible for the Administration of the Department while working with the command staff to manage day-to-day operations providing services to the community.

GRANTS:

- The first grant received was from MEMA, this was a grant for \$3,500.00. The funds were used to purchase a Drone that will be used for search and rescue.
- The Second Grant was a JAG grant in the amount of \$36,620.96. These funds were used to purchase Riot Protection Gear for the Officers. A helmet, chest protectors, elbow and shin protectors and a shield.
- The third grant was from E.O.P.P.S. This was in the amount of \$8,518.00. These funds were used to purchase two permanent speed detection signs and also for traffic enforcement.
- The fourth grant was a Public Safety Grant in the amount of \$50,000.00. These funds were used to purchase a Polaris UTV for off-road rescues and an inflatable boat and motor.

Police Department Highlights:

- Recorded 6595 calls for service in 2020, (Citizen's call looking for assistance, animal complaint, lockout, alarms, etc.) With (843) actual Criminal Offenses charged
- (35) Arrests made for various offences, warrants, on scene arrests for various crimes.
- (677) Motor Vehicle Accidents, with (225) resulting in personal injury, (452) in property damage only and (0) fatality
- (845) Motor Vehicle stops were conducted

- Crimes against a person increased by (+40%) from (129) to (329); Crimes against property Down by (-2 %) from (234) down to (220)
- Biggest increase continues to be Domestic Violence; .43% higher in 2019/2020. (91) incidents in 2017, (159) in 2018, (373) in 2019 and (329) in 2020 The Department has worked diligently to combat this problem and has recruited the assistance of a Dove Advocate who works out of the Police Station
- 2020 (18), 2019 (27), (2018 (38) 2017 (56) overdoses, deaths increase from (5) in 2017 to (8) in 2018 then down to (3) in 2019, to (0) in 2020. We vigorously work to address this epidemic, and are constantly looking for and developing new programs.
- We are also trying to address the issue of increasing complaints of speeding vehicles by placing the Departments New Speed Recognition Trailers and permanent Speed detection Signs in various locations throughout the town.

Budget: In May of 2020 along with the Special Town meeting in the fall of 2020, an appropriation of a Fiscal Budget of \$3,080,920.61 for Fy20 was made. The majority of the monies allocated are devoted to salaries. This also included hiring (4) additional Officers, bring the staffing up to 26. The remaining funds are used general expenditures, which were used to purchase two new cruisers, (1) 2020 Chevy Tahoe, (1) 2020 Ford Explorer two motorcycle leases buyouts were made, supplies, and service contracts needed to sustain the department throughout the year in order to provide adequate protection and services to the community. Funds were also used for Officers to attend 40 hours of in-service training that is mandated by Massachusetts State Law and various other training for Officers to maintain their certifications. The Department also welcomed one new Police Officer Michael Szczesny, who graduated from the Academy in February of 2020. We also hired Jonathan Ortiz, who came from the MBTA Police. Both have been a great addition to our department. We have called for the Civil Service list to begin the hiring process for the (4) new Officers. Officer Michael Eshner has left the department to take employment in another Law Enforcement Agency

BUDGET PRIORITIES:

- **Liability Protections:** In order to continue to reduce liability to the Department and Town, we will require each member of the department to attend 40 hours of annual in-service training, plus additional training, so that Officers receive the most current and relative information. This will insure they are well prepared to perform the duties of a Police Officer. We are also trying to achieve Accreditation for the Department, this would bring our Policies and Procedures in-line with the accepted standards set forth by Massachusetts Accreditation Commission and reduce our liability insurance.
- **Community Policing:** We continue to work with the community in such areas as Citizen Police Academies. In 2019/ 2020 we focused on a Junior Police Academy, to help and educate the younger generation on the roles and responsibilities of a Police Officer. The academy was run by the Community Outreach Officer (Michael Eshner) and several Other Officers. The program was a huge success and we hope to expand on it in 2021/2022. We now have a new Community Outreach Officer, Officer Michael Szczesny.

- **Training:** Training continues to be a priority of this administration. All Officers have also completed their mandatory 40 Hours of In-Service Training; The Department also completed its Mental Health First Aid training, and 40 % of the Department was also trained in Crisis Intervention Team, (CIT Training), this was required to complete our pledge to the “One Mind Campaign” which was nationwide. The Command Staff (Deputy and Sergeants) are working on completing all their ICS training. (ICS 300and ICS400).
- **K-9 Unit:** We retired our previous K-9, Bo who worked with Officer Knowlton. Bo recently was laid to rest. We now have a new K-9, named Jan who is a Belgium Malawah, his handler is Officer Casey Surprenant. We also retired our Drug K-9, Charlie, he now lives with another Officers Family.
- **Accreditation:** The Holbrook Police Dept received Massachusetts Certification in October of 2018. This was a huge step for the Department in the road to achieving Mass Accreditation. We are continuing to work towards Accreditation and we hope this will be achieved in the upcoming months in 2022. We experienced setbacks with the Covid19 Epidemic.
- **Web Site:** We have developed a new website that is up and running, we hope this new site will allow citizens to navigate with ease as they see what is happening in the department and in the community. The site contains links to other commonly used sites, along with the department logs, weekly bulletins, Code Red and many other useful items. The site also contains a complaint section, where residence can fill out complaints and anonymous tips.
- **SWAT Team:** Officer Casey Surprenant is now a member of the Metro-LEC SWAT Team. Officer Surprenant is an Army Veteran and has excelled in his short time with the Department. The Department is committed to being a part of Metro-LEC, as they provide emergency Services when needed.
- **Animal Control Officer:** The towns A/C Officer Laurice Hedges, is now under the direction/control of the Police Department. She is in the same union as the Patrol Officers and reports to the Police Station when she is working. We hope this move improves services to the Town and Community. All of her current contact information is listed on our Department Website. A/C Officer Hedges is retiring at the end of 2021.

DEPARTMENT STAFFING:

The Department currently consists of 26 sworn Officers.

- 1- Police Chief
- 1- Deputy Police Chief
- 1- Administrative Assistant
- 4- Patrol Sergeants
- 1-Detective Sergeant
- 19-Patrolmen
- 2- Detectives
- 1- SRO (School Resource Officer/ Juvenile Detective)
- 1 -K-9
- 1 Animal Control Officer

We also have two Officers assigned to the traffic division; they have been trained and certified to ride a Police Motorcycle. Their primary objective is to enforce traffic laws and assist in all traffic related events, parades and funerals. They also are assigned to Metro-LEC Unit (MOPS) that assists in such events like the Boston Marathon, Super bowl Parades, etc.

I am confident, that with these two new positions, we will effective in fulfilling the Mission of the Holbrook Police Department and serving the Citizens of Holbrook.

We continue to work closely with the School System, in an effort not only to ensure safety at the school, but to build a partnership with students. We have started several events at the JFK School in 2017, one being the "Ride to School Program" which still continues today. This event requires the school to select a student through a drawing who will be picked up and transported to school by the Police and then also given a ride home at the end of the school day by the Police. The students and the Officers love this event and are so excited to participate in it.

The Police Department was also involved in the reading program at the school. We had (5) five Officers go to the school and pick out their favorite book. The Officer read to all the students in K-4.

We have purchased Sticker Badges and went to the school and deputized all the students in the JFK as honorary Police Officers for the day. They all recited an oath and were addressed as Office for the rest of the day.

All of these events are an ongoing effort to build a relationship with the young students, so that they will learn to trust the Police Officers and if they are ever in need of help, they will hopefully reach out to the Officer whom they rode in the car with or read them a story.

Always remember The Police are the Public and the Public are the Police.

9. FIRE DEPARTMENT

MISSION STATEMENT:

The Holbrook Fire Department is committed to the provision of professional, compassionate, and respectful delivery of fire, rescue, and emergency medical services to the Town of Holbrook's citizens, property owners, and guests. As dedicated public servants, our personnel strive to uphold the highest ideals of the Fire Service by placing the safety and welfare of the public above all other concerns. Our personnel endeavor to perform our duties fairly and impartially with honesty and integrity.

DESCRIPTION OF SERVICES:

The Holbrook Fire Department provides an all-hazard response to emergencies that occur in the Town of Holbrook. In addition to performing structural firefighting, search and rescue, and other fire suppression activities, the department also serves as the Emergency Medical Services provider for the community, operating two Advanced Life Support Ambulances and a Paramedic Engine Company. Response to Motor Vehicle Collisions, Hazardous Materials Incidents, Service Calls, and other miscellaneous emergencies round out the department's primary activities. Ancillary duties include Code Compliance Inspections, Fire Education and Training, and Fire Prevention activities. The Holbrook Fire Department interacts directly with both the community-at-large and other Town Officials and their respective departments to ensure that emergencies that take place within the Town of Holbrook are efficiently, safely, and competently controlled with a minimum of impact on lives, property, and the environment.

FY2020 HIGHLIGHTS:

- The Holbrook Fire Department logged 2,837 incidents between January 1, 2019 and December 31, 2019. These incidents were broadly categorized as Fire/Explosions, Overpressure/Ruptures, Rescue Calls, Hazardous Conditions, Service Calls, Good Intent Calls, False Calls, and Special Type/Complaints.
- 39 of these incidents were categorized as Fire/Explosion and Overpressure/Rupture type incidents which collectively resulted in approximately \$621,590.00 of estimated losses. Though nine firefighters were injured in the line-of-duty during 2019, no civilian injuries, civilian fatalities, or firefighter fatalities were reported. Roughly half (1,416 incidents) of all incidents this year were related to the delivery of Emergency Medical Services.
- During the 2019 calendar year, the Fire Department proceeded to equip our two Class I Ambulances with Power-Lift/Power-Load Stretcher Systems made possible by a [Federal] Fiscal Year 2017 Assistance to Firefighters Grant (AFG) award from the Federal Emergency Management Agency, and was awarded \$14,733.00 via a 2018 [Federal] Fiscal Year Assistance to Firefighters Grant (AFG) award to replace nine (9) of our Mobile Radios with modern, digital-capable models. A 2019 Student Awareness of Fire Education (SAFE) Grant was also received from the Massachusetts Department of Fire

Services in the amount of \$3,754.00 for the purpose of educating our community's children on Fire Safety.

- During the 2019 calendar year, the department welcomed two new Firefighter/Paramedics to the ranks and promoted veteran Firefighter/EMT Stephen M. Duggan to the rank of Fire Lieutenant.

FY2020 BUDGET:

In May of 2019, Holbrook Town Meeting Members authorized a 2020 Fiscal Year Fire Department Budget of \$2,426,393.00 and a 2020 Fiscal Year Emergency Medical Services (EMT) Budget of \$342,417.00. These budget appropriations are expended on the routine operational expenses of the Fire and EMT Departments, as the Town of Holbrook utilizes a separate Capital Improvement Plan to manage significant capital expenses such as Fire Apparatus and Ambulance replacements. To that end, the 2020 Fiscal Year Capital Improvement Plan included the following items directly related to Fire Department operations:

- Engine 2 (Pumper Replacement) – Lease/Purchase Payment 4 of 5: \$84,472.19
- Ambulance 1 (Primary Transporting Ambulance) – Lease/Purchase Payment 2 of 5: \$58,904.17
- Car 1 (Chief's Car Replacement): \$56,636.00
- Pickup Truck Reuse Project (HFD Car 2 repurposed to P.W.D. Service; Utility Truck Acquired): \$77,616.00

As with nearly all similarly constituted Fire Departments, personnel costs stand out as the dominant budgetary factor. Additionally, the inherently unpredictable nature of emergencies commonly creates challenges from a financial management perspective. The Holbrook Fire Department augments a static staffing level as needed based on call volumes and incident severity which can result in significant fluctuations in overtime costs and affect the annual operating budget.

FY2021 HIGHLIGHTS:

- The Holbrook Fire Department logged 2,854 incidents between January 1, 2020 and December 31, 2020. These incidents were broadly categorized as Fire/Explosions, Overpressure/Ruptures, Rescue Calls, Hazardous Conditions, Service Calls, Good Intent Calls, False Calls, and Special Type/Complaints.
- 38 of these incidents were categorized as Fire/Explosion and Overpressure/Rupture type incidents which collectively resulted in approximately \$630,710.00 of estimated losses. Though five firefighters were injured in the line-of-duty during 2020, no civilian injuries, civilian fatalities, or firefighter fatalities were reported. Roughly half (1,364 incidents) of all incidents this year were related to the delivery of Emergency Medical Services.
- During the 2020 calendar year, the Fire Department proceeded to improve our operational capabilities by replacing nine (9) of our aging mobile radios with modern, digital-capable

models thanks to a [Federal] Fiscal Year 2018 Assistance to Firefighters Grant (AFG) award from the Federal Emergency Management Agency. We were fortunate to also receive a 2019 [Federal] Fiscal Year Assistance to Firefighters Grant (AFG) award in the amount of \$129,361.04. This grant was multifaceted in nature, consisting of a project to replace one set of our Vehicle Extrication Tools with modern, battery-powered equipment, and a project to provide our Firefighters and Fire Officers with “Firefighter Safety and Survival Training”. In addition, a 2020 Student Awareness of Fire Education (SAFE) Grant application was approved by the Massachusetts Department of Fire Services in the amount of \$3,965.00 for the purpose of educating our community’s children on Fire Safety.

- In March of 2020, the global coronavirus pandemic arrived in our community. For the staff of the Holbrook Fire Department, this situation represented a new and unexpected occupational threat. As the Town’s primary Emergency Medical Services (EMS) provider, our personnel were routinely in direct contact with residents that unfortunately became infected with this novel and potentially deadly virus. During 2020, the Holbrook Fire Department responded to 150 incidents that involved either a confirmed or suspected COVID-19 element. Numerous Holbrook Firefighter/Paramedics were themselves infected through either occupational or non-occupational exposures. Whatever challenges the Holbrook Fire Department faced as an organization however, paled in comparison to the – sometimes heartbreakingly tragic, experiences our members bore witness to in the community. These experiences steeled many of our Firefighter/Paramedics will to play an active role in vaccinating our Public Safety colleagues and the general public and by the end of 2020, plans were well underway to bring that concept to fruition.

FY2020 BUDGET:

In May of 2020, Holbrook Town Meeting Members authorized a 2021 Fiscal Year Fire Department Budget of \$2,462,435.00 and a 2021 Fiscal Year Emergency Medical Services (EMT) Budget of \$336,340.00. These budget appropriations are expended on the routine operational expenses of the Fire and EMT Departments, as the Town of Holbrook utilizes a separate Capital Improvement Plan to manage significant capital expenses such as Fire Apparatus and Ambulance replacements. To that end, the 2021 Fiscal Year Capital Improvement Plan included the following items directly related to Fire Department operations:

- Engine 2 (Pumper Replacement) – Lease/Purchase Payment 5 of 5: \$84,472.19
- Ambulance 1 (Primary Transporting Ambulance) – Lease/Purchase Payment 3 of 5: \$58,904.17

As with nearly all similarly constituted Fire Departments, personnel costs stand out as the dominant budgetary factor. Additionally, the inherently unpredictable nature of emergencies commonly creates challenges from a financial management perspective. The Holbrook Fire Department augments a static staffing level as needed based on call volumes and incident severity

which can result in significant fluctuations in overtime costs and affect the annual operating budget.

STAFFING:

The Holbrook Fire Department operates under the direction of a Fire Chief who is appointed by the Holbrook Board of Selectmen. The Fire Chief supervises a full-time, civil service Fire Suppression/Emergency Medical Services force comprised of four (4) Fire Lieutenants and sixteen (16) Firefighters, all of whom are cross-trained as Emergency Medical Technicians/Paramedics. An Administrative Assistant to the Fire Chief provides administrative support to both the Fire Chief and, by extension, the Department as a whole.

10. COMMUNICATIONS DEPARTMENT

COMMUNICATIONS DEPARTMENT: FY20 & FY21

MISSION STATEMENT: The Holbrook Regional Emergency Communications Center is the first of the first responders. We are committed to answering all 9-1-1 and non-emergency calls with professionalism, integrity and compassion while efficiently dispatching police, fire and emergency medical services. Customer service is essential to our success, so we treat each caller with empathy and respect. Our dedicated and highly trained professionals routinely offer life-saving medical instructions in addition to providing accurate public safety information.

Holbrook Regional Emergency Communications Center, Always There, Always Ready

DESCRIPTION OF SERVICES: The Holbrook Regional Emergency Communications Center is the first line of response to dispatch emergencies for the following departments:

- Holbrook Fire & Police
- Abington Fire (Abington Police as of 1/3/22)
- Canton Fire
- Rockland Fire & Police
- Sharon Fire
- Whitman Fire

In accordance with 560 CMR 5.00 every Telecommunicator is certified as an Emergency Medical Dispatcher and adheres to all requirements as mandated by the State of MA.

The Holbrook Regional Emergency Communications Center (HRECC) is also the Fire District Control Point for Norfolk County (servicing all 29 cities and towns) which coordinates all mutual aid for major incidents as well as the Norfolk County Technical Rescue Team. Norfolk County Control maintains a robust multi-site simulcast Fire Ground radio system that is utilized for communication and movement of mutual aid for structure fires, motor vehicle accidents, victim rescues as well as training throughout Norfolk County. Until June 30th 2021, the HRECC was also the DFS HAZMAT Team Control point for Eastern MA.

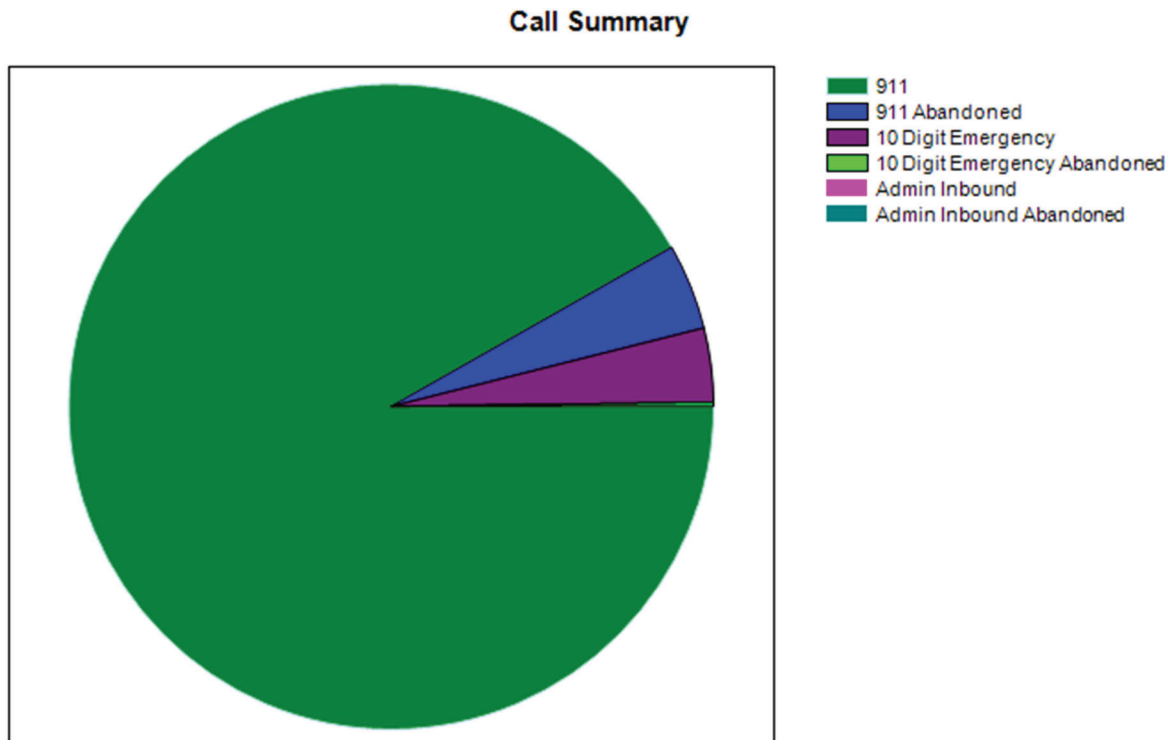
The 911 Telecommunicator is often the unsung professional of the emergency response team and in the chain of survival. These professionals, who gather essential information from callers, provide lifesaving pre-arrival instructions and dispatch the appropriate first responders to the scene, must be able to take control of situations that may be chaotic, heart-wrenching, stressful, confusing, and frenzied. There is an insurmountable amount of stress associated with this profession and a dedication that one would be hard pressed to find in a profession outside of Public Safety.

The team is organized, adept at multi-tasking, level-headed, and trustworthy. Their work within emergency response services often places them in the middle of life-or-death situations, so requirements and training for these positions are often stringent, rigorous and unwavering.

HIGHLIGHTS:

FY20

- The Communications Department received 48,464 calls for service in FY20. Calls received are a combination of 911 and business line calls as well as responder initiated calls for service.
- The Communications Center processed 29,292 911 calls in FY20.

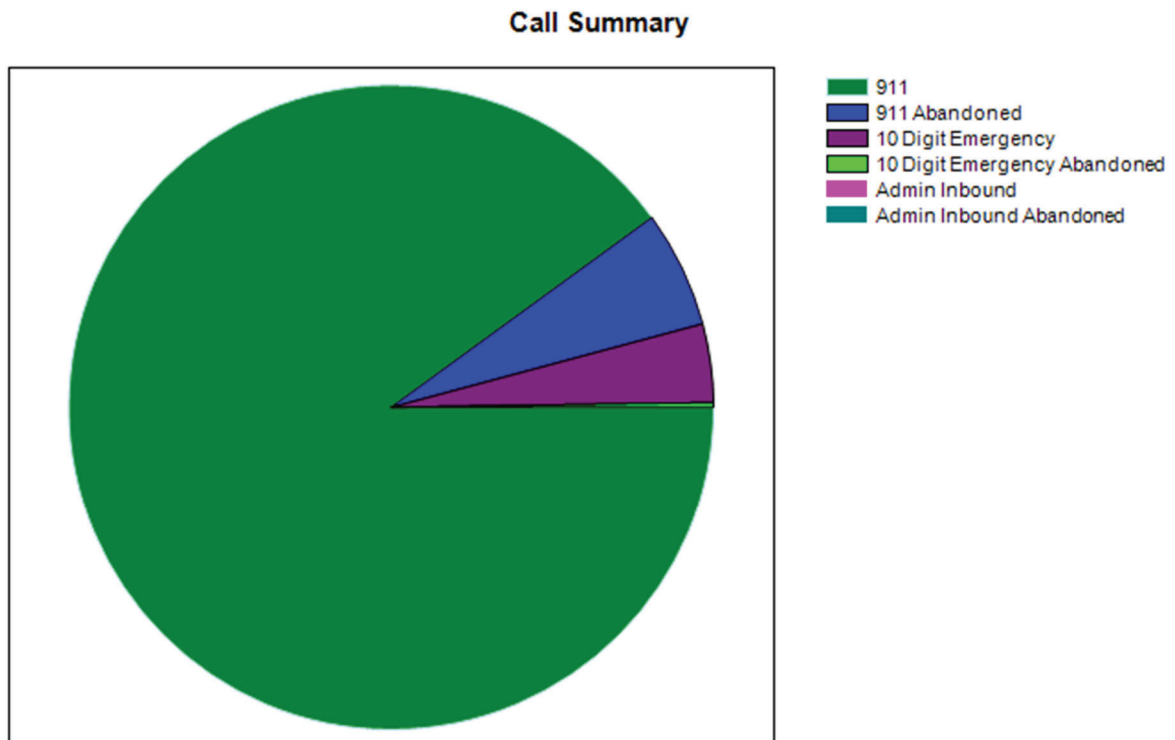


- Approximately 1,500 of these incidents were mutual aid calls for service from Norfolk County Communities
- **BUDGET:** In May of 2019, Holbrook Town Meeting Members authorized a 2020 Fiscal Year Communications Department Budget of \$952,365. The Towns of Abington, Canton, Rockland, Sharon, and Whitman contributed \$943,522 towards the FY20 budget. The Norfolk County Fire Chiefs Association, The Department of Fire Services and The State 911 Department contributed \$703,677 in grant funding including Support and Incentive. These budget appropriations are expended on routine operational expenses of the Communication Department. The Communications Department also received a State 911 Department Regional Development Grant in the amount of \$3,016,066 for the construction, infrastructure upgrades and console furniture purchase/installation of the Emergency Communications Building at the Holbrook Public Safety Facility. Additionally, the center received \$32,800 from EOPSS and the State 911 Department through the FY20 EMD Grant as well as \$70,428 through the FY20 Training Grant.

- **STAFFING:** The Holbrook Communications Department operates under the direction of the Communications Director who is appointed by the Holbrook Select Board. The Director supervises a civilian staff comprised of sixteen (16) full-time Telecommunicators and fourteen (14) part-time Telecommunicators, all of whom are cross-trained in all aspects of call taking and dispatching as well as Emergency Medical Dispatch (EMD). We also have a full-time Deputy Director of Communications and a part-time IT Coordinator on staff. In June of 2019, a full-time IT Network Coordinator was hired as an employee of the Communications Center but as a joint resource between the Communications Center and the Town. The Communications Department also has a part-time Admin Assistant who is the Administrative Assistant to the Fire Chief and is budgeted to work for the Communications Department five hours per week.

FY21

- The Communications Department received 48,424 calls for service in FY21. Calls received are a combination of 911 and business line calls as well as responder initiated calls for service.
- The Communications Center processed 31,888 911 calls in FY21



- Approximately 1,500 of these incidents were mutual aid calls for service from Norfolk County Communities

- The Holbrook Communications Center occupied the newly constructed Communications Center on January 7th of 2021. Ground breaking took place in September of 2019 and construction/outfitting occurred throughout the COVID-19 pandemic with minimal delays.
- The Town of Holbrook entered into an Inter-Municipal Agreement with the Town of Abington to assume dispatch responsibilities associated with the Abington Police Department and to acquire the PSAP. Cutover date remains on track to be January 3rd 2022.
- Management has been working with Local 1395 and AFSCME to negotiate a CBA effective July 1st 2021. Contract expected to be ratified in the fall of 2021.
- **BUDGET:** In May of 2020, Holbrook Town Meeting Members authorized a 2021 Fiscal Year Communications Department Budget of \$1,049,990. The Towns of Abington, Canton, Rockland, Sharon, and Whitman contributed \$1,000,522 towards the FY21 budget. The Department of Fire Services and The State 911 Department contributed \$856,999 in grant funding including Support and Incentive. These budget appropriations are expended on routine operational expenses of the Communication Department. The Communications Department also received a State 911 Department Regional Development Grant in the amount of \$2,096,461 for the transition award of the Town of Rockland as well as technology costs associated with the new facility including: 12 radio console positions; fire alarm receiving equipment; telephone system (including backbone of entire PSB); video security and access control (including backbone of entire PSB); video wall; computer servers and IT equipment; PC's, monitors and printers; dispatch 24/7 chairs. Additionally, the center received \$33,095 from EOPSS and the State 911 Department through the FY21 EMD Grant as well as \$81,796 through the FY21 Training Grant.
- **STAFFING:** The Holbrook Communications Department operates under the direction of the Communications Director who is appointed by the Holbrook Board of Selectmen. The Director supervises a civilian staff comprised of sixteen (16) full-time Telecommunicators and fourteen (14) part-time Telecommunicators, all of whom are cross-trained in all aspects of dispatching as well as Emergency Medical Dispatch (EMD). We also have a full-time Deputy Director of Communications and a full-time IT Network Coordinator who was hired as an employee of the Communications Center but as a joint resource between the Communications Center and the Town. The Communications Department also has a part-time Admin Assistant who is the Administrative Assistant to the Fire Chief and is budgeted to work for the Communications Department five hours per week. The staffing of the center is slated to change in FY22 with the anticipation of adding four full-time Telecommunicators to the team with the acquisition of the Abington PSAP and dispatch of the Abington Police Department. Additionally, an Operations Manager and Training Coordinator will be added to the team as well as the backfill of part-time Telecommunicators who will likely transition to full-time.

11. EMERGENCY MANAGEMENT

MISSION STATEMENT: The mission of Holbrook's Department of Emergency Management is to maintain a high level of preparedness, to protect the citizens of the Town; to mitigate loss of life and vital assets prior to, during, and immediate aftermath of a disaster; and to facilitate the speedy recovery of the Town of Holbrook in the mid- and long-term intervals following a disaster.

DESCRIPTION OF SERVICES: The Police Chief serves as Director of Emergency Management. In this role he is responsible for the development of the town's emergency response plan and the coordination of all town agencies during declared emergencies. The Director works with state and federal agencies on issues of Homeland Security and disaster response. These coordination efforts encompass the areas of planning, preparation, and response and recovery from emergencies both natural and manmade. All phases require continuing, proactive interagency efforts to ensure the highest level of service.

Emergency Management is also the coordinating agency for a six-town regional Medical Reserve Corps / Community Emergency Response Team. This team combines the talents of volunteers with medical and non-medical skills and interests and is a regional asset in times of disaster and for special events (such as road races and parades)

New volunteers to help in the Emergency Operations Center or in our Disaster Education, Planning, Preparedness, and Response and Recovery efforts are always welcome!

HIGHLIGHTS:

- The last year has been a very busy year for the Emergency Management, Department, we were able to obtain supplies to ensure the First Responders had the proper PPE to ensure their safety and other supplies for the school and town residents.
- We Held vaccine Clinics at the Public Safety Building and the Public Schools for all First Responders and persons over 65
- We actively pursued reimbursements for all the supplies that were acquired for Covid Protection, we have currently received \$180,258.14 in reimbursements from FEMA so far.
- We received several Grants to purchase a Drone for search and rescue and a digital radio for our UTV totaling \$7000.
- We obtained hand free sinks, soap, paper towel dispensers and for the Public Safety Building and Town Hall, along with automated Temperature readers.

12. ANIMAL CONTROL

MISSION STATEMENT: The Holbrook Animal Control is dedicated to providing the highest degree of service throughout the Town of Holbrook while maintaining the traditions of impartiality, professionalism, honor, and integrity.

SERVICE SUMMARY: The Holbrook Animal Control Officer is a shared service with the Town of Avon. An inter-municipal agreement exists by which Holbrook receives approximately \$11,500 annually from the Avon for animal control services. In addition, Holbrook receives the proceeds of any violations issued in the Town of Avon.

The Holbrook Animal Control Officer is responsible for the enforcement of all applicable Massachusetts General Laws; Codes of Massachusetts Regulations; and municipal ordinances. The Animal Control Officer works closely with all department head to achieve compliance.

HIGHLIGHTS: The Animal Control Officer has decided to retire as of September 2021. We are currently working on a new plan, with the possibility of going Regional with two other towns. I believe this will provide the best service to the town at this time

13. HOLBROOK PUBLIC SCHOOLS/EDUCATION

MISSION STATEMENT: The mission of the Holbrook Public Schools, in partnership with parents and the community, is to prepare all students to become responsible and contributing members of a diverse and global society. We will motivate and enable each student to develop intellectually, physically, socially, and emotionally through a rigorous and supportive educational program within an inclusive and safe environment that nurtures creative and critical thinking, the development of values, and the pursuit of lifelong learning.

SUPERINTENDENT'S EXECUTIVE SUMMARY:

Calendar Year (January 1, 2021-Present)

The past calendar year presented the district with many unforeseen challenges due to both the global pandemic and its after effects which are still with us today. Despite these hardships, the school department was able to meet the challenges of these uncharted waters and to provide our students and their families with quality educational services, and supports. In January of 2021, our schools were in a hybrid model with students attending both in-person and remote classes in order accommodate the state mandated guidelines for space and safety (6 ft.). By the spring of 2021, our students were back in full, in-person classes across all grades. We did not have to close school for a single day due to COVID-related issues and were able to close out our academic year with in-person field days, senior week events, a beautiful prom on campus, and an in-person graduation.

This past summer, through a grant from the Department of Elementary and Secondary Education we were able to offer voluntary academic support to all students in the areas of math and reading. In addition, we held in person special education summer school as well as summer school at the high school for credit recovery. Professional development workshops and the *Champions* program also ran throughout the summer.

This Fall, we opened school in a full in-person model for all students. Since September, we have been able to hold sports, run extracurricular-activities, implement in-person events such as Orientation, *Back to School Night*, homecoming, workshops and have also been able to offer all of our after school clubs. The *Champions* before and after school care program has been up and running as well. Free lunches have been offered daily to all students and free breakfast is also served each morning. Through grant writing we have been able to add some vital staff positions (ABA techs) to our school teams for the purpose of supporting the increased social and emotional needs of students within our learning community. The pandemic left its mark on many kids who are now experiencing anxiety, stress, learning issues and emotional challenges. In addition, we hired a full time BCBA to work with students across K-12 (a position approved and funded by last year's budget).

Though we are not out of the woods in dealing with the impact of the pandemic on our school children and their families, we continue to move forward looking for new and innovative ways to support the students of the Holbrook Public Schools. We are truly grateful for the ongoing support of the Holbrook Police, the Holbrook Fire department, the Finance Committee and the continued support we've received from the citizens of Holbrook.

Sincerely,

Julie S. Hamilton

Below are just some of our accomplishments for the past calendar year (Jan. 1, 2021-Present):

- January, 2021-Lockdown Drills
- Winter Sports, Season, 2021
- February, 2021-Shelter-in Place Drills
- Weekly Meetings with Commissioner Riley (on going)
- No Layoffs Across any Departments-June, 2021
- Not One Day Lost to COVID/All Safety Guidelines Were Met/Exceeded-Sept. 2020-June, 2021
- Whole Staff Offered Vaccinations March/April, 2021
- Exceeded Timelines for Full, In person-return set by DESE -May, 2021
- Free breakfast/Lunch Served to All (*on going)
- In-Person Graduation/Prom-May/June 2021
- In-person Summer School Programs June, 2021-Aug., 2021
- *Champions* Summer Program (on going)
- BCBA hired July, 2021
- ABA Techs Hired Aug., 2021 (from grant funding)
- All New Staff Trained in A.L.I.C.E. During New Teacher/Staff Orientation (Aug., 2021)
- Full In-person Return K-12 (Sept., 2021)
- Back to School Night
- Fall Sports Season Sept.- On going, 2021
- All Clubs Running (Including Music/Theatre)
- College Application/Preparedness Workshops Oct., 2021
- *Boosterthon* (Fundraiser, JFK) 2021
- American Safety Programs (Certification Offerings Presentation) Oct., 2021
- Walk to School Event (JFK), Oct., 2021
- Homecoming Weekend (Games/Dance) Oct., 2021
- Night School Classes/Certification program Enrollment Coming Soon.... (Nov., 2021)

14. DEPARTMENT OF PUBLIC WORKS

MISSION STATEMENT: The Holbrook Department of Public Works conducts a variety of services vital to the community. We strive to conduct our work in a cost effective, safe and professional manner. We are committed to achieving high quality, responsive results.

DESCRIPTION OF SERVICES: The services provided by the DPW include:

- Maintenance of streets, sidewalks, trees, signs, streetlights, traffic signals, sewers, water distribution, storm drains and public grounds
- Snow plowing and removal
- Maintenance of Town vehicles and equipment
- Operation of the Town's fueling station and service garage
- Oversight of the curbside trash and recycling contract and general engineering
- Manage billing for water, sewer and solid waste costs
- Maintain the Town's public spaces including recreational parks and other miscellaneous parcels of land/rights of way

STAFFING: The Department of Public Works (DPW) general operational structure consists of activities funded by the general fund and enterprise funds. In total the department consists of 15.

The leadership of the DPW consists of a Superintendent and a Supervisor. The Superintendent is responsible for the department's overall operation to include staffing, budgeting, program development, project planning and oversight, regulatory reporting, and compliance with all applicable rules and regulations. The Supervisor prioritizes and oversees the work, conducts and monitors division safety training and assesses equipment and material needs.

WATER ENTERPRISE FUND

MISSION: The Water Division of the Holbrook Department of Public Works (DPW) operation is charged with providing safe, high quality water to continuously meet the health and fire protection needs of the Town; and, to maintain and improve the existing infrastructure to guarantee a long term reliable and efficient operation. It is our obligation to meet or exceed all State and Federal standards, to be responsive to our customers and to operate a professional and financially sound operation.

DESCRIPTION OF SERVICES: Holbrook is part of the Tri-Town Board of Water Commissioners. Through this commission, Holbrook shares a common water supply with Braintree and Randolph (Great Pond Reservoir). Our treatment plant is part of the Joint Water Board operation which is shared by the Town of Holbrook and Randolph.

The Town consumes on average about .6 million gallons of water per day. The division maintains and reads approximately 3,800 meters, quarterly, operates and services about 600 fire hydrants, 50 miles of water mains, two standpipes (1,000,000 gallons and 500,000 gallons). We also have a booster station that pumps water from Randolph to Holbrook. The division maintains the records for each of the accounts and responds to turn-offs /turn-ons, final reads, all sampling and reporting, valve exercising and main flushing, address updates, and account status, as well as, the cross-connection control program.

NEW TREATMENT PLANT:

The Tri-Town Board of Water Commissioners have entered into an agreement to build a new state of the art water treatment plant which will replace the aged water plant. We are now at 90% design and are on track to have the plant completed by 2024

SEWER ENTERPRISE FUND

MISSION: The Sewer Division of the Holbrook Department of Public Works (DPW) operation is charged with providing safe collection and discharge of sanitary and storm water flows to continuously meet the needs of the Town. It is our obligation to meet or exceed all State and Federal standards, to be responsive to our customers and to operate a professional and financially sound operation.

DESCRIPTION OF SERVICES: The primary service provided by the sewer division is that of maintaining a collection system for sanitary drains. Our sewer system collects flow from throughout the Town. The Town utilizes the MWRA for sewer waste removal. The average daily flow for sewerage is .88 mgd.

15. VETERAN SERVICES

MISSION STATEMENT: The Mission of the Town of Holbrook's Veteran Services is to advocate on behalf of all Veterans and their dependents in applying for and securing Federal and State benefits for which they are eligible. All personal information is confidential and treated accordingly.

DESCRIPTION OF SERVICES: The Holbrook Veterans Community consists of Veterans from World War II through the current conflicts in Iraq and Afghanistan.

The Veteran Services department is mandated by the Commonwealth of Massachusetts to administer Chapter 115 State funds to qualified Veterans who are in need of temporary assistance. Applications for assistance are handled by the Veteran Services office and are investigated and monitored on a weekly and monthly basis.

The Veterans Agent assists veterans in correctly completing V.A. forms, such as pension forms, service-connected disability applications, upgrades, appeals and burial services.

The Veteran Services Officer with aid and assistance of the local Boy Scout troop ensures that all veteran's graves are properly marked with a flag on Memorial Day. The Veteran Services Officer is responsible for grave markers if local Funeral Directors have not done so.

GOALS:

- Ensure effective outreach and communication for all veterans and their families.

STAFFING:

- 1 part-time Veterans Agent

16. COUNCIL ON AGING

MISSION STATEMENT: Through activities, programs and services, the Council on Aging (COA) encourages and promotes independence to our Senior Community. It is the mission of the COA to enhance the quality of life and promote the dignity of all our Senior Citizens that live within the Town of Holbrook.

DISCRIPTION OF SERVICES: We are a multi-faceted agency addressing many issues concerning the Elderly. At the Senior Center, Senior Citizens can enjoy a wide variety of programs/activities including: BINGO, card games, trivia, support groups, movies, weekly social, knitting, crocheting, arts and crafts, gardening, day trips and many other enjoyable activities. We joined with the Town of Avon on day trips and other events bringing further diversity to our programs.

The vans operate Monday through Thursday (and on an occasional Friday for an emergency appointment). We provide van transportation to medical appointments and locally for food shopping, hair appointments, banking, post office mall shopping and to and from the Senior Center.

Our Outreach Coordinator assists our homebound elders within the Community with their needs and refers them to necessary agencies for guidance. The Outreach Coordinator also assists in the processing of fuel assistance, putting together the paperwork and forwarding same to the agency for the distribution of payment.

Our Shine Volunteer Coordinator reviews and assists in the processing of Health Insurance for our Seniors; often saving them a substantial amount of money on their insurance needs.

The Holbrook Council on Aging is also funded by South Shore Elder Services for the MAP (Medical Access Program). The South Shore Transportation is under contract with South Shore Elder Services to transport our Seniors to area doctors and hospitals though-out the area and in the Boston/Brookline area as well.

Our newsletters are prepared in house and distributed around Town and mailed to those Seniors upon request on a monthly basis.

We continue to sponsor the distribution of medical equipment to people in need. The Senior Center also has a vast collection of books, jigsaw puzzles and CDs.

Through the TRIAD Program, the “Are You Okay” Program is offered to our Seniors as well as the “Yellow Dot” Program. The “Are You Okay” Program allows our Seniors to register their telephone number and are called each day. The “Yellow Dot” Program puts a yellow dot on a senior’s vehicle. In case of an accident, it notifies the paramedics or police officers that their medical emergency information is in the glove compartment.

We are very proud of our volunteers and most grateful for their efforts and the staff as well. Without them we could not give our Seniors the support and attention they need and deserve.

The Council on Aging can only exist when the Seniors and Townspeople work together!

STAFFING:

Coordinator: (10-20 hours per week)

Asst. Coordinator/Fuel Assistance (14 hours per week)

Outreach Coordinator (40 hours per month through Formula Grant)

Principal Clerk: (12 hours per week)

Principal Clerk: (12 hours per week through Formula Grant)

3 Part-time Van Drivers: (50 hours per week)

2 Alternate Part-time Van Drivers: (as needed through Formula Grant)

17. PUBLIC LIBRARY

MISSION STATEMENT: The Library's primary role is to provide materials in various formats that encourage literacy, personal growth and development, and lifelong learning. The Library works towards fulfilling the educational, recreational, and informational needs of the community it serves by providing access to materials, programming, and services. To accomplish our mission, the Holbrook Public Library strives to:

- Provide a collection of materials that reflect current and historical interests and trends.
- Provide a diverse collection of materials in a variety of formats (physical and electronic).
- Promote literacy through programming, services, and materials.
- Maintain a staff that is professional, courteous, and knowledgeable about services offered.
- Offer meeting space for community members to meet, gather, and interact in programs and events.
- Provide access to information by providing internet access and related classes.
- Partner with other municipal departments, organizations, and local businesses to develop to further the reach and impact of the library.
- Continually invest in the staff, technology, and the facility to provide current relatable services to the community.

DESCRIPTION OF SERVICES: The Library provides a variety of materials for patrons to utilize in the library as well as for home use. This collection of materials includes print materials (books, magazines, newspapers) as well as audio visual materials (DVDs, books on cd, music cds, Playaways). Along with the physical materials the library provides digital titles for patrons. With online services (Overdrive/Libby, Hoopla, TumbleBooks) the Library is able to offer streaming movies, e-books, e-audiobooks, graphic novels, music and other digital materials.

As part of the Library's collection, an investment has been made into unique items. Unique items are non-traditional library materials that provide informational, recreational, and educational support to the patrons. The development of this collection is based upon two areas: musical instruments and technology. New additions include a thumb piano and a wooden frog guiro rasp. For technology the library has added more mobile WiFi hotspots, writing tablets, two Osmo coding kits for kids and a Code-a-pillar for toddlers. This collection will provide access to materials that patrons may otherwise not have available to them.

The Library also provides free Internet access and computer services; a Technology Librarian for computer training, digital collections and website maintenance, a Reference Librarian for research and adult programming. Story hours, crafts, and book clubs for children, various preschool to teen activities and various educational/cultural programs. The Holbrook Public Library is a member of the Old Colony Library network; providing shared resources and materials with public and academic libraries on the South Shore.

BUDGET: Continued support by the town for the library budget has allowed the library to maintain its standing with the state and the Massachusetts Board of Library Commissioners for state aid and certification. Programming offered by outside providers free of charge is utilized as well as funds from grants including the Holbrook Cultural Council, and from funding by the

Friends of the Holbrook Public Library, Inc. These funding sources have allowed the library to offer enriching programming to the community that it otherwise would not be able to offer. However, these options are not necessarily sustainable for the long-term operation of the library. Repairs, maintenance, and utilities costs of the facility continue to consume the majority of the library's General Expenses Line.

HIGHLIGHTS: The Holbrook Public Library received a grant for Beanstack. This reading challenge application has allowed us to create fun reading challenges throughout the past eighteen months. This summer we held a reading celebration event and we raffled off prizes to participants, hosted a magic show and patrons received henna designs from a local artist. Children had access to eight weeks of daily summer programming. Two major events were a visit from Animal Adventures and Rainforest Reptiles Shows. These events were family friendly and together drew in 96 patrons.

The library also saw facility maintenance improvements this year; the most significant being the new letters on the front of our street facing entrance. The lawn sign was also updated and re-lettered.

GOALS & OBJECTIVES:

- Encourage digital and print literacy for library patrons of all ages.
- Increase the staff size and staffing hours to allow for year-round coverage for increased hours of operation.
- Seek supplemental funding for repairs and maintenance of the facility.
- Secure funding sources whether through town appropriations, grants, or donations, to increase the programs available for adults, teens, and children in the Holbrook community.
- Develop and maintain sustainable partnerships and relationships with other community groups and organizations and local businesses.

STAFFING: There are 10 staff members at the Holbrook Public Library. Library Director (40 hours), Youth Services & Assistant Director (40 hours), Technology & Assistant Director (24 hours), Reference Librarian (19 hours), Sub-Professional Librarian (Circulation Supervisor) (40 hours), Sub-Professional Librarian (Technical Services Supervisor) (32 hours), Two Library Assistants (20 hours, 30 hours,), Custodian (15 hours), Page (15 hours). An elected three-member Board of Library Trustees oversee the library.

Respectfully Submitted,

Kimberly Usselman - Library Director

Charleen Belcher - Youth Services Librarian / Assistant Director

Tracy Tolf, MLIS - Technology Librarian / Assistant Director

Addendum A
Board of Selectmen Appointments
2020-2021

SELECTMEN APPOINTMENTS
(provided by the Town Clerk)

Expires June 30 unless noted

Animal Control Officer	Laurice Hedges	2022
Assistant Town Accountant	Diane Haley	-----
Assistant Town Collector	Brenda Lee	-----
Assistant Town Treasurer (C41 S39A)	(Vacant)	-----
Assistant Building Inspector	Michael J. McGourty	2022
Chief Procurement Officer	Gregory Hanley	
Director of Inspectional Services	Eric C. Erskine	-----
Emergency Management Director	William J. Smith	2022
Ethics Commission Liaison	Jeanmarie Tarara	-----
Field Driver/Pound Keeper	Laurice Hedges	2022
Handicapped Rules & Regulations Coordinator		
MBTA Advisory Board Delegate (Chair or Designee)		
Metropolitan Area Planning Council	Gregory Hanley	-----
Norfolk County Advisory Board Rep.	Daniel R. Lee	2022
Parking Clerk and Hearings Officer	Jeanmarie Tarara	2022
Plumbing & Gas Inspector	John F. Callahan	2022
Assistant Plumbing/Gas Inspector	Mark J. Grzybinski	2022
Randolph/Holbrook Joint Water Board Member	Gregory Hanley	-----
Sealer of Weights and Measures	Eric C. Erskine	2022
Town Counsel	Murphy, Hesse, Toomey and Lehan	2022
Tri Town Water Board Designee (Chair)	Gregory Hanley	2022
Veterans' Agent	(Vacant)	2022
Wiring Inspector	Gerald Graham	2022
Assistant Wiring Inspector	David Keenan	2022

SELECTMEN APPOINTMENTS
(provided by the Town Clerk)

Board of Registrars	Cheryl Gelzer Alexis	2024
	Elizabeth Diana Despres	2025
	Ellen Doherty Walsh	2023
	Jeanmarie Tarara, Ex-Officio	
Capital Improvements Planning Committee		
	Michael Fleming, Citizen at Large	2022
	Paul Lynch, Citizen at Large	2022
	Daniel R. Lee, Selectmen's Rep.	2022
	Nancy Alterio, School Committee	2022
	Susan Godwin, Finance Committee	2022
	(Vacant), Town Accountant (ex-officio)	
	Gregory Hanley, Town Admin. (ex-officio)	2022
Conservation Commission	William L. Forte, Sr. (Chair)	2024
	Richard Coombs	2024
	Paul Callinan(resigned 5/5/21)	2022
	Fred White	2022
	Frank Duggan, Jr.	2023
	Brian Lutz	2022
	(Vacant)	2023
	(Vacant)	2023
Constables	Ralph J. Colarusso	2022
	Mark Shanly	2022
Council on Aging	Kathryn Bussolari	2022
	Rosanne M. Carlo	2022
	Louise Currie	2022
	William Currie	2022
	Roger Davenport	2022
	Thelma Jean Douglas	2022
	Sandra Lemieux	2022
	Maria Malinowski	2022
	Dwight Nevins	2022
	Gary Newton	2022
	Beatrice Taggart	2022

SELECTMEN APPOINTMENTS
(provided by the Town Clerk)

Council on Aging Building Committee	Elaine Hyland (Chair)	2022
	Louise Currie (check)	2022
	Susan Murray	2022
	Katie Goldrick	2022
	Tiffany Sheehan (Ex-Officio)	2022
	Lindsay Vayda (Ex-Officio)	2022
	John Moriarty (Ex-Officio)	2022
Diversity & Inclusion Committee (V = Voting Member, A = Alternate)	Trinidad Carney (V)	2022
	Priscilla Casna (V)	2022
	Robert-Thomas Duclersaint (V)	2022
	Dawn Hadley (A)	2022
	Nakeya Miller (V)	2022
	Tracy O'Keefe (A)	2022
	Amie Pierce (V)	2022
	Blaire Schaefer-Flynn (A)	2022
	William Watkins (V)	2022
Town Appointed Members	Board of Health	2022
	Holbrook Clergy	2022
	Police Department	2022
	School Community	2022
	Select Board	2022
Holbrook Historical Commission		
C40 S8D	Mark J. Shanly (Resigned)	2022
	David O. Dingley	2022
	Alexandra Bernson	2022
	Pauline M. Smith	2023
	Thomas Benvie (Resigned 08/24/21)	2023
	Richard Edward Dean	2024
	Sara Stinson	2024
Local Cultural Council		
Min 5, max 21	Nancy Murphy (11/29/2017)	11/29/2020
Only 2 3-year terms	Dorothy Bryan-Ployer (10/26/16)	10/26/2022
	Becky Simulis (5/22/19)	05/22/2022
	Paola Mabasa (5/22/19)	05/22/2022
	Janet Page (10/23/19)	10/23/2022
Local Emergency Planning Committee		
	Daniel R. Lee	2022
	William J. Smith	2022

SELECTMEN APPOINTMENTS
(provided by the Town Clerk)

	(Vacant) (PWD)	2022
	Luke McFadden	2022
	Lt. Eric Beltramini (FD)	2022
	Catherine Goldrick (BOH)	2022
Permanent Cable Television Advisory		
7 members, Est. 1/20/83	Keith O'Brien	2022
5 members, voted 7/24/12	Margaret M. Brady	2023
6 members, voted 9/23/15	Lauren Messina	2024
Inc. 1 non-voting member	Brian Destoop	2024
(HCAM Executive Director)	Zack Gorman (non-voting)	2024
Special Police Officers		
	Gregorio Batista	2022
	Robert Demarco	2022
	James Gramm	2022
	James Hannon	2022
	William A. Keegan, Jr.	2022
	Michael Lee	2022
	Robert McNamara	2022
	Richard Reuss	2022
	Armando Soto, Jr.	2022
	Scott Stuart	2022
	Kenneth Terrill, Jr.	2022
Town Forest Committee		
	Heather McLellan	2022
	Zachary Hupp	2022
	Roberta S. Mankus	2023
Town Scholarship Committee		
No fewer than 5	Linda Austin	2022
C194 Acts of 1986	William D. Kirtz	2022
11/17/1981 Art. 1	Marissa Cohen	2023
	Barbara Davis	2023
	Daniel J. Dieso, Jr.	2023
	Linda Austin	2022
	Priscilla Casna	2024
	A. Leonard Olson	2024
	Kristine Ovette	2024
	Joanne Spillane	2024
Zoning Board of Appeals		
	James A. Day	2022
	Stephen Zeboski	2023
	Keith O'Brien	2025
	Domenico Crugnale, Associate	2024

SELECTMEN APPOINTMENTS
(provided by the Town Clerk)

(Vacant), Associate

2021

Permanent School Building Committee

VOTING MEMBERS:

Local Chief Executive Officer	Daniel R. Lee (5/22/19)	2021
School Committee Member	Elizabeth C. Tolson	2022
Representative of Office authorized by law to construct school buildings	Eric C. Erskine	2022
Member knowledgeable in educational mission and function of facility	Barbara Davis	2022
Local budget official or member of local finance Committee	Peter Mahoney	2023
Two (2) Members of Community – Construction/Facilities Management	James Day Thomas Taylor	2022 2021
One (1) Member of Community – Architecture, Engineering And/or Construction	Scott Towne	2022
One (1) Member of Community – HVAC	Frederick White	2023
One (1) Member of Community – At Large	Stephanie Trowbridge	2022

NON-VOTING MEMBERS:

Member who is MCPPO certified	Patricia Coppola-Lugo	2022
Town Administrator or Manager	Gregory Hanley	2022
Superintendent of Schools	Julie Hamilton	2022
Local Official responsible for Building Maintenance	Michael Bolger	2023
School Principal		2022

Addendum B
Audited Financial Schedules
FY2020
Powers & Sullivan

STATEMENT OF NET POSITION

JUNE 30, 2020

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 10,217,808	\$ 7,729,610	\$ 17,947,418
Investments.....	2,322,172	-	2,322,172
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	1,380,160	-	1,380,160
Tax liens.....	2,101,031	-	2,101,031
Motor vehicle and other excise taxes.....	268,440	-	268,440
User charges.....	-	1,737,597	1,737,597
Departmental and other.....	276,636	7,840	284,476
Intergovernmental.....	3,559,516	-	3,559,516
Tax foreclosures.....	1,335,250	-	1,335,250
Total current assets.....	21,484,013	9,475,047	30,959,060
NONCURRENT:			
Capital assets, nondepreciable.....	4,786,685	366,818	5,153,503
Capital assets, net of accumulated depreciation.....	102,244,957	39,197,512	141,442,469
Total noncurrent assets.....	107,031,642	39,564,330	146,595,972
TOTAL ASSETS.....	128,515,655	49,039,377	177,555,032
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions.....	1,722,801	31,048	1,753,849
Deferred outflows related to OPEB.....	3,456,675	74,525	3,531,200
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	5,179,476	105,573	5,285,049
LIABILITIES			
CURRENT:			
Warrants payable.....	2,101,498	299,999	2,401,497
Accrued liabilities.....	20,162	-	20,162
Accrued interest.....	105,460	68,184	173,644
Other liabilities.....	37,543	-	37,543
Unearned revenue.....	861,597	-	861,597
Capital lease obligations.....	241,176	-	241,176
Landfill closure.....	17,000	-	17,000
Compensated absences.....	208,357	6,280	214,637
Workers' compensation.....	9,717	-	9,717
Notes payable.....	2,298,000	7,111,474	9,409,474
Bonds payable.....	2,085,083	1,983,684	4,068,767
Total current liabilities.....	7,985,688	9,447,821	17,433,509
NONCURRENT:			
Capital lease obligations.....	209,696	-	209,696
Landfill closure.....	68,000	-	68,000
Compensated absences.....	922,811	3,800	926,611
Net pension liability.....	16,484,975	297,074	16,782,049
Net OPEB liability.....	53,932,736	1,182,760	55,115,496
Bonds payable.....	34,755,434	9,594,314	44,349,748
Total noncurrent liabilities.....	106,373,652	11,077,948	117,451,600
TOTAL LIABILITIES.....	114,359,340	20,525,769	134,885,109
DEFERRED INFLOWS OF RESOURCES			
Taxes paid in advance.....	53,560	-	53,560
Deferred inflows related to pensions.....	1,102,536	19,869	1,122,405
Deferred inflows related to OPEB.....	118,976	2,565	121,541
TOTAL DEFERRED INFLOWS OF RESOURCES.....	1,275,072	22,434	1,297,506
NET POSITION			
Net investment in capital assets.....	70,219,322	27,282,939	97,502,261
Restricted for:			
Permanent funds:			
Expendable.....	148,451	-	148,451
Nonexpendable.....	11,479	-	11,479
Gifts and grants.....	1,405,640	-	1,405,640
Unrestricted.....	(53,744,542)	1,334,206	(52,410,336)
TOTAL NET POSITION.....	\$ 18,040,850	\$ 28,617,145	\$ 46,657,995

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2020

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 1,609,339	\$ 133,377	\$ 214,584	\$ -	\$ (1,261,378)
Financial services.....	1,095,912	1,770	-	-	(1,094,142)
Inspectional services.....	457,584	344,068	-	-	(113,516)
Public safety.....	12,459,232	1,981,205	840,985	3,264,639	(6,372,403)
Education.....	31,465,259	245,561	13,304,948	-	(17,914,750)
Public works.....	2,257,985	4,889	19,440	345,980	(1,887,676)
Public services.....	891,876	25,993	92,404	-	(773,479)
COVID-19.....	127,003	-	127,003	-	-
Interest.....	1,254,762	-	-	-	(1,254,762)
Total Governmental Activities.....	51,618,952	2,736,863	14,599,364	3,610,619	(30,672,106)
<i>Business-Type Activities:</i>					
Water.....	2,017,327	2,818,436	-	-	801,109
Sewer.....	2,767,757	2,225,065	-	-	(542,692)
Solid waste.....	737,481	860,005	-	-	142,524
PEG Access.....	228,411	228,411	-	-	-
Total Business-Type Activities.....	5,750,976	6,151,917	-	-	400,941
Total Primary Government.....	\$ 57,369,928	\$ 8,888,780	\$ 14,599,364	\$ 3,610,619	\$ (30,271,165)

See notes to basic financial statements.

(Continued)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2020

	General	School Building Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents.....	\$ 6,473,405	\$ 2,674	\$ 3,741,729	\$ 10,217,808
Investments.....	2,280,412	-	41,760	2,322,172
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	1,380,160	-	-	1,380,160
Tax liens.....	2,101,031	-	-	2,101,031
Motor vehicle and other excise taxes.....	268,440	-	-	268,440
Departmental and other.....	1,658	-	277,978	279,636
Intergovernmental.....	24,351	1,754,546	1,780,619	3,559,516
Tax foreclosures.....	1,335,250	-	-	1,335,250
TOTAL ASSETS.....	\$ 13,864,707	\$ 1,757,220	\$ 5,842,086	\$ 21,464,013
LIABILITIES				
Warrants payable.....	\$ 1,011,537	\$ -	\$ 1,089,956	\$ 2,101,493
Accrued liabilities.....	20,162	-	-	20,162
Other liabilities.....	37,543	-	-	37,543
Unearned revenue.....	-	-	861,597	861,597
Notes payable.....	-	1,755,000	543,000	2,298,000
TOTAL LIABILITIES.....	1,069,242	1,755,000	2,494,553	5,318,795
DEFERRED INFLOWS OF RESOURCES				
Taxes paid in advance.....	53,560	-	-	53,560
Unavailable revenue.....	4,754,982	-	375,061	5,130,043
TOTAL DEFERRED INFLOWS OF RESOURCES.....	4,808,542	-	375,061	5,183,603
FUND BALANCES				
Nonspendable.....	-	-	11,479	11,479
Restricted.....	-	2,220	2,960,993	2,963,213
Assigned.....	481,698	-	-	481,698
Unassigned.....	7,505,225	-	-	7,505,225
TOTAL FUND BALANCES.....	7,986,923	2,220	2,972,472	10,961,615
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....	\$ 13,864,707	\$ 1,757,220	\$ 5,842,086	\$ 21,464,013

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2020

Total governmental fund balances.....	\$ 10,961,615
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	107,031,672
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	5,130,043
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred.....	3,957,965
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(105,460)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds payable.....	(36,840,517)
Net pension liability.....	(16,484,975)
Net OPEB liability.....	(53,932,736)
Landfill closure.....	(85,000)
Capital lease obligations.....	(450,872)
Workers' compensation.....	(9,717)
Compensated absences.....	(1,131,168)
Net effect of reporting long-term liabilities.....	(108,934,985)
Net position of governmental activities.....	\$ <u>18,040,850</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2020

	General	School Building Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ 28,611,057	\$ -	\$ -	\$ 28,611,057
Tax liens.....	257,695	-	-	257,695
Motor vehicle and other excise taxes.....	1,505,492	-	-	1,505,492
Charges for services.....	958,866	-	1,202,995	2,161,861
Penalties and interest on taxes.....	443,670	-	-	443,670
Fees and rentals.....	83,939	-	100	84,039
Payments in lieu of taxes.....	1,618	-	-	1,618
Licenses and permits.....	406,271	-	-	406,271
Fines and forfeitures.....	12,679	-	-	12,679
Intergovernmental - teachers retirement.....	3,567,240	-	-	3,567,240
Intergovernmental - other.....	9,227,973	-	6,818,630	16,046,603
Intergovernmental - COVID-19 relief.....	-	-	127,003	127,003
Departmental and other.....	97,536	-	85,116	182,652
Contributions and donations.....	-	-	43,419	43,419
Investment income/(loss).....	119,559	-	4,168	123,727
TOTAL REVENUES.....	45,293,595	-	8,281,431	53,575,026
EXPENDITURES:				
Current:				
General government.....	655,940	-	277,820	933,760
Financial services.....	731,044	-	-	731,044
Inspectional services.....	297,202	-	-	297,202
Public safety.....	6,622,071	-	4,596,697	11,218,768
Education.....	17,338,774	-	2,006,673	19,345,447
Public works.....	1,276,650	-	520,130	1,796,780
Public services.....	532,143	-	81,531	613,674
COVID-19.....	-	-	127,003	127,003
Pension benefits - teachers retirement.....	3,567,240	-	-	3,567,240
Insurance.....	698,000	-	-	698,000
Employee benefits.....	7,649,398	-	-	7,649,398
State and county charges.....	1,073,156	-	-	1,073,156
Debt service:				
Principal.....	1,762,117	-	-	1,762,117
Interest.....	1,346,254	-	-	1,346,254
TOTAL EXPENDITURES.....	43,549,989	-	7,609,854	51,159,843
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	1,743,606	-	671,577	2,415,183
OTHER FINANCING SOURCES (USES):				
Issuance of bonds.....	-	2,476,000	390,000	2,866,000
Premium from issuance of bonds and notes.....	-	120,062	129,975	250,037
Transfers in.....	2,051,731	215,000	1,009,685	3,276,416
Transfers out.....	(2,593,758)	-	(941,146)	(3,534,904)
TOTAL OTHER FINANCING SOURCES (USES).....	(542,027)	2,811,062	588,514	2,857,549
NET CHANGE IN FUND BALANCES.....	1,201,579	2,811,062	1,260,091	5,272,732
FUND BALANCES AT BEGINNING OF YEAR.....	6,785,344	(2,808,842)	1,712,381	5,688,883
FUND BALANCES AT END OF YEAR.....	\$ 7,986,923	\$ 2,220	\$ 2,972,472	\$ 10,961,615

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2020

Net change in fund balances - total governmental funds.....		\$ 5,272,732
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	3,439,034	
Depreciation expense.....	<u>(3,507,108)</u>	
Net effect of reporting capital assets.....		(68,074)
<p>Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. This amount represents the net change in unavailable revenue.....</p>		
		1,026,317
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are unavailable and amortized in the Statement of Activities.</p>		
Principal payments on capital leases.....	253,432	
Issuance of bonds.....	(2,866,000)	
Premium from issuance of bonds.....	(250,037)	
Net amortization of premium from issuance of bonds.....	97,127	
Debt service principal payments.....	<u>1,762,117</u>	
Net effect of reporting long-term debt.....		(1,003,361)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	(5,662)	
Net change in accrued interest on long-term debt.....	(5,635)	
Net change in deferred outflow/(inflow) of resources related to pensions.....	(2,548,814)	
Net change in net pension liability.....	2,445,618	
Net change in deferred outflow/(inflow) of resources related to OPEB.....	(863,832)	
Net change in net OPEB liability.....	(1,532,669)	
Net change in landfill closure.....	17,000	
Net change in workers' compensation liability.....	<u>(9,717)</u>	
Net effect of recording long-term liabilities.....		<u>(2,503,711)</u>
Change in net position of governmental activities.....		\$ <u>2,723,903</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2020

	Business-type Activities - Enterprise Funds				
	Water	Sewer	Solid Waste	PEG Access	Total
ASSETS					
CURRENT:					
Cash and cash equivalents.....	\$ 7,388,949	\$ 180,260	\$ 160,401	\$ -	\$ 7,729,610
Receivables, net of allowance for uncollectibles:					
User charges.....	655,950	853,497	228,150	-	1,737,597
Departmental and other.....	-	-	7,840	-	7,840
Total current assets.....	8,044,899	1,033,757	396,391	-	9,475,047
NONCURRENT:					
Capital assets, non depreciable.....	366,818	-	-	-	366,818
Capital assets, net of accumulated depreciation.....	20,358,280	18,839,232	-	-	39,197,512
Total noncurrent assets.....	20,725,098	18,839,232	-	-	39,564,330
TOTAL ASSETS.....	28,769,997	19,872,989	396,391	-	49,039,377
DEFERRED OUTFLOWS OF RESOURCES					
Deferred outflows related to pensions.....	23,577	4,437	3,032	-	31,046
Deferred outflows related to OPEB.....	55,678	15,735	3,112	-	74,525
TOTAL DEFERRED OUTFLOWS OF RESOURCES.....	79,255	20,172	6,144	-	105,571
LIABILITIES					
CURRENT:					
Warrants payable.....	291,189	8,157	653	-	299,999
Accrued interest.....	63,971	2,213	-	-	66,184
Compensated absences.....	6,280	-	-	-	6,280
Notes payable.....	7,111,474	-	-	-	7,111,474
Bonds payable.....	1,354,351	609,333	-	-	1,963,684
Total current liabilities.....	8,827,265	619,703	653	-	9,447,621
NONCURRENT:					
Compensated absences.....	3,600	-	-	-	3,600
Net pension liability.....	225,602	42,458	29,014	-	297,074
Net OPEB liability.....	868,709	245,500	48,551	-	1,162,760
Bonds payable.....	8,708,770	885,544	-	-	9,594,314
Total noncurrent liabilities.....	9,806,681	1,173,502	77,565	-	11,057,748
TOTAL LIABILITIES.....	18,633,946	1,793,205	78,218	-	20,505,369
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows related to pensions.....	15,088	2,840	1,941	-	19,869
Deferred inflows related to OPEB.....	1,916	542	107	-	2,565
TOTAL DEFERRED INFLOWS OF RESOURCES.....	17,004	3,382	2,048	-	22,434
NET POSITION					
Net investment in capital assets.....	9,897,314	17,385,625	-	-	27,282,939
Unrestricted.....	300,988	710,949	322,269	-	1,334,206
TOTAL NET POSITION.....	\$ 10,198,302	\$ 18,096,574	\$ 322,269	\$ -	\$ 28,617,145

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2020

Business-type Activities - Enterprise Funds

	Water	Sewer	Solid Waste	PEG Access	Total
OPERATING REVENUES:					
Charges for services.....	\$ 2,144,647	\$ 2,225,065	\$ 880,005	\$ 228,411	\$ 5,478,128
Intergovernmental.....	673,789	-	-	-	673,789
TOTAL OPERATING REVENUES	2,818,436	2,225,065	880,005	228,411	6,151,917
OPERATING EXPENSES:					
Cost of services and administration.....	1,107,290	1,974,645	737,481	228,411	4,047,827
Depreciation.....	625,578	761,135	-	-	1,386,711
TOTAL OPERATING EXPENSES.....	1,732,868	2,735,780	737,481	228,411	5,434,538
OPERATING INCOME (LOSS).....	1,085,570	(510,715)	142,524	-	717,379
NONOPERATING REVENUES (EXPENSES):					
Investment income.....	5,405	1,856	899	-	8,160
Interest expense.....	(284,461)	(31,977)	-	-	(316,438)
TOTAL NONOPERATING REVENUES (EXPENSES), NET	(279,056)	(30,121)	899	-	(308,278)
INCOME (LOSS) BEFORE TRANSFERS.....	806,514	(540,836)	143,423	-	409,101
TRANSFERS:					
Transfers in.....	588,195	642,384	250,000	-	1,480,579
Transfers out.....	(730,464)	(381,280)	(110,347)	-	(1,222,091)
TOTAL TRANSFERS.....	(142,269)	261,104	139,653	-	258,488
CHANGE IN NET POSITION.....	664,245	(279,732)	283,076	-	667,589
NET POSITION AT BEGINNING OF YEAR.....	9,534,057	18,376,306	39,193	-	27,949,556
NET POSITION AT END OF YEAR.....	\$ 10,198,302	\$ 18,096,574	\$ 322,269	\$ -	\$ 28,617,145

See notes to basic financial statements.

**PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS**

YEAR ENDED JUNE 30, 2020

	Business-type Activities - Enterprise Funds				
	Water	Sewer	Solid Waste	PEG Access	Total
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>					
Receipts from customers and users.....	\$ 2,269,585	\$ 2,403,920	\$ 767,235	\$ 228,411	\$ 5,669,151
Receipts from other governments.....	673,789	-	-	-	673,789
Payments to vendors.....	(523,263)	(1,962,575)	(780,718)	(228,411)	(3,495,067)
Payments to employees.....	(469,926)	-	-	-	(469,926)
NET CASH FROM OPERATING ACTIVITIES.....	1,950,185	441,245	(13,483)	-	2,377,947
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</u>					
Transfers in.....	588,195	642,384	250,000	-	1,480,579
Transfers out.....	(730,464)	(381,280)	(110,347)	-	(1,222,091)
NET CASH FROM NONCAPITAL FINANCING ACTIVITIES.....	(142,269)	261,104	139,653	-	258,488
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>					
Proceeds from the issuance of bonds and notes.....	8,520,474	-	-	-	8,520,474
Acquisition and construction of capital assets.....	(1,433,140)	(62,854)	-	-	(1,495,994)
Principal payments on bonds and notes.....	(3,083,889)	(580,000)	-	-	(3,663,889)
Interest expense.....	(284,509)	(62,384)	-	-	(346,893)
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	3,718,936	(705,238)	-	-	3,013,698
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>					
Investment income.....	5,405	1,856	899	-	8,160
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	5,532,257	(1,033)	127,069	-	5,658,293
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	1,856,692	181,298	33,332	-	2,071,317
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	\$ 7,388,949	\$ 180,260	\$ 160,401	\$ -	\$ 7,729,610
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>					
<u>FROM OPERATING ACTIVITIES:</u>					
Operating income (loss).....	\$ 1,085,570	\$ (510,715)	\$ 142,524	\$ -	\$ 717,379
Adjustments to reconcile operating income to net cash from operating activities:					
Depreciation.....	625,578	761,135	-	-	1,386,711
Deferred (outflows)/inflows related to pensions.....	34,881	6,565	4,487	-	45,933
Deferred (outflows)/inflows related to OPEB.....	13,267	4,135	817	-	18,219
Changes in assets and liabilities:					
User charges.....	124,938	178,855	(130,010)	-	173,783
Departmental and other.....	-	-	17,240	-	17,240
Warrants payable.....	65,782	3,124	(45,113)	-	23,793
Compensated absences.....	890	-	-	-	890
Net pension liability.....	(33,469)	(6,299)	(4,308)	-	(44,074)
Net OPEB liability.....	32,750	4,445	878	-	38,073
Total adjustments.....	864,616	951,960	(156,007)	-	1,660,568
NET CASH FROM OPERATING ACTIVITIES.....	\$ 1,950,185	\$ 441,245	\$ (13,483)	\$ -	\$ 2,377,947

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2020

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS			
Cash and cash equivalents.....	\$ 4,567	\$ 185,916	\$ 286,884
Investments.....	-	90,057	-
Private equity funds.....	66,299	-	-
Equity mutual funds.....	801,296	-	-
Fixed Income mutual funds.....	349,477	-	-
TOTAL ASSETS.....	1,221,639	275,973	286,884
LIABILITIES			
Warrants payable.....	-	-	64,046
Liabilities due depositors.....	-	-	90,595
Other liabilities.....	-	-	132,243
TOTAL LIABILITIES.....	-	-	286,884
NET POSITION			
Restricted for other postemployment benefits.....	1,221,639	-	-
Held in trust for other purposes.....	-	275,973	-
TOTAL NET POSITION.....	\$ 1,221,639	\$ 275,973	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2020

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer contributions.....	\$ 305,000	\$ -
Employer contributions for OPEB payments.....	2,120,417	-
Private donations.....	-	25,325
Total contributions.....	2,425,417	25,325
Net Investment income.....	20,810	-
TOTAL ADDITIONS.....	2,446,227	25,325
DEDUCTIONS:		
Other postemployment benefit payments.....	2,120,417	-
Scholarships.....	-	18,300
TOTAL DEDUCTIONS.....	2,120,417	18,300
NET INCREASE (DECREASE) IN NET POSITION.....	325,810	7,025
NET POSITION AT BEGINNING OF YEAR.....	895,829	268,948
NET POSITION AT END OF YEAR.....	\$ 1,221,639	\$ 275,973

See notes to basic financial statements.

Addendum C
Per MGL Chapter 41, Section 61
Annual Report of the Town Accountant
FY 2021 Unaudited

TOWN OF HOLBROOK, MA

Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 2021
(Unaudited)

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Internal Services			
ASSETS								
Cash and cash equivalents	5,210,692.81	3,586,825.91	9,612,018.91	982,876.19		6,923,600.66		26,316,014.48
Investments								0.00
Receivables:								
Personal property taxes	123,035.07							123,035.07
Real estate taxes	1,269,964.16							1,269,964.16
Allowance for abatements and exemptions	(1,577,507.19)							(1,577,507.19)
Tax liens	2,208,621.12			94,013.38				2,302,634.50
Tax Forfeitures	1,204,545.15							1,204,545.15
Deferred taxes	112,704.55							112,704.55
Motor vehicle excise	549,721.77							549,721.77
Other excises Boat	2,952.00							2,952.00
User fees				461,436.04				461,436.04
Utility liens added to taxes				85,000.92				85,000.92
Departmental		428,923.59		923.68				429,847.27
Special assessments				103,521.01				103,521.01
Due from other governments	4,987.27							4,987.27
Other receivables								0.00
Foreclosures/Possessions								0.00
Prepays								0.00
Due to/from other funds								0.00
Working deposit								0.00
Inventory								0.00
Fixed assets, net of accumulated depreciation							43,438,379.67	43,438,379.67
Amounts to be provided - payment of bonds								0.00
Amounts to be provided - vacation/sick leave								0.00
Total Assets	9,109,716.71	4,015,749.50	9,612,018.91	1,727,771.22	0.00	6,923,600.66	43,438,379.67	74,827,236.67
LIABILITIES AND FUND EQUITY								
Liabilities:								
Warrants payable								0.00
Accounts payable	0.00							0.00
Accrued payroll								0.00
Withholdings								0.00
Accrued claims payable								0.00
Due to/from other funds								0.00
Due to other governments								0.00
Other liabilities								0.00
Deferred revenue:								
Real and personal property taxes	(184,508.01)							(184,508.01)
Tax liens	2,208,621.12			94,013.38				2,302,634.50
Deferred taxes	112,704.55							112,704.55
Foreclosures/Possessions	1,204,545.15							1,204,545.15
Motor vehicle excise	549,721.77							549,721.77
Other excises	2,952.00							2,952.00

TOWN OF HOLBROOK, MA

**Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 2021
(Unaudited)**

	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	
User fees				462,359.72			462,359.72
Utility liens added to taxes				85,000.92			85,000.92
Departmental		428,923.59					428,923.59
Special assessments	4,987.27			103,521.01			103,521.01
Due from other governments							4,987.27
Other receivables							0.00
Deposits receivable							0.00
Prepaid taxes/fees	125,244.53						125,244.53
Tailings	37,543.20						37,543.20
IBNR							0.00
Agency Funds					479,311.86		479,311.86
Notes payable			10,098,000.00				10,098,000.00
Bonds payable						43,438,379.67	43,438,379.67
Vacation and sick leave liability							0.00
Total Liabilities	4,061,811.58	428,923.59	10,098,000.00	744,895.03	479,311.86	43,438,379.67	59,251,321.73
Fund Equity:							
Reserved for encumbrances	345,502.54			32,862.34			378,364.88
Reserved for continuing appropriations							0.00
Reserved for expenditures	86,633.81		(485,981.09)				(399,347.28)
Reserved for petty cash							0.00
Reserved for appropriation deficit	(79,413.34)						(79,413.34)
Reserved for snow and ice deficit							0.00
Reserved for COVID-19 deficit							0.00
Reserved for debt service							0.00
Reserved for premiums							0.00
Reserved for working deposit							0.00
Undesignated fund balance	4,695,182.12	3,586,825.91			6,444,288.80		14,726,296.83
Unreserved retained earnings				950,013.85			950,013.85
Investment in capital assets							0.00
Total Fund Equity	5,047,905.13	3,586,825.91	(485,981.09)	982,876.19	6,444,288.80	0.00	15,575,914.94
Total Liabilities and Fund Equity	9,109,716.71	4,015,749.50	9,612,018.91	1,727,771.22	6,923,600.66	43,438,379.67	74,827,236.67

TOWN OF HOLBROOK, MA

Special Revenue Fund Balance Detail

as of June 30, 2021

(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2021	Receipts thru 9/30/2021	BAN's	Remaining Deficit 6/30/2021
22	SCHOOL LUNCH			124,232.48			0.00
23	CDBG PRE93 PROGRAM INCOME			9,141.63			0.00
23	CDBG POST93 PROGRAM INCOME			216,565.65			0.00
23	CDBG GRANT			74.48			0.00
24	FEDERAL GRANTS- CVRF PREVENTION PROGRAM			59,137.06			0.00
24	FEDERAL GRANTS- ESSER II			(66,251.65)	288,809.00		0.00
24	FEDERAL GRANTS - TITLE IIA			(2,859.89)	23,762.00		0.00
24	FEDERAL GRANTS - 94-142 SPED ENT.			35,784.58			0.00
24	FEDERAL GRANTS - EARLY CHILDHOOD			(2,255.49)	2,676.00		0.00
24	FEDERAL GRANTS - SPED PROGRAM IMPROVEMENTS			1,229.00			0.00
24	FEDERAL GRANTS- SPED EARLY CHILDHOOD			181.00			0.00
24	FEDERAL GRANTS - TITLE I			11,417.36			0.00
24	FEDERAL GRANTS - TITLE VI			1,264.83			0.00
24	FEDERAL GRANTS- CLICK IT OR TICKET			5,024.25	0.00		0.00
24	FEDERAL GRANTS - EOPS TRAFFIC ENF & EQUIPT			(6,000.00)			(6,000.00)
24	FEDERAL GRANTS- FIREFIGHTER ASSISTANCE GRANT			6,042.36			0.00
24	FEDERAL GRANTS - MEMA EMPG GRANT			(3,350.00)			(3,350.00)
24	FEDERAL GRANTS - COVID 19 CARES CVRF			547,451.36			0.00
24	FEDERAL GRANTS - COVID 19 FEMA			(438,422.39)			(438,422.39)
24	FEDERAL GRANTS- BYRNE JAC GRANT			(14,300.80)	14,121.80		(179.00)
24	FEDERAL GRANTS - FEMA-VACCINE			(6,628.24)			(6,628.24)
24	FEDERAL GRANTS - MUSEUM & LIBRARY			968.06			0.00
25	STATE & OTHER GRANTS - CHNA AREA 22 PLANNING			1,908.23			0.00
25	STATE & OTHER GRANTS - STATE EARMARK GRANT			100,000.00			0.00
25	STATE & OTHER GRANTS- EARLY VOTING			10,722.75			0.00
25	STATE :& OTHER GRANTS - EOPSS EARMARK			0.00			0.00
25	STATE & OTHER GRANTS - FIRE SAFE			4,692.00			0.00
25	STATE & OTHER GRANTS FIRE SENIOR SAFE			2,480.00			0.00
25	STATE & OTHER GRANTS - SUPPORT & INCENTIVE			(148,237.66)	148,201.66		(36.00)
25	STATE & OTHER GRANTS - 911 TRAINING & EMD			(42,344.86)	42,009.48		(335.38)
25	STATE & OTHER GRANTS - HAZMAT RESPONSE			13,384.87			0.00
25	STATE & OTHER GRANTS - DISPATCH DEVELOPMENT			(96,028.80)	82,459.20		(13,569.60)
25	STATE & OTHER GRANTS - SHAR FED/STATE GRANT			8,161.82			0.00
25	STATE & OTHER GRANTS - NACCHO			8,857.61			0.00
25	STATE & OTHER GRANTS - MAHB CELL PHONE			1,135.60			0.00
25	STATE & OTHER GRANTS - MASS MED PROJECT			1,517.60			0.00
25	STATE & OTHER GRANTS - COA FORMULA GRANT			16,444.57			0.00
25	STATE & OTHER GRANTS - STATE AID TO LIBRARIES			36,263.99			0.00
25	STATE & OTHER GRANTS - LOCAL ARTS LOTTERY			6,768.19			0.00
25	STATE & OTHER GRANTS - HPHC COMM SPIRIT 9/11			500.00			0.00
25	STATE & OTHER GRANTS - COOLING OFF MENTHOL			500.00			0.00
25	STATE & OTHER GRANTS - AXA FOUNDATION PROF			1,000.00			0.00
25	STATE & OTHER GRANTS - BOH BREAKING ROADBLOCKS			182.74			0.00
25	STATE & OTHER GRANTS - CREDIT FOR LIFE GRANT			0.00			0.00
25	STATE & OTHER GRANTS - HPHC CS 9/11 BASKETBALL UNIFORMS			500.00			0.00
25	STATE & OTHER GRANTS - 84 MOVEMENT GRANT			2,500.00			0.00
25	STATE & OTHER GRANTS - PROJECT LEAD THE WAY			2,750.00			0.00
25	STATE & OTHER GRANTS- COVID 19 BOH GRANT			7,472.18			0.00
26	RRFA - AMB-FED CARES STIMULUS			14,522.67			0.00

Special Revenue Fund Balance Detail
as of June 30, 2021
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2021	Receipts thru 9/30/2021	BAN's	Remaining Deficit 6/30/2021
26	RRFA - SALE OF REAL ESTATE			909,000.00			0.00
26	RRFA - WATERWAYS IMP			0.00			0.00
26	RRFA - AMBULANCE		(428,923.59)	966,770.19			0.00
26	RRFA - DEBT PREMIUMS	428,923.59		81,460.27			0.00
26	RRFA - TNC SURCHARGE			3,057.70			0.00
26	RRFA - PREMIUMS ON JT WATER CAPITAL PROJECRT			1,550.00			0.00
26	RRFA - PREMIUM ON TRITOWN PLANT FY			21,779.19			0.00
26	RRFA - PREMIUM ON PSB INTERIOR FY20			2,628.02			0.00
26	RRFA - WATER METERS			6,220.89			0.00
26	RRFA - WETLANDS PROTECTION			25,326.41			0.00
26	RRFA - FIRE ALARM SYSTEM			17,455.70			0.00
27	REVOLVING - ATHLETICS			7,420.80			0.00
27	REVOLVING - SUMMER SCHOOL			14,262.36			0.00
27	REVOLVING - SCHOOL LOST MATERIALS			22.98			0.00
27	REVOLVING - SCHOOL LOST MATERIALS - IT			7,498.67			0.00
27	REVOLVING - NON-RES /FOSTER TUITION			20,000.00			0.00
27	REVOLVING - SCHOOL CHOICE			15,935.93			0.00
27	REVOLVING - CIRCUIT BREAKER			922,415.14			0.00
27	REVOLVING - MUSICAL INSTRUMENTS			100.00			0.00
27	REVOLVING - PRESCHOOL TUITIONS			(432.03)	432.03		0.00
27	REVOLVING - SCHOOL USE OF FAC.			16,993.74			0.00
27	REVOLVING - INSURANCE REC. < \$150K			2,993.16			0.00
27	REVOLVING - DRUG FORFEITURE			6,668.51			0.00
27	REVOLVING - DEA DROP-IN PROGRAM			2,034.72			0.00
27	REVOLVING - NORFOLK COUNTY DISPATCH			(4,501.99)	4,501.99		0.00
27	REVOLVING - RECREATION REVOLVING			6,700.12			0.00
29	GIFTS & OTHER - SCHOOL GIFTS			19,761.59			0.00
29	GIFTS & OTHER - PEACE POLE			926.07			0.00
29	GIFTS & OTHER - DECOMM. CEREMONIES			224.59			0.00
29	GIFTS & OTHER - SCHOOL ATHLETIC GIFTS			731.47			0.00
29	GIFTS & OTHER - BRICKS FOR WALKWAYS/P.P.			2,389.05			0.00
29	GIFTS & OTHER - GREEN GIFTS			4,000.28			0.00
29	GIFTS & OTHER -MHs CREDIT FOR LIFE			7,033.41			0.00
29	GIFTS & OTHER - COVANTA/SEMMASS FUEL			152.62			0.00
29	GIFTS & OTHER - BENCH REFINISHING			1,700.00			0.00
29	GIFTS & OTHER - PUBLIC SAFETY GIFTS			1,113.19			0.00
29	GIFTS & OTHER - POLICE K9 GIFT			3,746.23			0.00
29	GIFTS & OTHER - FIRE GIFTS			348.20			0.00
29	GIFTS & OTHER - ANIMAL CONTROL			44,741.68			0.00
29	GIFTS & OTHER - FORESTRY			3.24			0.00
29	GIFTS & OTHER - BOH DONATIONS			229.87			0.00
29	GIFTS & OTHER - COA DONATIONS			1,628.97			0.00
29	GIFTS & OTHER - LIBRARY GIFTS			3,277.62			0.00
29	GIFTS & OTHER - HISTORICAL COMM.			341.41			0.00
29	GIFTS & OTHER - JFK SCHOOL GIFTS			250.00			0.00
29	GIFTS & OTHER - CELEBRATION DAYS/FESTIVAL OF LIGHTS			1,500.00			0.00
29	GIFTS & OTHER - CELEBRATION DAYS/MEMORIAL DAY			26.79			0.00
29	GIFTS & OTHER - WE REM. ROAD RACE			3,516.19			0.00
29	GIFTS & OTHER - LCC GIFTS			1,723.82			0.00
Total Special Revenue Fund Balance				428,923.59	(428,923.59)	606,973.16	(468,520.61)
						0.00	

TOWN OF HOLBROOK, MA
Capital Project Fund Balance Detail
as of June 30, 2021
(Unaudited)

[illegible]

TOWN OF HOLBROOK, MA

Combining Balance Sheet - Enterprise Funds

as of June 30, 2021

(Unaudited)

	SOLID WASTE 60 Enterprise Fund	PEG ACCESS 62 Enterprise Fund	SEWER 65 Enterprise Fund	WATER 68 Enterprise Fund	Totals (Memorandum Only)
ASSETS					
Cash and cash equivalents	16,622.20	(6,217.22)	374,059.01	598,412.20	982,876.19
Investments	0.00				0.00
Receivables:					
User Fees	45,941.22		199,164.06	216,330.76	461,436.04
Special assessments			103,521.01		103,521.01
Utility liens added to taxes	12,151.81		37,273.50	35,575.61	85,000.92
Tax Title	3,111.79		65,313.92	25,587.67	94,013.38
Departmental			199.06	724.62	923.68
Other receivables					0.00
Due from other governments					0.00
Prepays					0.00
Inventory					0.00
Fixed assets, net of accumulated depreciation					0.00
Amounts to be provided - vacation and sick leave					0.00
Total Assets	77,827.02	(6,217.22)	779,530.56	876,630.86	1,727,771.22
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable					0.00
Warrants payable					0.00
Accrued payroll and withholdings					0.00
Other liabilities					0.00
Deferred revenue:					
User Charges	45,941.22		199,363.12	217,055.38	462,359.72
Special assessments			103,521.01	0.00	103,521.01
Utility liens added to taxes	12,151.81		37,273.50	35,575.61	85,000.92
Tax Title	3,111.79		65,313.92	25,587.67	94,013.38
Departmental					0.00
Other receivables					0.00
Due from other governments					0.00
Due to other governments					0.00
Due to/from other funds					0.00
Vacation and sick leave liability					0.00
Total Liabilities	61,204.82	0.00	405,471.55	278,218.66	744,895.03
Fund Equity:					
Reserved for encumbrances	0.00		3,906.37	28,955.97	32,862.34
Reserved for expenditures	0.00			0.00	0.00
Reserved for continuing appropriations				0.00	0.00
Reserved for petty cash					0.00
Reserved for appropriation deficit					0.00
Reserved for debt service			370,152.64	569,456.23	950,013.85
Unreserved retained earnings	16,622.20	(6,217.22)			0.00
Investment in capital assets					0.00
Total Fund Equity	16,622.20	(6,217.22)	374,059.01	598,412.20	982,876.19
Total Liabilities and Fund Equity	77,827.02	(6,217.22)	779,530.56	876,630.86	1,727,771.22
PROOF	0.00	0.00	0.00	0.00	0.00

TOWN OF HOLBROOK, MA
Trust Fund Balance Detail
as of June 30, 2021
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2021	Receipts thru 9/30/2021	BAN's	Remaining Deficit 6/30/2021
81	NON-EXP SCHOLARSHIP TRUSTS - EF TILDEN	0.00		2,500.00			0.00
81	NON-EXP SCHOLARSHIP TRUSTS - EM SULLIVAN	0.00		6,155.00			0.00
81	NON-EXP SCHOLARSHIP TRUSTS - BV MCLAUGHLIN	0.00		50,000.00			0.00
81	NON-EXP SCHOLARSHIP TRUSTS - MF CRAIG	0.00		10,000.00			0.00
81	NON-EXP SCHOLARSHIP TRUSTS - MW CAREY	0.00		26,000.00			0.00
83	NON-EXP TRUST FUNDS - ALDEN BASS CEM.	0.00		450.00			0.00
83	NON-EXP TRUST FUNDS - FW WILLIAMS CEM.	0.00		175.00			0.00
83	NON-EXP TRUST FUNDS - TITUS CEM.	0.00		100.00			0.00
83	NON-EXP TRUST FUNDS - PARK FUND	0.00		2,000.00			0.00
83	NON-EXP TRUST FUNDS - PLAYGROUND STOCK	0.00		3,382.57			0.00
83	NON-EXP TRUST FUNDS - SPEAR FUND	0.00		5,000.00			0.00
83	NON-EXP TRUST FUNDS - RAYMOND CEM.	0.00		150.00			0.00
83	NON-EXP TRUST FUNDS - DREW CEM.	0.00		300.00			0.00
20	SPEED STABILIZATION FUND	0.00		372,206.10			0.00
20	STABILIZATION FUND	0.00		3,267,071.61			0.00
20	STABILIZATION FUNDS - CAPITAL	0.00		387,869.04			0.00
75	OPEB LIABILITY TRUST	0.00		1,919,440.14			0.00
82	SCHOLARSHIP TRUSTS - TILDEN	0.00		493.80			0.00
82	SCHOLARSHIP TRUSTS - SULLIVAN	0.00		1,059.22			0.00
82	SCHOLARSHIP TRUSTS - MCLAUGHLIN	0.00		6,795.00			0.00
82	SCHOLARSHIP TRUSTS - CRAIG	0.00		1,107.38			0.00
82	SCHOLARSHIP TRUSTS - CAREY	0.00		15,852.54			0.00
82	SCHOLARSHIP TRUSTS - TOWN	0.00		9,492.29			0.00
82	SCHOLARSHIP TRUSTS - SCHOOL	0.00		66,714.07			0.00
82	SCHOLARSHIP TRUSTS - P. TANNER	0.00		87,661.75			0.00
84	TRUST FUNDS - COMP ABS RESERVE	0.00		140,650.87			0.00
84	TRUST FUNDS - SPEAR	0.00		20,495.75			0.00
84	TRUST FUNDS - CONSERVATION	0.00		173.29			0.00
84	TRUST FUNDS - CON COMM VEG CONTROL	0.00		14,502.94			0.00

TOWN OF HOLBROOK, MA
Agency Fund Detail
as of June 30, 2021
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Balance 6/30/2021	Receipts thru 9/30/2021	BAN's	Remaining Deficit 6/30/2021
88	STUDENT ACTIVITIES - ELEM			11,041.04			0.00
88	STUDENT ACTIVITIES - MS/HS			12,094.15			0.00
89	WITHHOLDINGS - GIC			187,808.54			0.00
89	WITHHOLDINGS - LIFE			5,158.40			0.00
89	WITHHOLDINGS - DENTAL			51,414.85			0.00
89	WITHHOLDINGS - DENTAL - RETIREES			4,419.31			0.00
89	CONSERVATION BOARD REVIEW FEES			31,944.29			0.00
89	PLANNING BOARD REVIEW FEES			172,220.11			0.00
89	BOARD OF HEALTH REVIEW FEES			38.34			0.00
89	BOARD OF HEALTH ZONING			0.00			0.00
89	DUE TO DEPUTY COLLECTOR			(1,426.00)	2,750.89		0.00
89	FIREARMS ESCROW			6,750.00			0.00
89	POLICE DETAILS			(97,124.32)	137,353.80		0.00
89	POLIC ACADEMY			(5,850.00)	5,850.00		0.00
89	FIRE DETAILS			(176.85)	3,454.58		0.00
89	SOUTH SCHOOL BID DEPOSIT			101,000.00			0.00
Total Agency Balance		0.00	0.00	479,311.86	149,409.27	0.00	0.00

Addendum D
Town Meeting Minutes
May 19, 2021

ANNUAL TOWN MEETING MINUTES

May 19, 2021

Pursuant to the warrant issued by the Board of Selectmen on April 28, 2021, and duly posted by Constable Ralph J. Colarusso on May 12, 2021. The Virtual Town with was called to order by Moderator James J. Curran, Jr. at 7:37 with a quorum of 105. The Moderator called for the National Anthem to be played and the pledge of allegiance was said by all. A moment of silence was held in memory of Richard Barry McGaughey, Sr., 6 term Selectman and 33 year Pr. 2 Town Meeting Member, who was buried this morning and also for all the lives lost to COVID-19 this year, The invocation was given by Lay Leader Beth Jeswald of The Methodist Church. A vote was taken to allow non-residence: William J. Smith, Police Chief, Donald Colon, Library Director, Abbey Myers, Health Agent, Patrick Haring, Principal Assessor, Bethiny Moseley, Town Accountant, Stephan Hooke, Communication Director, Julie Hamilton, Superintendent of School; Trish Lugo, Business Manager for the Schools; and David A. DeLuca, Town Council. The moderator recognized the HCAM Representatives Zachary Gorman, Jenna Gagne and Dylan Carroll-Brown.

The Members Proceeded as Follows:

First a Statutory Vote of 61 Yes and 35 No was taken to conduct the Town Meeting Virtually. We then proceeded with the Virtual Town Meeting.

ARTICLE 1: Reports of Town Officers

Upon motion duly made and seconded, it was

VOTED: That the Town accept the Town report of the Finance Committee as printed with 64 voting in the positive and 22 opposed.

ARTICLE 2: Reports of Committees

Upon motion duly made and seconded, it was

VOTED: That the Town accept the reports of town committees as prepare with a vote of 73 for and 15 opposed.

ARTICLE 3: Massachusetts Department of Transportation (DOT) Funds Authorization

Upon motion duly made and seconded, it was 86 yes and 11 opposed

VOTED: That the Town authorize the Board of Selectmen, upon the recommendation of the Superintendent of Public Works, to accept and enter into contracts for the expenditure of any/all funds allotted by the Commonwealth (including its Department of Transportation) and/or Norfolk County for the construction, re-construction and improvements of Town streets.

ARTICLE 4: Authorize Public Library Use of State Aid

Upon motion duly made and seconded, it was unanimously

VOTED: That the Town authorize the Library Board of Trustees to retain and expend a sum of money to be received by the Town Treasurer under "Public Libraries, Chapter 78 Section 19A," during the twelve (12) month period beginning July 1, 2018 and any other unexpended sums previously received from the same source, the sums to be held and carried forward, for the general use of the library.

ARTICLE 5: Town Budget

Upon motion duly made and seconded, it was with 75 for and 9 opposed

VOTED: That the Town Raise and appropriate, or transfer from available funds the sum of \$43,353.149 to defray the expense of the Holbrook operating budget as further described below for the ensuing 12-month period beginning July 1, 2021

Raise through taxation and other sources **\$41,393,577**

Transfer from available Fund:

Fire Alarm receipts to appropriation:	11,219
Ambulance Reserve Fund	741,350
Compensated Absences Fund	50,356
Water Operations (indirect)	747,178
Sewer Operations (indirect)	376,503
Solid Waste Operations (indirect)	133,718

FY21 Certified Free Cash

TOTAL	43,453,686
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General Government

122	Selectmen	7,600
123	Town Administrator	
	Salary	267,962
	Expenses	1,000

TOTAL	268,962
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151 Town Counsel

Expenses	150,000
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152 Human Resources

Salaries	76470
Expenses	5,000

161 Town Clerk

Town Clerk Salary	78,255
Salaries	59,346
Expenses	6,170

TOTAL	143,771
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162	Elections/salaries	15,000
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162	Elections/expenses	10,000
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163	Registrars/salaries	1,400
163	Registrars/expenses	5,800
195	Town Reports	

GENERAL GOVERNMENT

TOTAL 684,003

FINANCIAL SERVICES

131	Finance Committee	
	Expenses	600
132	Reserve	
	Expenses	273,843
135	Town Accountant	
	Salaries	167,960
	Expense	48,935
TOTAL		216,896

141	Assessor	
	Salaries	196,647
	Expenses	35,680
TOTAL		232,647

145	Treasurer/Collector	
	Treasurer's Salary	76,721
	Salaries	149,825
	Expenses	141,656
TOTAL		368,202

FINANCIAL TOTAL 1,091,867

PUBLIC SAFETY

Safety Building

200	Salaries	22,484
	Expenses	188,423
TOTAL		210,907

Police Department

Salaries	2,923,440
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	Expenses	214,000
	TOTAL	3,137,440
	Fire Department	
	Salaries	2,340,239
	Expenses	110,987
	TOTAL	2,451,226
225	Dispatch	
	Salaries	943,436
	Expenses	135,000
	TOTAL	1,078,436
230	EMT	
	Salaries	229,261
	Expenses	105,344
	TOTAL	334,6053
291	EMERGENCY MANAGEMENT	
	Expenses	3,000
292	Animal Control	
	Salaries	44,114
	Expenses	14,900
	TOTAL	59,014
	PUBLIC SAFETY TOT.	7,274,628
	INSPECTIONAL SERVICES	
244	Weights& Measures	
	Salaries	-
	Expenses	-
	TOTAL	
240	INSPECTIONAL SERVICES	
	Salaries	323,236
	Expenses	70,420
	TOTAL	393,656
	INSPECTIONAL TOTAL	393,656

EDUCATION

300	SCHOOL	
	Blue Hills	1,811,245
	Norfolk Aggie	12,000
	TOTAL	1,823,245
301	Holbrook	14,750,830
371	Transportation	1,250,955
EDUCATION TOTAL		17,825,030

400 PUBLIC WORKS

	Salaries	1,120,426
	Expense	407,600
	TOTAL	1,528,026
422	Construction & Maintenance	
	Roads & Sidewalks	100,000
	Parks & Fields	40,000
423	Snow & Ice	150,000
424	Street Lighting	105,000
PWD TOTAL		1,923,026

PUBLIC SERVICES

294 FOREST COMM.

	Expenses	1,000
541	Council On Aging	
	Salaries	113,109
	Expenses	20,500
	TOTAL	133,609
543	Veteran's Services	
	Salaries	10,400
	Expenses	40,850
TOTAL		51,250
610	Public Library	
	Salaries	350,242

	Expenses	143,500
	TOTAL	493,742
691	Historical Commission	
	Expenses	100
	PUBLIC SER. TOTAL	679,701
	DEBT	
	Debt Outside Prop. 2 ½	
710	Maturing Debt	3,012,447
751	Interest	1,213,897
751	Debt Admin.	15,000
751	Debt Admin. Fees	-
	TOTAL	4,241,344
752	Temporary Loans	
	Paydowns	62,700
	Interest	68,279
	TOTAL	130,979
	DEBT TOTAL	4,372,323
911	Employee Benefits	
	Medicare	300,000
	Pensions	2,399,401
	TOTAL	2,699,401
914	Health Insurance	5,588,785
915	Emp.Life Insurance	22,000
916	Dental Insurance	30,000
	Employee/Retiree Benefits	8,340,186
	Other Insurance	
913	Unemployment Ins.	100,000
945	Other Insurance	
	General Ins.	547,622
	Transfer to OJ Fund	20,000
	Work's Comp	201,644

TOTAL 769,266

Other/Insurance TOTAL 869,266

CAPITAL FUND

Transfer to Cap Imp Trust

TOTAL

Motion: That the following sums be appropriated to the PEG/Access Enterprise: Direct expenses of \$238,000 and that the \$238,000 raised from the PEG/Access Enterprise revenues.

PEG Enterprise Fund

Direct Costs

PEG Access Contract 238,000

SEWER ENTERPRISE FUND

Direct Costs

MWRA Assessment 1,898,064

Reserve Fund 100,000

Other Expenses 106,000

Subtotal 2,104,064

Indirect Costs

Selectmen 372

Town Administrator 12,594

Human Resource 3,992

Accountant 11,286

Assessor 11,105

Treasurer/Collector 38,752

Public Works 161,707

Health/Dental Insurance 48,215

Medicare 2,900

Worker's Comp 8,511

Other Ins. 32,572

Unemployment

Life 203

Subtotal	376,503
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TOTAL	2,480,567
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Upon Motion made and seconded, it was

VOTED: That the following sums be appropriated to the Sewer Enterprise: Direct Expenses of \$2,104,064 and that the \$2,104,064 be raised from the Sewer Enterprise revenues and retained earnings and that \$376,503 to be appropriated in the General Fund Operating Budget and allocated to the Sewer Enterprise for funding via revenues and retained earnings.

WATER ENTERPRISE FUND

Direct Costs

Joint Water	1,100,000
Joint Water Reserve Fund	100,000
Tri-Town	30,000
Water Reserve	100,000
Non 2 ½ Debt	1,254,379
Other Expense	105,000
Subtotal	2,689,379

Indirect Costs

Selectmen	281
Town Administrator	9,509
Human Resources	3,014
Accountant	11,105
Assessor	8,596
Treasurer/Collector	36,641
Public Works	227,795
Health/Dental Insurance	74,417
Medicare	3,631
Worker's Comp	10,634
Other Ins.	41,582
Unemployment	
Pensions	55,421
Life	295

Joint Water Indirect	264,257
Subtotal	747,178
TOTAL	3,436,557

Upon Motion made and seconded, it was

VOTED: That the following sums be appropriated for the Water Enterprise: Direct Expenses of \$2,689,379 and that the \$2,689,379 be raised from the Water Enterprise revenues Joint Water Receipts, and retained earnings; and that \$747,178 to be appropriated in the General Fund Operating Budget and allocated to the Water Enterprise for funding via revenues AND retained earnings.

SOLID WASTE ENTERPRISE FUND

Direct Costs

Contract/Other	760,000
Reserve Fund	15,000
Subtotal	775,000

Indirect Costs

Selectmen	137
Town Administrator	4,626
Human Resources	1,466
Accountant	4,629
Assessor	
Treasurer/Collector	34,322
Public Works	43,850
Health/Dental Insurance	19,828
Medicare	966
Worker's Comp	2,920
Other Ins.	5,492
Unemployment	
Pensions	15,217
Life	91
Subtotal	133,503

TOTAL	908,503
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Upon Motion made and seconded, it was unanimously

VOTED: That the following sums be appropriated for the Solid Waste Enterprise: Direct Expenses of \$775,000 and that the \$775,000 be raised from the Solid Waste Enterprise revenues and retained earnings; and that \$133,503 to be appropriated in the General Fund Operating Budget and allocated to the Solid Waste Enterprise for funding via revenues and retained earnings.

ARTICLE 6: Roadway Improvements – Public Works Department

Upon motion duly made and seconded, it was with 75 for and 9 opposed

VOTED: That the Town raise and appropriate, borrow, transfer from available funds, and/or otherwise provide a sum of money, for the construction, reconstruction maintenance, repair and improvement of accepted town roads authorized by the Massachusetts Department of Transportation by the MGL Chapter 90, with reimbursement from Mass DOT under MGL Chapter 90, Section 34 or such other funding source from Mass DOT.

ARTICLE 7: PERSONNEL BOARD WAGE AND SALARYADJUSTMENTS

Upon motion duly made and seconded, it was with 78 for and 13 in opposition

VOTED: That the Town amend the Town By-Laws, Section 10, Salary Administration Plan, Article III, Section 10.5(g), Schedule B, by:

1. The maximum Hourly rates as follows:
 - Veteran's Agent - \$10,607.27
 - Council on Aging Van Driver - \$15.03 hour
 - Election Warden - \$281/day
 - Election Clerk - \$261/day
2. Providing a 2% increase in the Salary or Hourly Rate of the following positions for FY22 Effective 7/1/21
 - Veteran's Agent Part-time
 - Plumbing and Gas Inspector
 - Wiring Inspector
 - Laborer Part-Time
 - Principal Clerk Part-Time
 - COA Coordinator
 - Van Driver
 - Public Safety Dispatchers
 - Special Officer
 - Assistant Building Inspector
 - Assistant Plumbing/Gas Inspector
 - Assistant wiring Inspector
 - Plow drivers
 - Election Wardens Election Clerks

ARTICLE 8: Fund Amendments to the Wage and Salary Plan

Upon motion duly made and seconded, it was with 78 for and 10 in opposition

VOTED: That the Town raise and appropriate the sum of Three Thousand Four Hundred Fifty-Five Dollars and Zero cents (\$3,455.00), said sum to provide pay raises, pay adjustments, new positions, and any other benefits resulting from amendments to the Salary Administration Plan, and to authorize the Town Accountant to allocate such payments and the transfer of any portion of said sum to any department budget where it may be required for payment of the aforesaid.

ARTICLE 9: Salary Increase for Town Clerk

Upon motion duly made and seconded, it was with 70 for and 19 opposed

VOTED: That the Town raise and appropriate the sum of One Thousand One Hundred Forty Dollars and zero cents (\$1,140.00), said sum to be used to provide a pay increase for the elected Town Clerk for the fiscal year ending on June 30, 2022.

ARTICLE 10: Salary Increase for Town Treasurer

Upon motion duly made and seconded, it was with 60 for and 32 opposed

VOTED: That the Town raise and appropriate the sum of Three Thousand Eight Hundred Thirty-Seven Dollars And Zero Cents (\$3,837.00), said sum to be used to provide a pay increase for the elected Town Treasurer for the fiscal year ending on June 30, 2022.

ARTICLE 11: Fund Collective Bargaining Agreement – International Association of Fire Fighters

Upon motion duly made and seconded, it was with 87for and 1 in opposition

VOTED: That the Town take no action on this article.

ARTICLE 12: Fund Collective Bargaining Agreement – Police Patrolmen’s Association

Upon motion duly made and seconded, it was with 67 for and 16 in opposition

VOTED: That the Town refer this article back to the Board of Selectmen for reconsideration.

There was a motion at 11:08 pm to adjourn this meeting until tomorrow night which was passed with a Vote of 69 for and 14 in opposition.

ANNUAL TOWN MEETING

MAY 19, 2021

The Meeting was reconvened and called to order at 7:25pm on May 20, 2021 by Town Moderator James J. Curran, Jr. with 96 Town Meeting Members in attendance. It proceeded as follows:

ARTICLE 13: Fund Collective Bargaining Agreement – Police Superiors Association

Upon motion duly made and seconded, it was 78 for and 13 in opposition

VOTED: That the Town refer this article back to the Board of Selectmen for reconsideration.

ARTICLE 14: Fund Collective Bargaining Agreement - Public Safety Dispatchers

Upon motion duly made and seconded, it was with 83 for and 3 in opposition

VOTED: That the Town take no action on this article.

ARTICLE 15: Create Water Stabilization Fund

Upon motion duly made and seconded, it was with 99 for and 4 in opposition

ARTICLE 16 : Amend General By-Laws Section 10.5 (3)

Upon motion duly made and seconded, it was with 65 for and 34 in opposition

VOTED: That the Town amend the General By-Laws Section 10.5(3) to add the observance of the Juneteenth Holiday on June Nineteenth Annually.'

ARTICLE 17: Capital Improvement Fund

Upon motion duly made and seconded, it was with 84 for and 13

VOTED; That the Town transfer the sum of Two Hundred Seventy-Nine Thousand One Hundred Ninety six Dollars and Zero Cents (\$279,196.00) from Capital Stabilization 20-123-2020-5963 said sum to be deposited in the Capital Improvements Fund.

ARTICLE 18: Capital Improvements Fund

Upon motion duly made and seconded, it was with 86 for and 14 in opposition

VOTED: That the Town appropriate the sum of Three Hundred Thirty-Eight Thousand One Hundred and One Dollars and Zero Cents (\$338,101.00) for the purchase of Capital Items for Fiscal Year 2022, as recommended in the FY21 Capital Improvement Planning Committee Report.

ARTICLE 19: Amend General By-Laws - Board of Selectmen Change to Select Board

Upon motion duly made and seconded, it was with 90 for and 13 in the opposite

VOTED: That the Town amend the General By-Laws, Zoning By-Laws, Personnel By-Laws, Rules and, Regulations or communication as noted above to reflect the change in distinction of the Board of selectmen to Select Board.

ARTICLE 20: Board of Health Change in Membership

Upon Motion made and seconded, it was with 86 for and 15 in opposition

VOTED: That the Town increase the Board of Health from three (3) members to five (5) members in accordance with M.G.L. C. 41 Section 2.

ARTICLE 21: Petition the General Court – Land Swap

Upon motion duly made and seconded, it was 27 for and 72 against

VOTED: Not to consider the Land swap.

ARTICLE 22: Drainage Pipe repair appropriation

Upon motion duly made and seconded, it was with 86 for and 11 against

VOTED: That the town appropriate Five Hundred Thousand Dollars and Zero Cents (\$500,000.00) to pay costs of the repair and/or replacement of the drainage pipe between Revere Street and Rindone Street (approximately 400 feet, including design, bidding and construction costs, and any other costs incidental or related thereto; and that to meet this appropriation, the Treasurer, with approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44 Sec 7 (1), or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 Sec. 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 23: Townhouse Overlay District

Upon motion duly made and seconded, it was with 37 for and 66 opposed

VOTED: That the Town take no action on this article.

ARTICLE 24: Citizen Petition – Move to open Town Meeting Form of Government

Upon motion duly made seconded, it was with a vote of 47 for and 57 opposed

VOTED: That the town not change the Town Meeting form of Government.

Upon Motion made and seconded it was with 87 for and 4 in opposition

VOTED: That the Town dissolve the Annual Town Meeting at 10:39 pm.

A true copy, Attest:

Jeanmarie Tarara
Town Clerk

**SPECIAL TOWN MEETING MINUTES
MAY 19, 2021**

ARTICLE 1 UNPAID BILLS PRIOR FISCAL YEAR

Upon motion duly made and seconded it was with 8 opposed

VOTED: that the town transfer Amounts of money indicated in the warrant from the budgets appropriated for the fiscal year ending on June 30, 2021, as indicated, said sums to be expended by the departments listed, in order to pay for unpaid bills from Fiscal Year 2020 and/or 2021.

Department	Vender	Amount	Description	FY 30 Funding Source Account
Fire	Leelhan, P.C.	\$1442.00	MedicalFire	Medical Payments Physicals 01-220-520-534
Fire	Rhythem Technologies	\$395.00	MEDICAL	Medical Payments Physicals 01-200-5200-5304
Schools	JW Pepper	\$84.90	School Supplies	DW Curriculum Supplies 01-3-2410-9-500-00-1
Town Clerk	LHS Associates	\$5.43.50	2020 ATE Supplies	Election/Town Meeting 1-162-5200-5380

ARTICLE 2 SUPPLEMENTAL APPROPRIATION – PEG ACCESS ENTERPRISE FUND

Upon motion duly made and seconded it was with 8 opposed

VOTED: that the town appropriate the sum of Forty Thousand Dollars and Zero Cents (\$40,000.00) said sum to be added to the existing amount already appropriated at the ATM for the fiscal year ending June 30, 201`, under PEG Access 62-125-5200-5310, to be funded by PEG Access revenues from Comcast and Verizon not originally known.

ARTICLE 3 SUPPLEMENTAL APPROPRIATION – SOLID WASTE ENTERPRISE FUND

Upon motion duly made and seconded it was with 10 opposed

VOTED: that the town transfer the total sum of One Hundred Ten Thousand, Eight Hundred Ninety-Seven Dollars and Forty-Seven Cents (\$110,897.47), said sum to be added to existing amount already appropriated at the ATM for the fiscal year ending June 30, 2021, under Solid Waste Enterprise Fund 60-430-5200-5200, to be funded as follows: Seventy-Two Thousand, One Hundred Forty-One Dollars and Zero Cents (\$72,141.00) from retained earnings, and Thirty-Eight Thousand, Seven Hundred Fifty-Six Dollars and Forty-Seven Cents (\$38,756.47) from the barrel capital project account (originally voted from stabilization in September 2019).

ARTICLE 4 JOINT WATER RETAINED EARNINGS USAGE

Upon motion duly made and seconded it was with 8 opposed

VOTED: that the town transfer One Hundred Seventy-Nine Thousand Dollars and Zero Cents (\$179,000.00), from FY21's Certified Joint Water Retained Earnings, said sum to be applied to the Joint Water Expense for appropriation for FY21.

**ARTICLE 5 ACCEPTANCE OF G.L. CH. 71, SECTION 71F TO ACCEPT LOCAL OPTION STATUTE
ESTABLISHING NON-RESIDENT OR FOSTER CARE TUITION REVOLVING FUND**

Upon motion duly made and seconded it was with 4 opposed

VOTED: that the town accept the provisions of G.L. C71, section 71F, effective immediately, to allow tuition payments received for non-resident students and state reimbursements for foster care students to be expended by the School Committee without further appropriation for expenses incurred in providing education for such non-resident or foster students.

**ARTICLE 6 FY21 BUDGET LINE ITEM TRANSFER- DEPT. 371 SCHOOL TRANSPORTATION – SCHOOL
APPROPRIATION TO DEPT 301 HOLBROOK PUBLIC SCHOOLS**

Upon motion duly made and seconded it was with 5 opposed

VOTED: that the town transfer \$300, 000 from Dept. 371 School Transport – School Appropriation to Dept. Holbrook Public Schools.

At 9:32 It was Voted to dissolve the Special Town Meeting and take up the Annual Town Meeting again,

A true copy, Attest:

Jeanmarie Tarara
Holbrook Town Clerk