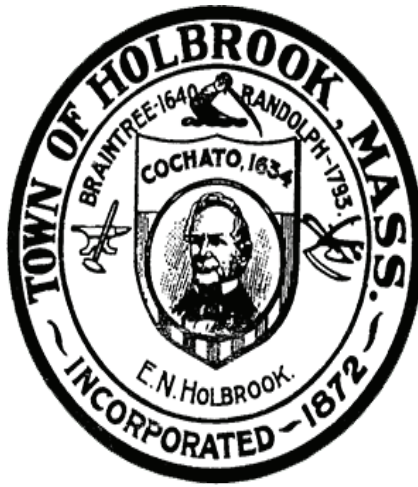


# TOWN OF HOLBROOK 2023



Annual Town Meeting  
Special Town Meeting

7:15 PM  
Monday, June 5, 2023

Holbrook Middle-High School Auditorium

## WARRANT

**To:** Town Meeting Members

**From:** Jeanmarie Tarara, Town Clerk



**Date:** Monday, May 15, 2023

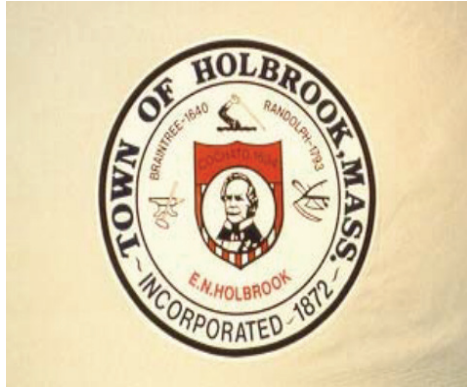
**Subject:** Annual and Special Town Meeting — Monday, June 5, 2023

The Select Board has scheduled an Annual and Special Town Meeting for **Monday, June 5, 2023**.

This is to give notice that the Annual and Special Town Meeting will commence at 7:15 P.M. in the Holbrook Middle-High School Auditorium, 245 South Franklin Street, Holbrook, MA 02343.

*"Having had bestowed on you the honor of being a Town Meeting Member, you have an obligation to attend town meetings and represent the citizens of your precinct."*

Enclosures: Annual and Special Town Meeting Warrants



REPORT OF THE FINANCE COMMITTEE  
TOWN OF HOLBROOK, MASSACHUSETTS  
FISCAL YEAR 2023 ANNUAL REPORT  
FISCAL YEAR 2024 PROPOSED BUDGET

General Operating & Enterprise Fund  
Proposed Budgets For Fiscal Year 2024  
July 1, 2023 to June 30, 2024

**The Holbrook Finance Committee**

Barry Horne, Chair (Dec 2022 to Present)

Michael Sigda, Vice-Chair

Brian McFarland, Clerk

Patrick J. Duggan (Chair from July to Dec 2022)

Susan Godwin

Anne LaSalvia

Peter Mahoney

Scott McLellan

Nakeya Miller

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# Annual Report of the Finance Committee

May 12, 2023

Dear Town Meeting Members:

We are pleased to present the Finance Committee's proposed Town of Holbrook General Operating Budget and related Enterprise Fund Budgets for Fiscal Year 2024 (FY24). As always, while preparing and reviewing the upcoming year's budget recommendations, the Finance Committee (FinCom) did their best to balance and help ensure: the distribution of the town's available resources to the areas of greatest need; the maintenance of existing services and service levels in all departments; the funding allocations necessary to enact additional services, service enhancements, or new priorities as directed by Holbrook Town Meeting Members at prior annual and special town meetings; and the minimization of any potential increased tax burden on Holbrook taxpayers through judicious and reasonable reductions to proposed expenditures.

The unusually high annual mixed inflation rates (inflation) in the United States (US) over the course of 2021 and 2022, as well as the atypically large spikes in both utility and fuel costs that occurred during the past twelve months, were formidable challenges for the town's department heads, the town leaders who oversee Holbrook's finances, and FinCom. However, due to the town's fiscally prudent decisions, the Town Accountant and FinCom are once again able to present the Annual Town Meeting with a balanced and recommended budget.

## **Proposed FY24 General Fund Expenditures (GF) Budget Increase**

In addition to judicious initial budgeting by town department heads; as well as the expense control and reduction efforts of the Town Accountant, Administrator, and Select Board; the FinCom Annual Budget Review process further reduced the proposed FY24 GF Budget by a little over \$410,000 – which translates to nearly a half million dollars in savings for Holbrook and its taxpayers.

The final (fully amended) GF Budget total for FY23 was \$48,181,495.42. FinCom's recommended GF Budget total for FY24 is \$49,630,816.33. This represents a proposed increase of \$1,449,320.91, which works out to 3.01% overall. However, approximately \$489,600 of that proposed increase is designated for the mostly self-funded Holbrook Regional Emergency Communications Center (HRECC), all of which is projected to be off-set by additional HRECC revenues. When that off-setting number is removed from the total, the remaining proposed increase in the GF Budget for FY24 is reduced to \$959,720.91, which works out to 1.99% overall – the majority of which is driven by increases in the town's insurance costs and contractual salary obligations. Given that US inflation in 2022 was 6.5 percent<sup>1</sup>, this represents a remarkably low proposed increase in the town's GF Budget.

[<sup>1</sup> Per the website "US Inflation Calculator" on May 9, 2023. [www.usinflationcalculator.com/inflation/current-inflation-rates/](https://www.usinflationcalculator.com/inflation/current-inflation-rates/)]

[Please note that the recommended proposed percentage increase in the GF Budget does not equate to an equivalent proposed percentage increase in the town's property tax levy or residential tax rate. Several other things factor into the calculations for those numbers, including: additional revenue raised from new growth; changes in property assessments; state or federal aid; other revenues received; excluded debt costs; annual decisions by the Select Board regarding the division of the total levy amount between the residential, commercial, and industrial tax rates; and many more. In addition, FinCom does not set, vote on, or recommend: revenues; the property tax levy; or categorical tax rates. FinCom only reviews and recommends the GF Budget, and that is just one contributing factor to the calculations and decisions made by the Select Board and others.]

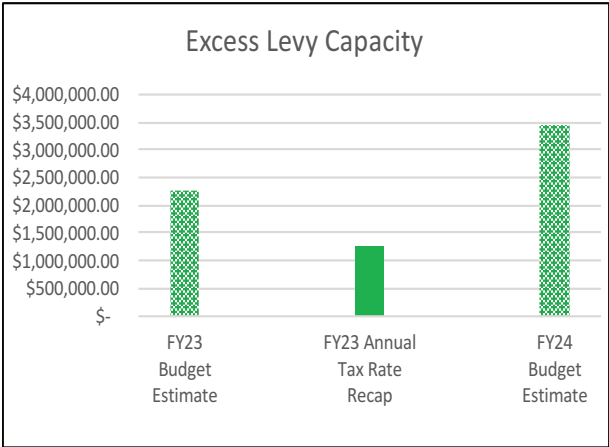
# Annual Report of the Finance Committee

## FY24 Budget Estimated Excess Levy Capacity

Originally enacted in 1980 (modified multiple times since), Massachusetts Proposition 2½ places constraints upon the amount of property taxes that a community can levy by both: establishing a maximum tax *levy ceiling* equal to 2.5 percent of the total value of all of taxable properties in the community; and constraining the increase in a community’s total allowable tax levy for a given year (the year’s *levy limit*) over the prior year’s levy limit to a maximum of 2.5 percent (not including any levy increases that are attributable to new growth, as well as certain specific exclusions) without a special override vote by the community. The difference between a community’s Levy Limit and its actual Levy in any given year (the amount by which a community’s tax levy is below its levy limit for a given year) is known as that community’s “Excess Levy Capacity (“Excess Capacity”)” for that year. This number represents the amount of additional tax revenue that *could* have been levied/raised that year (without requiring an override vote by the town), but which was *not* levied/raised that year. <sup>2</sup>

[<sup>2</sup>The entire preceding paragraph is only a partial, unofficial, lay-person summary/understanding of *some* of the components of Massachusetts (MA) Proposition 2½, as outlined in the MA Department of Revenue’s (DOR) Division of Local Services’ (DLS) guide entitled “Levy Limits: A Primer on Proposition 2½” (Rev. 6/07). To read the full primer, or to obtain expert information and/or advice on this topic, please contact the MA/DOR/DLS, and/or visit their website at [www.mass.gov/dls](http://www.mass.gov/dls).]

Each year, the annual proposed budget for Holbrook includes an *estimated (and projected)* figure for the town’s Excess Levy Capacity for the upcoming fiscal year. (This number can go up or down during the year based upon a numbers of factors and is only finalized on the town’s annual tax rate recap.) Last year, Holbrook’s proposed FY23 Budget Estimated Excess Capacity was \$2,260,532.14. Due to changes that were voted on and approved at the Special Town Meetings held in the Fall of 2022, as well as other factors, this number was ultimately reduced to an actual Excess Capacity of \$1,271,649.40 on the town’s annual tax rate recap. This year, Holbrook’s proposed FY24 Budget’s Estimated Excess Capacity is \$3,432,169.61 – a significant increase over both the final Excess Capacity number reported on the town’s most recent annual tax rate recap, as well as the estimated number that was included in last year’s budget proposal. In addition to providing the town with some degree of financial flexibility if an unforeseen need were to arise, this estimated and projected increase in Holbrook’s Excess Levy Capacity for the upcoming fiscal year is a testament to the commitment of everyone involved in the town’s annual budget process to keeping the town’s tax levy, and subsequent taxpayer burden, as low as possible without compromising town services or service delivery.



# Annual Report of the Finance Committee

## Solid Waste Enterprise Fund Concerns

The Holbrook Select Board, acting in accordance and compliance with MA law, determines the user fee schedule for Holbrook's Enterprise Funds.

It is the general opinion and recommendation of FinCom that the town's Enterprise Funds should, whenever possible, be completely self-sufficient and *not* require any subsidization from the town's General Fund and/or General Operating Budget.

In the case of Holbrook's Solid Waste Enterprise Fund, FinCom feels that this recommendation is especially important because resident participation in the fees and services of this fund is entirely optional. Unlike the town's water and sewer services, there are other ways for residents to easily obtain Solid Waste services. Thus, using the town's General Fund and/or General Operating Budget to subsidize the revenue generated by this fund in order to balance its expenses, amounts to taxing the residents that chose not to participate in the town's Solid Waste program for services that they have declined and paid for elsewhere.

Furthermore, when a town does intend to subsidize an Enterprise Fund from its General Fund and/or General Operating Budget, it is supposed to indicate this intended subsidy on the Enterprise Fund's Budget *at the time of the budget's adoption by town meeting*.<sup>3</sup>

[<sup>3</sup> Appendix A, Frequently Asked Questions # 3, Page32, "MA DOR, Enterprise Funds Guide, Informational Guideline Release 2022-16". The full guide is available for download at:

<https://dls.gateway.dor.state.ma.us/gateway/DLSPublic/IgrMaintenance/Index/789>]

However, due to multiple issues outside of FinCom's control, the Holbrook Select Board and Town Administration have allowed the town's Solid Waste Enterprise Fund to fall into an unplanned overall deficit for FY23, as well as a projected self-funding deficit in FY24.

Article 8 of the town's June 5, 2023 Special Town Meeting warrant addresses the fund's FY23 deficit via the transfer of a previously unplanned subsidy (totaling \$197,991.87) from the town's General Fund (Certified Free Cash), while Article 6 of the town's June 5, 2023 Annual Town Meeting warrant (the Solid Waste Enterprise Fund's proposed budget for FY24) indicates the town's intention of potentially subsidizing this fund from General Taxation again in FY24.

FinCom has recommended voting in favor of both of these articles at this time, because the town's current alternatives appear to be far worse: allowing the fund to remain in a deficit would potentially be severely damaging to the town's financial ratings and ability to operate; while immediately raising the fund's user fees to sufficiently and completely cover its expenses for this year and next has been deemed untenable at this time, as it would impose an unreasonable and undeserved immediate financial hardship upon the residents who do participate in this fund, and could also lead to a worsening of the fund's situation as more residents may choose to avoid such an increase by opting out of it.

However, FinCom strongly urges the Select Board and Town Administration to continue their ongoing review of this fund, and to deliver a solution (whether it be increased fees, decreased expenses, a change in the vendor providing the services, etc.) that will allow this enterprise fund to return to complete self-sufficiency as soon as reasonably possible.

Furthermore, FinCom also urges the Holbrook Select Board and Town Administration to take any steps necessary to ensure that the town's other enterprise funds do not end up in the same situation.

# Annual Report of the Finance Committee

## Other Financial Concerns

Per/Poly -fluoroalkyl Substances (PFAS): a recently announced reduction in the parts per trillion (ppt) amount of PFAS chemicals that the federal government deems safe for public water supplies has further exacerbated many Holbrook residents' concerns regarding the safety of the town's water, as well as their desire to see these chemicals eliminated from our water supply as soon as possible. FinCom strongly encourages working with our Joint Water Department partner Randolph on the most expedient, effective, and fiscally responsible method of addressing this ongoing problem.

New Water Plant: The construction of the new Tri-Town water plant for the benefit of the residents of Holbrook, Randolph, and Braintree has begun. Holbrook should continue to ensure that it will either have, or be able to obtain, the funds necessary to pay the town's anticipated share of this project, as well as a reasonable amount of unforeseen/unanticipated costs that may occur.

HRECC Continued Growth: the wildly successful and almost entirely self-funded HRECC continues to expand, while still providing many valuable services and benefits directly to the town and its residents. As the center begins to outgrow its current location, Holbrook will need to research and determine the town's fiscal options, preferences, and best course of action with regards to the center's future.

Long Term and Orderly Growth Plan: as the town's public school system continues to approach full capacity (barring an expansion of the relatively new buildings), it is now more important than ever to develop a long term and orderly growth plan for its future. Decisions on town zoning laws, new construction approvals, town forest preservation plans, and open space or town recreation plans, all come with potentially large financial impacts (both positive and negative) that should not continue to be considered individually, but rather in the light of a town meeting / resident approved overall plan and vision for the town's future.

## Additional Positive News

The town continues to make annual contributions to its under funded "Other Postemployment Benefits" (OPEB) liabilities, and it has maintained a very favorable bond rating that factors into the town's ongoing ability to obtain favorable borrowing rates.

Due to the town's recent cost control measures and an increase in expected revenues for FY24, this year's proposed operating budget and capital plan warrant articles were able to include: the required seed funding necessary to obtain a large six-year road and sidewalk improvement grant that was recently awarded to Holbrook; continued funding for the Department of Public Works (DPW) internal Road Repair plan that was initiated last year; additional building repairs for the town library; additional funds for a new van for the Council on Aging; continued support for necessary technology maintenance and replacement costs at the Holbrook schools; several new or replacement items requested by the various Public Safety departments and the DPW; and improvements to the town's asset management capabilities and election voting booths.

Despite these expenditures and the current difficult financial climate (marked by recent periods of high inflation accompanied by large spikes in utility and fuel costs), this year's proposed budget contains no involuntary staffing cuts, and continues to fund each department at levels that will either maintain, or in some cases improve, their services and service delivery.



# Annual Report of the Finance Committee

## Closing Remarks

State law, regulators, town by-laws, and fiscal prudence require the Town Accountant and FinCom to provide Town Meeting with a balanced budget proposal to vote on. FinCom continues to interpret this to mean that in addition to being balanced in the short-term, each year's proposed annual budget submission should also be based upon sound and supportable financial practices that will ensure the long-term fiscal health of our community. We believe that this year's proposed budget once again fits within such a framework.

FinCom is realistic about the continued financial challenges facing Holbrook, and appreciative of the amount of work and dedication that will be required by everyone in order to meet these challenges in the years ahead. However, we also remain steadfastly optimistic that Holbrook's best days (both financial and otherwise) still lie ahead of us.

Respectfully,

On Behalf of the Holbrook Finance Committee,

Barry K. Horne Jr, PhD  
Chair

Michael Sigda  
Vice-Chair

Brian McFarland  
Clerk

## Holbrook Finance Committee Calendar for FY24 Budget Review Meetings

Holbrook Finance Committee - FY24 Budget Review Meetings	
Thursday, January 05, 2023	No Meeting
Thursday, January 12, 2023	Financial: Accountant, Finance Committee Services: Forrest, Veteran's, Historical Commission Selectmen Oversight: Board of Selectmen (Town Counsel & Town Reports), Town Administrator (Prof Technical, HCAM)
Thursday, January 19, 2023	No Meeting
Thursday, January 26, 2023	Selectmen Oversight: Inspectional Services, Human Resources Services: Council on Aging, Library, Town Clerk
Thursday, February 02, 2023	No Meeting
Thursday, February 09, 2023	Public Safety: Police (Includes Animal Control), Fire, Communications, Emergency Management, Public Safety Building
Thursday, February 16, 2023	Discuss FY23 Current State: Town Accountant, Review Expenses, Forecast Challenges
Thursday, February 23, 2023	Financial: Assessors, Treasurer/Collector (Including Debt and Benefits), All Insurance Revisit/Follow-up: Library, Inspectional Services
Thursday, March 02, 2023	No Meeting
Thursday, March 09, 2023	Public Works: DPW Budget and Enterprise Accounts (Solid Waste, Water, Sewer, Joint Water) Indirect Costs Revisit/Follow-up: Inspectional Services
Thursday, March 16, 2023	No Meeting
Thursday, March 23, 2023	Education: Holbrook Public Schools
Thursday, March 30, 2023	No Meeting
Thursday, April 06, 2023	Education: Blue Hills Regional & Norfolk Agricultural High School Capital Planning Committee Revisit/Follow-up: Enterprise Accounts (Solid Waste, Water, Sewer), Joint Water, Indirect Costs
Thursday, April 13, 2023	Revisit/Follow-up: Enterprise Accounts (Solid Waste, Water, Sewer) Total Budget Review - Part 1 of 2: Finance Committee Changes and Questions for Department Heads
Thursday, April 20, 2023	Revisit/Follow-up: Enterprise Accounts (Solid Waste, Water, Sewer) Total Budget Review - Part 2 of 2: Finance Committee Changes and Questions for Department Heads
Thursday, April 27, 2023	Final Budget Review: Final Changes and Comments, Finance Committee Recommendation Vote Capital Plan: Revisit/Review, Finance Committee Suggested Changes Special Town Meeting Warrant: Review and Vote Recommendations
Thursday, May 04, 2023	Budget Comments/Discussion: Select Board Chair, Others Annual Town Meeting Warrant: Review and Vote Recommendations
Thursday, May 11, 2023	No Meeting
Thursday, May 18, 2023	Annual Town Meeting Warrant: Presentation and Discussion of Additional Information Requested by the Finance Committee on Two (2) Warrant Articles, Review and Vote Recommendations
Monday, June 05, 2023	Prior to Special and Annual Town Meeting

NORFOLK, SS.

GREETING

To any Constable of the Town of Holbrook, in said County:

You are hereby directed and required to notify and warn the inhabitants of the Town of Holbrook, qualified to vote in town affairs to meet in Holbrook Middle-High School, 245 South Franklin Street, Holbrook on:

Monday, June 5, 2023

at 7:15 p.m. in the evening, then and there to act on the articles contained within:

SPECIAL TOWN MEETING				
June 5, 2023				
LIST OF ARTICLES				
Art. #	Submitted by;	Subject	Amount	Funding Source
1	Town Accountant	Rescind Article 13 ATM 2013 (Town Hall Renovations)	\$ 4,171.99	Return to Capital Stabilization
2	Town Accountant	Rescind Article 12 ATM 2017 (Software)	\$ 1,105.66	Return to Capital Stabilization
3	Town Accountant	Rescind Article 14 ATM 2018 (Software)	\$ 63,000.00	Return to Capital Stabilization
4	Town Accountant	Rescind Article 14 ATM 2018 (IV Pumps)	\$ 20,000.00	Return to Capital Stabilization
5	Town Accountant	Rescind Article 11 ATM 2020 (Fields Master Plan)	\$ 1,200.00	Return to General Fund
6	Town Accountant / Finance Committee	Transfer to Town Capital Stabilization Fund	\$ 200,000.00	Use of Free Cash
7	Town Accountant / Finance Committee	Transfer to OPEB Trust Fund	\$ 100,000.00	Use of Free Cash
8	Town Accountant	Transfer to Solid Waste	\$ 197,991.87	Use of Free Cash
9	PWD Superintendent	Intentional Brotherhood of Teamsters Local Union 653 Contract	\$ 133,325.12	N/A - included in FY2023 Budget
10	Fire Chief	EMT Supplemental Budget	\$ 40,000.00	Receipts Reserved for Appropriation Ambulance
11	Capital Planning / PWD Superintendent	Fund Year 1 of the 6 year Traffic Improvement Grant	\$ 400,000.00	Use of Free Cash
12	Capital Planning / PWD Superintendent	GIS Water/Sewer Asset Management Program (Water & Sewer)	\$ 112,000.00	50-50 Split Water & Sewer Retained Earnings
13	Capital Planning / Police Chief	Body/Dash Camera's	\$ 100,000.00	Use of Free Cash
14	Capital Planning / Fire Chief	EMT / Fire Radio Replacement Program	\$ 100,000.00	Receipts Reserved for Appropriation Ambulance
15	Capital Planning / Library Board of Trustees	Library Flooding Elevator Shaft and Back Entrance	\$ 68,000.00	Sale of Real Estate
16	Capital Planning / COA Coordinator	COA Handicap Accessible Van	\$ 22,000.00	Use of Free Cash
17	Capital Planning / School Committee	School Technology Replacement Program	\$ 50,000.00	Use of Free Cash
18	Capital Planning / Town Clerk	Replacement of Voting Booths	\$ 14,297.66	Use of Free Cash
19	Capital Planning / Communications Director	Communications Director Vehicle	\$ 53,000.00	Use of Free Cash
20	Capital Planning / PWD Superintendent	Road Repair/Replacement Program Phase II	\$ 400,000.00	Use of Free Cash
21	Capital Planning / PWD Superintendent	Replacement Equipment Sumner Field	\$ 20,000.00	Use of Free Cash
22	Capital Planning / PWD Superintendent	Borrowing Authorization - 1887 Sycamore Street Standpipe	TBD	Borrowing Authorization

**Article 1: Rescind Article 13 ASTM 2013 Town Hall Renovations**

Will the Town vote to rescind the balance of Article 13 ATM 2013 Capital Improvements Appropriation Town Hall Renovations (Dept 400) \$ 4,171.99 thereby returning said funds to the Capital Improvement Stabilization Fund for future appropriation or take any other action relative thereto?

EMERGENCY: Rescinding this article will free up funding of future capital projects by returning funding to the Capital Stabilization Fund

Submitted by: Town Accountant

Funding Source: N/A

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to rescind the balance of Article 13 ATM 2013 Capital Improvements Appropriation Town Hall Renovations (Dept 400) \$ 4,171.99 thereby returning said funds to the Capital Improvements Stabilization Fund for future appropriation.***

**Article 2: Rescind Article 12 ATM 2017 Software**

To see if the Town will vote to rescind the balance of Article 12 ATM 2017 Capital Improvements Appropriation Integrated Software (Dept 135) \$ 1,105.66 thereby returning said funds to the Capital Improvement Stabilization Fund for future appropriation or take any other action relative thereto?

EMERGENCY: Rescinding this article will free up funding of future capital projects by returning funding to the Capital Stabilization Fund

Submitted by: Town Accountant

Funding Source: N/A

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to rescind the balance of Article 12 ATM 2017 Capital Improvements Appropriation Integrated Software (Dept 135) \$ 1,105.66 thereby returning said funds to the Capital Improvement Stabilization Fund for future appropriation***

**Article 3: Rescind Article 14 ATM 2018 Software**

Will the Town vote to rescind the balance of Article 14 ATM 2018 Capital Improvements Appropriation Integrated Software (Dept 135) \$ 63,000.00 thereby returning said funds to the Capital Improvement Stabilization Fund for future appropriation or take any other action relative thereto?

EMERGENCY: Rescinding this article will free up funding of future capital projects by returning funding to the Capital Stabilization Fund

Submitted by: Town Accountant

Funding Source: N/A

Recommended by the Finance Committee: 6-0-0

***Motion: I move that the Town vote to rescind the balance of Article 14 ATM 2018 Capital Improvements Appropriation Integrated Software (Dept 135) \$ 63,000.00 thereby returning said funds to the Capital Improvement Stabilization Fund for future appropriation.***

**Article 4: Rescind Article 14 STM 2018 IV Pumps**

Will the Town vote to rescind the balance of Article 14 ATM 2018 Capital Improvements Appropriation IV Pumps (Dept 220) \$ 20,000.00 thereby returning said funds to the Capital Improvement Stabilization Fund for future appropriation or take any other action relative thereto?

EMERGENCY: Rescinding this article will free up funding of future capital projects by returning funding to the Capital Stabilization Fund

Submitted by: Town Accountant

Funding Source: N/A

Recommended by the Finance Committee: 6-0-0

***Motion: I move that the Town vote to rescind the balance of Article 14 ATM 2018 Capital Improvements Appropriation IV Pumps (Dept 220) \$ 20,000.00 thereby returning said funds to the Capital Improvement Stabilization Fund for future appropriation***

**Article 5: Rescind Article 11 TM 2020 Athletic Fields Master Plan**

Will the Town vote to rescind the balance of Article 11 ATM 2020 Athletic Fields Master Plan and Sumner and Brookfield Field Reconstruction (Dept 400) \$1,200.00 thereby returning said funds to the General Fund or take any other action relative thereto?

EMERGENCY: By rescinding this inactive article and returning said funds to the General Fund the funds will close out to the Undesignated Fund Balance as of June 30, 2023.

Submitted by: Town Accountant

Funding Source: N/A

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to rescind the balance of Article 11 ATM 2020 Athletic Fields Master Plan and Sumner and Brookfield Field Reconstruction (Dept 400) \$1,200.00 thereby returning said funds to the General Fund.***

**Article 6: Transfer to Capital Stabilization**

Will the Town vote to transfer from the General Fund Certified Free Cash 7/1/2022 the amount of \$200,000 to the Towns Capital Stabilization Fund or take any other action relative thereto?

Emergency: To address Free Cash Allocations that would normally be completed at the Fall Town Meeting.

Submitted by: Town Accountant

Funding Source: Free Cash

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to transfer from the General Fund Certified Free Cash 7/1/2022 the amount of \$200,000 to the Town Capital Stabilization Fund.***

**Article 7: Transfer to OPEB Trust Fund**

Will the Town vote to transfer from the General Fund Certified Free Cash 7/1/2022 the amount of \$100,000.00 to the Town's OPEB Trust Fund or take any other action relative thereto?

Emergency: To address Free Cash Allocations that would normally be completed at the Fall Town Meeting.

Submitted by: Town Accountant

Funding Source: Free Cash

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to transfer from the General Fund Certified Free Cash 7/1/2022 the amount of \$100,000.00 to the Town's OPEB Trust Fund.***

**Article 8: Transfer to Solid Waste**

Will the Town vote to transfer from the General Fund Certified Free Cash 7/1/22 the amount of \$197,991.87 to supplement the Solid Waste Budget FY2023 or take any other action relative thereto?

Emergency: The estimated revenues for FY2023 is below the budgeted expenditure.

Submitted by: Town Accountant

Funding Source: Free Cash

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to transfer from the General Fund Certified Free Cash 7/1/22 the amount of \$197,991.87 to supplement the Solid Waste Budget FY2023.***

**Article 9: International Brotherhood of Teamsters Local Union 653**

Will the Town vote to raise and appropriate, transfer from available funds and/or otherwise provide a sum of money to provide pay raises, pay adjustments, new positions, or other benefits to meet the cost of the collective bargaining agreement negotiated between the Town of Holbrook and the International Brotherhood of Teamsters Local Union 653, effective July 1, 2022 and that the Town Accountant be instructed to allocate the funds provided under this article to the proper line items in all department budgets where it may be required for the payment of the aforesaid, or take any other action relative thereto?

Emergency: This contract was negotiated after Fiscal Year End 2022 and submitted on the November 16, 2022 Special Town Meeting Warrant as budgetary adjustments. The residents wanted to see the article clearly defined. There is no funding source required as breakage in the current PWD Budget adequately provides the required funding \$133,325.12 as requested in November 2022 to fund Fiscal Year 2023 Contract Obligation.

Submitted by: Select Board

Funding Source: Existing Departmental Budget

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate the amount of \$133,325.12 from the FY2023 Public Works Budget to provide pay raises, pay adjustments, new positions or other benefits to meet the cost of the collective bargaining agreement negotiated between the Town of Holbrook and the International Brotherhood of Teamsters Local Union 653, effective July 1, 2022***

#### **Article 10: Supplemental Appropriation – EMT Salary and Expense Budget**

Will the Town vote to transfer from available funds or otherwise provide a sum of money Forty-Thousand Dollars (\$40,000) to be added to the existing amount already appropriated at the Annual Town Meeting, for the fiscal year ending June 30, 2023, under EMT Department #230 or take any other action relative thereto?

Emergency: The EMT Department# 230 FY2023 Budgetary Appropriation have become inadequate due to the Catastrophic Fire that struck the Signature Health Care / Brockton Hospital on February 7<sup>th</sup> of this year. The funding source is Ambulance Receipts Reserved in the amount of \$40,000 which will allow the Fire Chief to distribute the funding within the departmental line items where necessary as this is an evolving process.

Submitted by the Fire Chief

Funding Source: Receipt Reserved for Appropriation Ambulance

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to transfer from Receipts Reserved for Appropriation Ambulance a sum of money Forty-Thousand Dollars (\$40,000) to be added to the existing amount already appropriated at the Annual Town Meeting, for the fiscal year ending June 30, 2023, under EMT Department #230.***

#### **Article 11: Capital Article Year 1 of a 6 Year Traffic Improvement Grant- Town Share**

Will the Town vote to transfer from Free Cash Four-Hundred Thousand Dollars and no cents (\$400,000.00) to fund year 1 of the 6 Year Traffic Improvement Grant.to reconstruct South Franklin Street from Union Street to Franklin Terrace or take any other relative action thereto?

Emergency: In order to continue with securing the grant the Town needs to make a financial commitment to the project over 6 years the obligation to the project by the Town of Holbrook is Two Million One Hundred Fifty Thousand Dollars and no cents (\$2,150,000.00). The total cost



of the Project is Eighteen Million One Hundred Ninety-Nine Thousand Three Hundred Sixty-Eight Dollars and sixty-five cents (\$18,199,368.65).

Submitted by: Capital Planning Committee / PWD

Funding Source: Free Cash

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to transfer from Free Cash Four-Hundred Thousand Dollars and no cents (\$400,000.00) to fund year 1 of Town's Share of the 6 Year Traffic Improvement Grant to reconstruct South Franklin Street from Union Street to Franklin Terrace.***

#### **Article 12: Capital Article GIS Infrastructure Asset Management Program**

Will the Town vote to transfer Fifty-Six Thousand Dollars and no cents (\$56,000.00) from Water Retained Earnings and Fifty-Six Thousand Dollars and no cents (\$56,000.00) from Sewer Retained Earnings for a total of One-Hundred Twelve Thousand Dollars and no cents (\$112,000.00) to fund the GIS Infrastructure Asset Management Program as required by DEP/EPA or take any other relative action thereto?

Emergency: This is the Town's share of a grant for the GIS Infrastructure Asset Management Grant. Asset Management is a requirement of DEP/EPA MS4 Permitting

Submitted by: Capital Planning / PWD

Funding Source: Retained Earnings Water & Sewer 50/50

Approval Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to transfer Fifty-Six Thousand Dollars and no cents (\$56,000.00) from Water Retained Earnings and Fifty-Six Thousand Dollars and no cents (\$56,000.00) from Sewer Retained Earnings for a total of One-Hundred Twelve Thousand Dollars and no cents (\$112,000.00) to fund the GIS Infrastructure Asset Management Program as required by DEP/EPA.***

**Article 13: Capital Article Police Equipment (Body Camera's and Dashboard Camera's)**

Will the Town vote to transfer from Free Cash the amount of One-Hundred Thousand Dollars and no cents (\$100,000.00) to fund year one of a five-year Body and Dashboard Camera's Program for the Holbrook Police Department or take any other relative action there to?

Emergency: The Capital Plan was delayed from the usual Fall Town Meeting to the Special within the Annual Town Meeting due to the January Certification of Free Cash and Retained Earnings. The total project cost is Three Hundred Thousand Dollars and no cents (\$300,000) over a five-year period.

Submitted by: Capital Planning Committee / Police Chief

Funding Source: Free Cash

Recommended by the Finance Committee 7-0-0

***Motion: I move that the Town vote to transfer form Free Cash the amount of One-Hundred Thousand Dollars and no cents (\$100,000.00) to fund year one of a five-year Body and Dashboard Camera Program for the Holbrook Police Department.***

**Article 14: Capital Article – EMT/Fire Radio Replacement Program**

Will the Town vote to transfer from the Receipts Reserved for Appropriation Ambulance the amount of One-Hundred Thousand Dollars and no cents (\$100,000.00) to fund the Ambulance/EMT/Fire Radio Replacement Program or take any other relative action thereto?

Emergency: The Capital Plan was delayed from the usual Fall Town Meeting to the Special within the Annual Town Meeting due to the January Certification of Free Cash and Retained Earnings.

Submitted by: Capital Planning Committee / Fire Chief

Funding Source: Receipts Reserved for Appropriation Ambulance

Recommended by the Finance Committee:7-0-0

***Motion: I move that the Town vote to appropriate from Receipts Reserved for Appropriation Ambulance the amount of One-Hundred Thousand Dollars and no cents (\$100,000.00) to fund the Ambulance/EMT/Fire Radio Replacement Program.***

#### **Article 15: Capital Article Library Flooding**

Will the Town vote to transfer from Sale of Real Estate the amount of Sixty-Eight Thousand Dollars and no cents (\$68,000.00) to fund the rerouting of existing piping, sump pump and water sealing of elevator shaft due to repeated flooding or take any other relative action thereto?

Emergency: The Library has suffered from repeated flooding in wet years with no root cause determined. The purpose of this article is to assess any damage to the foundation and how the water may be re-routed in order to end the flooding issues.

Submitted by: Capital Planning Committee / Library Board of Trustees

Funding Source: Sale of Real Estate

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate from Sale of Real Estate the amount of Sixty-Eight Thousand Dollars and no cents (\$68,000.00) to fund rerouting of existing piping, sump pump and water sealing of the Library elevator shaft due to repeated flooding.***

#### **Article 16: Capital Article COA Van Additional Funding Request**

Will the Town vote to transfer from Free Cash the amount of Twenty-Two Thousand Dollars and no cents (\$22,000.00) to complete the funding for a handicap accessible mini-van to transport Seniors to medical and other appointments as necessary or take any other action relative thereto?

Emergency: The Capital Plan was delayed from the usual Fall Town Meeting to the Special within the Annual Town Meeting due to the January Certification of Free Cash and Retained Earnings.

Submitted by: Capital Planning Committee / COA Director

Funding Source: Free Cash

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate from Free Cash the amount of Twenty-Two Thousand Dollars and no cents (\$22,000.00) to complete the funding for a handicap accessible mini-van to transport Seniors to medical and other appointments as necessary.***

**Article 17: Capital Article School Technology**

Will the Town vote to transfer from Free Cash the amount of Fifty-Thousand Dollars and no cents (\$50,000.00) to fund the School Technology Replacement Program or take any other relative action thereto?

Emergency: The Capital Plan was delayed from the usual Fall Town Meeting to the Special within the Annual Town Meeting due to the January Certification of Free Cash and Retained Earnings

Submitted by: Capital Planning Committee / School Committee

Funding Source: Free Cash

Approval Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate from Free Cash the amount of Fifty-Thousand Dollars and no cents (\$50,000.00) to fund the School Technology Replacement Program.***

**Article 18: Capital Article Voting Booths**

Will the Town vote to transfer from Free Cash the amount of Fourteen Thousand Two Hundred Ninety-Seven Dollars and sixty-six cents (\$14,297.66) to replace various Voting Booths that are at the end of their useful life or take any other relative action thereto?

Emergency: The Voting Booths should have been replaced a year ago but the request was not filed in time for any of the past town meetings in the last year.

Submitted by: Capital Planning Committee / Town Clerk

Funding Source: Free Cash

Approval Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate from Free Cash the amount of Fourteen Thousand Dollars (\$14,297.66) and no cents to replace various Voting Booths that are at the end of their useful life.***

**Article 19: Capital Article Communication/Dispatch Vehicle**

Will the Town vote to appropriate from Free Cash the amount of Fifty-Three Thousand Dollars and no cents (\$53,000.00) to fund the scheduled replacement of the Communication Directors Vehicle or take any other relative action there to?

Emergency: The Capital Plan was delayed from the usual Fall Town Meeting to the Special within the Annual Town Meeting due to the January Certification of Free Cash and Retained Earnings

Submitted by: Capital Planning Committee / Communications Director

Funding Source: Free Cash

Approval Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate from Free Cash the amount of Fifty-Three Thousand Dollars and no cents (\$53,000.00) to fund the scheduled replacement of the Communication Directors Vehicle.***

**Article 20: Capital Article PWD Road Repair/Replacement Program Phase II**

Will the Town vote to appropriate from Free Cash the amount of Four-Hundred Thousand Dollars and no cents (\$400,000.00) to road repairs and replacements Phase II of a VI Phase Project, or take any other relative action thereto?

Emergency: The Capital Plan was delayed from the usual Fall Town Meeting to the Special within the Annual Town Meeting due to the January Certification of Free Cash and Retained Earnings.

Submitted by: Capital Planning/PWD

Funding Source: Free Cash

Approval Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate from Free Cash the amount of Four-Hundred Thousand Dollars and no cents (\$400,000.00) to fund road repairs and replacements Phase II of a VI Phase Project.***

**Article 21: Capital Article PWD Equipment for Sumner Field**

Will the Town vote to appropriate from Free Cash Twenty Thousand Dollars and no cents (\$20,000.000) to replace the 1980 Tractor at Sumner Field that is no longer working or take any other action relative thereto?

Emergency: The equipment is currently out of service and needs to be replaced.

Submitted by: Capital Planning Committee / PWD

Funding Source: Free Cash

Approval Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to appropriate Twenty Thousand Dollars and no cents (\$20,000.00) from Free Cash to replace the 1980 Tractor at Sumner Field that is no longer working.***

**Article 22: Capital Standpipe Replacement**

Will the Town appropriate \$3,223,000 or any other amount, to pay costs of replacing the water system's 1887 standpipe, including the payment of any and all costs incidental or related to; to determine whether this amount shall be raised by borrowing or otherwise or take any other action relative there to.

Emergency: The Standpipe was built in 1887 and last repaired in 1939. The Town conducted a recent engineering study that should the Standpipe is far beyond its useful life. This is a public safety issue and is in immediate need of replacement.

Submitted by: Capital Planning Committee / PWD

Funding Source: Borrowing Authorization

Approval Recommended by the Finance Committee: 7-0-0

***Motion: I move that the town appropriate \$3,223,000 to pay costs of replacing the water system's 1887 standpipe, including the payment of any ad all costs incidental or related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to MGL 44 subsection 8(4), or any other enabling authority, and to issue bonds or notes of the Town therefor.***

FY23 CAPITAL IMPROVEMENT PLANNING COMMITTEE REPORT			Special Town Meeting June 5, 2023 Informational Purposes Only									
Notes	Item(s)	Ranking	Lease Interest	Total Cost	Approved 2022	November Special 2023	May Special 2023	2024	2025	2026	2027	2028
The following items should be discussed for future borrowing:												
FY2021	Public Works Facility		DPW	5,500,000.00			-	5,500,000.00				
FY2022	Design - Field Committee		Field Comm.	630,000.00			-	630,000.00				
FY2023	Replace 18" Water Storage Tank	Immediate	Joint Water	3,225,000.00				-				
FY2023	2024 FALL Joint Water GAC Filters	2024 FALL	Joint Water	3,904,059.50				3,904,059.50				
FY2022	Replacement of ladder 1	2024 FALL	Fire	1,500,000.00	-			1,500,000.00				
				14,766,059.50				3,223,000.00				
								11,540,059.50				
5 Year Plan:												
	Ratio Replacement Program	4	Fire-EMT	150,000.00	20,000.00			30,000.00			-	-
	PSB Building Upgrades & Improvements		Fire Police/Dispatch		-			-				
FY2022 Request	Center Street Bridge Grant Dependent on Overlay District		DPW	265,000.00	125,000.00							
FY2022 Request	Salt Shed		DPW	50,000.00	-			140,000.00				
FY2022 Request	Town Accepted Road Repairs Phase 1-V1 (revised from V Phase to VI Phase)	10	DPW	2,689,442.68	609,442.68	-						
FY2022 Request	School Technology	7	School	200,000.00	50,000.00			50,000.00	50,000.00	-	-	-
FY2022 Request	Town Hall- Repairs & Improvements		DPW	500,000.00	-			100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
FY2022 Request	Replacement Ambulance		Fire-EMT	525,000.00		525,000.00						
FY2022 Request	Replacement of Director's Vehicle	9	Dispatch	55,000.00			55,000.00					
FY2022 Request	Town Body Camera's/Dash Cams	3	Police	300,000.00	-		100,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-
FY2022 Request	COA Min Van	6	COA	22,000.00	-		22,000.00					
FY2022 Request	COA Furniture & Fixtures New Facility		COA Building	250,000.00			-		250,000.00			
FY2022 Request	Library Flooding reduce from	5	Library	68,000.00			68,000.00					
FY2022 Request	Voicing Booths	8	Town Clerk	14,297.66			14,297.66					
FY2022 Request	Asset Management (50/50 Ssr & Wtr)	2	DPW	112,000.00			112,000.00					
FY2022 Request	DPW Replacement Vehicles Units 4 & 14		DPW	225,000.00					225,000.00			
FY2022 Request	6 Year Traffic Improvement Grant- Town Store	1	DPW	2,150,000.00								
								400,000.00	350,000.00	350,000.00	350,000.00	300,000.00
FY2022 Request	Summer Field Gator	11	DPW	20,000.00			20,000.00					
				7,513,740.34	884,442.68	525,000.00	1,339,297.66	1,220,000.00	1,455,000.00	900,000.00	900,000.00	400,000.00
	Total Estimated Projects			22,279,799.84	884,442.68	525,000.00	4,562,297.66	12,761,059.50	1,455,000.00	900,000.00	900,000.00	400,000.00

TOWN OF HOLBROOK  
SPECIAL TOWN MEETING WARRANT  
Monday, June 5, 2023

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And you are hereby directed to serve this warrant by posting attested copies thereof at three (3) public places in said Town, at least fourteen (14) days prior to the day of the actual meeting.

Hereof fail not, and have you there this warrant with your doings thereto?

Given under our hands this 10<sup>th</sup> day of May in the year 2023.

**SUBMITTED BY: HOLBROOK SELECT BOARD**

  
Katie Goldrick, Chair

  
Pamela Campanella, Vice Chair

  
Patty Conway, Clerk

  
David Reilly, Select Board Member

  
William Watkins, Select Board Member

Pursuant to the foregoing warrant, I the undersigned, one of the Constables of the Town of Holbrook, have notified and warned the inhabitants of the Town qualified to vote in Town affairs, to meet at the time and place for the purpose of aforesaid by posting attested copies thereof at three public places in said Town fourteen days at least before the day of said meeting.

Ralph J. Colarusso  
Constable

**RETURN OF SERVICE**

This is to certify that I have this 11<sup>th</sup> day of May 2023, posted this warrant in each of the three public places in the Town of Holbrook

ATTEST:  
CONSTABLE





ANNUAL TOWN MEETING				
June 5, 2023				
LIST OF ARTICLES				
Art. #	Department	Subject	Amount	Funding Source
1	Select Board	Report of Town Officers		N/A
2	Select Board	Reports of Committees		N/A
3	Select Board	Massachusetts Department of Transportation Funds Authorization (Chapter 90)		N/A
4	Library Board of Trustees	Authorize Public Library Use of State Aid		N/A
5	Select Board	Town Budget	\$48,950,582	Raise, Appropriate & Transfer
6	Select Board	Solid Waste Enterprise	\$ 1,066,119	User Fees and or Taxation
7	Select Board	Sewer Enterprise	\$ 2,987,234	User Fees / Retained Earnings
8	Select Board	Water Enterprise (Holbrook & Joint)	\$ 5,293,142	User Fees & 50/50 Split for Joint
9	Select Board	Open Town Meeting Form of Government		N/A
10	Town Clerk	Salary Increase	\$ 1,619.67	Raise, Appropriate & Transfer
11	Treasurer/Collector	Salary Increase	\$ 1,643.40	Raise, Appropriate & Transfer N/A - included in FY2023 Budget
12	Select Board	Wage & Salary Classification		N/A
13	Fire Chief	Amend Fire Alarm By-Law		N/A
14	Board of Health	BOH request to amend Personnel Board Wage and Salary Schedule in relation to the Health Agent Salary		N/A
15	Planning	Proposal to amend Zoning By-Law, approved by Planning Board 3/28/2023. Pursuant to M.G.L. c. 40A, § 5, on the following article being presented at town meeting 6/5/2023		N/A
16	Citizen Petition	Citizen-Police Education Program		This article calls for funding unknown source
17	Citizen Petition	Right to Farm By-Law		This article calls for funding unknown source

## **ARTICLE 1: Reports of Town Officers**

To hear reports of the Town Officers and act thereto?

Submitted by: Select Board

Funding Source: N/A

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to accept the reports as presented.***

## **ARTICLE 2: Reports of Committees**

To hear reports of the Committees and act thereon, to choose committees, and act upon any other business that may legally come before said meeting.

Submitted by: Select Board

Funding Source: N/A

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to accept the reports as presented.***

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

Will the Town vote to authorize the Select Board and the Town Administrator to accept such sums of money as may be distributed by the Commonwealth of Massachusetts through the Chapter 90 highway grant program, so called funds to be expended by the Director of Public Works in accordance with guidelines and requirements of the Massachusetts Department of Transportation or take any other action thereto?

Submitted by: Select Board

Funding Source: Grant Funded

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to approve the article as written.***

## **ARTICLE 4: Authorize Public Library Use of State Aid**

Will the Town will vote to authorize the Library Board of Trustees to retain and expend a sum of money to be received by the Town Treasurer under “Public Libraries, Massachusetts General Laws Chapter 78 Section 19A,” during the twelve (12) month period beginning July 1, 2023 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, or take any other action thereto?

Submitted by: Library Board of Trustees

Funding Source: State Aid

Recommended by the Finance Committee: 7-0-0

***Motion: I move that the Town vote to approve the article as written.***

### **ARTICLE 5:Town Budget**

Will the Town vote to raise and appropriate and/or transfer from available funds as indicated, such sums of money necessary for the ensuing year in the General Fund Operating Budget, or take any other action relative thereto?

General Fund Operating Budget:       \$48,950,582.00


Submitted by the Select Board

Recommended by the Finance Committee 7-0-1

Funding Source: Raise, Appropriate & Transfer

***Motion: I move that the vote to approve the FY2024 General Fund Operating Budget in the amount of Forty-Eight Million Nine Hundred Fifty Thousand Five Hundred Eighty-Two Dollars and no cents (\$48,950,582.) as described below.***

***\*\*\*Remainder of page intentionally left blank\*\*\****

		TOWN OF HOLBROOK	
		FY2024 BUDGET SUMMARY	
Revenue	Estimated FY2024	Expenditures	FINCOM RECOMMENDATIONS FY2024
General Fund			
Property Taxes		Operating Budget	
Levy Limit	29,062,147.00	General Government	2,308,886.56
Prop 2 1/2 %	726,553.68	Public Safety	9,544,268.20
New Growth	300,000.00	Education- Holbrook Public	16,880,737.00
Sub-Total Property Tax:	30,088,700.68	Blue Hills Technical	1,450,089.00
Debt Exclusion		Norfolk Agricultural	51,744.00
Debt Exclusions	3,131,000.00	Public Works	2,474,078.64
Excess Capacity	(3,422,169.61)	Public Services	860,143.57
Sub-Total Debt Exclusion	(291,169.61)	Debt Service	3,273,706.50
		State & County Assessments	1,410,143.00
Total Property Taxes	29,797,531.07	Benefits	9,592,249.52
		Other Insurances	984,536.00
State Aid		Transfers Out:	
Cherry Sheet	12,993,030.00	Transfer to Capital Improvement	-
Less Offsets:	(162,178.00)	Transfer to Agency IOD	20,000.00
Total State Aid:	12,830,852.00	Transfer to OPEB	100,000.00
		Transfer to General Stabilization	-
Local Estimated Receipts		Transfer to Enterprise	-
Local Receipts	5,255,419.79		
Total Local Est. Receipts:	5,255,419.79		
Total Estimated Revenue	47,883,802.86	Operating Budget Total	48,950,582
Other Sources of Revenue	Actual Transfers		
Transfer from Free Cash	-	To be raised on the Recap:	
Transfer from Compensated Absences	-	Solid Waste Deficit	
Transfer from RRFA Ambulance	396,573.50	Snow & Ice Deficit	350,000
Transfer from SR Fire Alarm	10,000.00	Overlay	330,234
Indirect Costs - Solid Waste	150,743.61	Other Expenditures Total	680,234
Indirect Costs - Sewer	435,487.45		
Indirect Costs - Water	441,509.03		
Indirect Costs - Joint Water	312,699.89		
Total Other Revenue:	1,747,013.48		
Total GF Sources of Revenue:	49,630,816.34	Total General Fund Expenditures:	49,630,816.33
Surplus/Deficit		Surplus/Deficit	

General Government		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
122	Selectmen			
	Expenses	33,310	264,000	\$ 72,000
	<b>Total</b>	<b>33,310</b>	<b>264,000</b>	<b>\$ 72,000</b>
123	Town Administrator			
	Salaries	404,291	329,686	\$ 328,936
	Expenses	5,562	10,000	\$ 5,562
	<b>Total</b>	<b>409,853</b>	<b>339,686</b>	<b>\$ 334,498</b>
131	Finance Committee			
	Expenses	600	600	\$ 600
	<b>Total</b>	<b>600</b>	<b>600</b>	<b>\$ 600</b>
132	Reserve			
	Expenses	165,572	250,000	\$ 250,000
	<b>Total</b>	<b>165,572</b>	<b>250,000</b>	<b>\$ 250,000</b>
135	Town Accountant			
	Salaries	190,572	220,494	\$ 213,390
	Expenses	57,760	59,493	\$ 59,493
	<b>Total</b>	<b>248,333</b>	<b>279,987</b>	<b>\$ 272,883</b>
141	Assessor			
	Salaries	233,260	237,597	\$ 236,547
	Expenses	42,880	45,360	\$ 46,160
	<b>Total</b>	<b>276,140</b>	<b>282,957</b>	<b>\$ 282,707</b>
145	Treasurer/Collector			
	Treasurer's Salary	82,170	82,170	\$ 82,170
	Salaries	157,833	160,753	\$ 159,003
	Expenses	160,000	175,000	\$ 160,000
	<b>Total</b>	<b>400,003</b>	<b>417,923</b>	<b>\$ 401,173</b>
151	Legal / Professional / Technical Services			
	Expenses	211,124	225,000	\$ 215,000
	<b>Total</b>	<b>211,124</b>	<b>225,000</b>	<b>\$ 215,000</b>
152	Human Resources			
	Salaries	176,619	224,092	\$ 223,842
	Expenses	5,000	5,000	\$ 5,000
	<b>Total</b>	<b>181,619</b>	<b>229,092</b>	<b>\$ 228,842</b>
161	Town Clerk			
	Town Clerk Salary	80,930	80,930	\$ 80,930
	Salaries	99,480	101,834	\$ 101,334
	Expenses	7,920	7,920	\$ 7,920
	<b>Total</b>	<b>188,330</b>	<b>190,684</b>	<b>\$ 190,184</b>
162	Elections/Town Meeting			
	Salaries	51,200	30,000	\$ 30,000
	Expenses	15,000	20,000	\$ 20,000
	<b>Total</b>	<b>66,200</b>	<b>50,000</b>	<b>\$ 50,000</b>
163	Board of Registrars			
	Salaries	1,600	1,600	\$ 1,600
	Expenses	6,000	6,400	\$ 6,400
	<b>Total</b>	<b>7,600</b>	<b>8,000</b>	<b>\$ 8,000</b>
195	Town Reports			
	Expenses	2,500	7,500	\$ 3,000
	<b>Total</b>	<b>2,500</b>	<b>7,500</b>	<b>\$ 3,000</b>
<b>General Gov. Total</b>		<b>2,191,181.92</b>	<b>2,545,428.56</b>	<b>\$ 2,308,887</b>

			FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Public Safety</b>					
200	Public Safety Building				
		Salaries	22,484	23,396	\$ 23,396
		Expenses	181,447	172,447	\$ 172,447
		<b>Total</b>	<b>203,931</b>	<b>195,843</b>	<b>\$ 195,843</b>
210	Police Department				
		Salaries	3,265,334	3,362,462	\$ 3,362,212
		Expenses	249,055	280,655	\$ 280,655
		<b>Total</b>	<b>3,514,389</b>	<b>3,643,117</b>	<b>\$ 3,642,867</b>
220	Fire Department				
		Salaries	2,581,972	2,724,074	\$ 2,724,072
		Expenses	139,268	139,174	\$ 139,174
		<b>Total</b>	<b>2,721,240</b>	<b>2,863,248</b>	<b>\$ 2,863,246</b>
225	Dispatch				
		Salaries	1,058,589	1,434,789	\$ 1,434,539
		Expenses	376,350	505,000	\$ 490,000
		<b>Total</b>	<b>1,434,939</b>	<b>1,939,789</b>	<b>\$ 1,924,539</b>
230	EMT				
		Salaries	248,798	275,016	\$ 275,016
		Expenses	112,769	121,557	\$ 121,557
		<b>Total</b>	<b>361,567</b>	<b>396,574</b>	<b>\$ 396,574</b>
240	Inspectional Services				
		Salaries	348,401	352,261	\$ 351,761
		Expenses	81,300	71,800	\$ 71,800
		<b>Total</b>	<b>429,701</b>	<b>424,061</b>	<b>\$ 423,561</b>
244	Weights & Measures				
		Salaries	-	-	\$ -
		Expenses	-	-	\$ -
		<b>Total</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>
291	Emergency Management				
		Expenses	13,000	16,099	\$ 16,099
		<b>Total</b>	<b>13,000</b>	<b>16,099</b>	<b>\$ 16,099</b>
292	Animal Control				
		Salaries	60,800	62,540	\$ 65,140
		Expenses	15,269	15,600	\$ 15,400
		<b>Total</b>	<b>76,069</b>	<b>78,140</b>	<b>\$ 80,540</b>
294	Forest Committee				
		Expenses	1,000	1,000	\$ 1,000
		<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>\$ 1,000</b>
		<b>Public Safety Total</b>	<b>8,755,835.53</b>	<b>9,557,870.20</b>	<b>\$ 9,544,268</b>
			FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Education</b>					
300	Schools				
		Blue Hills	1,627,396	1,450,089	\$ 1,450,089
		Norfolk Aggie	25,464	77,616	\$ 51,744
		<b>Total</b>	<b>1,652,860</b>	<b>1,527,705</b>	<b>\$ 1,501,833</b>
301	Holbrook Public Schools				
	Education		15,115,804	15,549,237	\$ 15,549,237
	School Transportation		1,279,082	1,331,500	\$ 1,331,500
		<b>Total</b>	<b>16,394,886</b>	<b>16,880,737</b>	<b>\$ 16,880,737</b>
		<b>Education Total</b>	<b>18,047,746</b>	<b>18,408,442.00</b>	<b>\$ 18,382,570</b>

		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Public Works</b>				
400	Public Works			
	Salaries	1,162,692	1,303,579	\$ 1,303,079
	Expenses	675,200	766,000	\$ 691,000
	<b>Total</b>	<b>1,837,892</b>	<b>2,069,579</b>	<b>\$ 1,994,079</b>
422	Roads & Sidewalks plus Parks & Fields			
	Expenses	205,000	210,000	\$ 210,000
	<b>Total</b>	<b>205,000</b>	<b>210,000</b>	<b>\$ 210,000</b>
423	Snow And Ice			
		150,000	150,000	\$ 150,000
	<b>Total</b>	<b>150,000</b>	<b>150,000</b>	<b>\$ 150,000</b>
424	Street Lighting			
	Expenses	110,000	130,000	\$ 120,000
	<b>Total</b>	<b>110,000</b>	<b>130,000</b>	<b>\$ 120,000</b>
	<b>Public Works Total</b>	<b>2,302,891.80</b>	<b>2,559,579</b>	<b>\$ 2,474,079</b>
		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Public Services</b>				
541	Council On Aging			
	Salaries	120,540	131,159	\$ 125,997
	Expenses	21,840	36,150	\$ 41,312
	<b>Total</b>	<b>142,380</b>	<b>167,309</b>	<b>\$ 167,309</b>
543	Veteran's Services			
	Salaries	10,608	25,000	\$ 25,000
	Expenses	43,210	44,107	\$ 25,900
	<b>Total</b>	<b>53,818</b>	<b>69,107</b>	<b>\$ 50,900</b>
610	Public Library			
	Salaries	391,940	426,935	\$ 426,935
	Expenses	183,000	189,000	\$ 189,000
	<b>Total</b>	<b>574,940</b>	<b>615,935</b>	<b>\$ 615,935</b>
691	Historical Commission			
	Expenses	1,000	1,000	\$ 1,000
	<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>\$ 1,000</b>
692	Celebrations Account			
	Expenses	993	50,000	\$ 25,000
	<b>Total</b>	<b>993</b>	<b>50,000</b>	<b>\$ 25,000</b>
	<b>Public Services Total</b>	<b>773,131.60</b>	<b>903,350.77</b>	<b>\$ 860,144</b>

Debt		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
710	Maturing Debt	2,705,179	2,259,629	\$ 2,259,629
751	Interest	1,094,672	1,001,240	\$ 1,001,240
751	Debt Administration	15,000	2,837	\$ 2,837
	<b>Total</b>	<b>3,814,851</b>	<b>3,263,707</b>	<b>\$ 3,263,707</b>
752	Temporary Loans			
	Paydowns	-	-	-
	Interest	8,145	10,000	\$ 10,000
	<b>Total</b>	<b>8,145</b>	<b>10,000</b>	<b>\$ 10,000</b>
	<b>Debt Total</b>	<b>3,822,996</b>	<b>3,273,707</b>	<b>\$ 3,273,707</b>
State & County Assessments		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
820	State Assessments			
	School Assessments	1,061,602	1,009,643	\$ 1,009,643
	Town Assessments	319,678	337,410	\$ 337,410
	<b>Total</b>	<b>1,381,280</b>	<b>1,347,053</b>	<b>\$ 1,347,053</b>
830	County Assessments			
	Expenses	59,462	63,090	\$ 63,090
	<b>Total</b>	<b>59,462</b>	<b>63,090</b>	<b>\$ 63,090</b>
	<b>Total</b>	<b>1,440,742</b>	<b>1,410,143</b>	<b>\$ 1,410,143</b>

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		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Employee/Retiree Benefits</b>				
911	<i>Employee Benefits</i>			
	<i>Pension Assessment</i>	2,573,892	3,047,249	\$ 3,047,249
	<i>Medicare Tax</i>	341,999	364,174	\$ 364,174
	<b>Total</b>	<b>2,915,891</b>	<b>3,411,423</b>	<b>\$ 3,411,423</b>
914	<i>Health Insurance</i>			
	<i>Expenses</i>	5,842,530	5,883,727	\$ 5,883,727
	<i>Medicare Part B</i>	202,889	240,000	\$ 240,000
	<b>Total</b>	<b>6,045,419</b>	<b>6,123,727</b>	<b>\$ 6,123,727</b>
915	<i>Employee Life Insurance</i>			
	<i>Expenses</i>	22,000	23,100	\$ 23,100
	<b>Total</b>	<b>22,000</b>	<b>23,100</b>	<b>\$ 23,100</b>
916	<i>Dental Insurance</i>			
	<i>Expenses</i>	30,000	34,000	\$ 34,000
	<b>Total</b>	<b>30,000</b>	<b>34,000</b>	<b>\$ 34,000</b>
	<b>Employee/Retiree Benefits</b>	<b>9,013,310</b>	<b>9,592,249.52</b>	<b>\$ 9,592,250</b>
		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Other/Insurance</b>				
913	<i>Unemployment</i>			
	<i>Expenses</i>	180,000	100,000	\$ 100,000
	<b>Total</b>	<b>180,000</b>	<b>100,000</b>	<b>\$ 100,000</b>
945	<i>Other Insurance</i>			
	<i>General Insurance</i>	602,384	637,892	\$ 637,892
	<i>Workers Comp</i>	230,000	246,644	\$ 246,644
	<b>Total</b>	<b>832,384</b>	<b>884,536</b>	<b>\$ 884,536</b>
	<b>Other/Insurance Total</b>	<b>1,012,384</b>	<b>984,536</b>	<b>\$ 984,536</b>
		FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Transfers</b>				
990	Transfer to Capital	-	-	\$ -
990	Transfer to Enterprise	130,346	-	-
990	Transfer to Trust & Agency IOD	20,000	20,000	\$ 20,000
990	Transfer to Trust & Agency OPEB	-	100,000	\$ 100,000
990	Transfer to General Stabilization	-	-	
	<b>Total</b>	<b>150,346</b>	<b>120,000</b>	<b>\$ 120,000</b>
	<b>Transfers Total</b>	<b>150,346</b>	<b>120,000</b>	<b>\$ 120,000</b>
	<b>Grand Total</b>	<b>47,510,565</b>	<b>49,355,305</b>	<b>\$ 48,950,582</b>

## Article 6: Enterprise Fund -Solid Waste

Will the Town vote to raise and appropriate and/or transfer from available funds as indicated, such sums of money necessary for the ensuing year to operate the Solid Waste Enterprise Fund as listed below, or take any other action relative thereto?

Solid Waste Enterprise Fund #60		FY2022 Expended	FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
Expenditures		667,385	760,000	\$ 900,375	
Extraordinary & Unforeseen		-	15,000	\$ 15,000	
Indirect Charges (Transfer to General Fund)		133,718	145,272	150,744	
	Total	801,103	920,272	1,066,119	15.85%

Submitted by the Select Board  
Recommended by the Finance Committee: 5-2-0  
Funding Source: User Fees and or Taxation

*Motion: I move that the Town vote to approve the Solid Waste Enterprise Budget in the amount of One Million Sixty-Six Thousand One Hundred and Nineteen Dollars \$1,066,119.00) and no cents as funded by User Fees.*

Article 7: Enterprise Fund -Sewer

Will the Town vote to raise and appropriate and/or transfer from available funds as indicated, such sums of money necessary for the ensuing year to operate the Sewer Enterprise Fund as listed below, or take any other action relative thereto?

Sewer Enterprise Fund # 65		FY2022 Expended	FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
Expenditures		173,821	206,000	\$ 206,000	
Extraordinary & Unforeseen			-		
MWRA Assessment		1,883,097	1,958,421	\$ 2,087,572	
Inflow & Infiltration		10,307		\$ 200,000	
Debt Service Principal				\$ 36,567	
Debt Service Interest				\$ 21,607	
Indirect Charges (Transfer to General Fund)		377,410	411,013	\$ 435,487	
	Total	2,444,634	2,575,434	\$ 2,987,234	15.99%

Submitted by the Select Board  
Recommended by the Finance Committee 7-0-0  
Funding Source: User Fee and Retained Earnings

*Motion: I move that the Town vote to approve the Sewer Enterprise Budget in the amount of Two Million Nine Hundred Eighty-Seven Thousand Two Hundred Thirty-Four dollars and no cents (\$2,987,234) as funded by User Fees Two Million Nine Hundred Thirty-Seven Thousand Two Hundred Thirty-Four Dollars and no cents \$2,937,234 and Retained Earnings \$ 50,000.*

Article 8: Enterprise Fund -Holbrook Water and Joint Water

Will the Town vote to raise and appropriate and/or transfer from available funds as indicated, such sums of money necessary for the ensuing year to operate the Holbrook Water Enterprise Fund as listed below, or take any other action relative thereto?

		FY2022 Expended Holbrook & Joint	FY2023 AMENDED BUDGETS AS OF 12.27.22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Water Enterprise Fund #68 (Holbrook)</b>					
Expenditures		49,886	105,000	\$ 110,000	
Extraordinary & Unforseen		-	100,000	\$ 100,000	
Water Main Flushing Program		-	-	\$ 100,000	
Transfer to Joint Water Fund #69)		732,155	959,453	\$ 950,000	
Debt Service Principal		891,437	822,562	\$ 1,013,698	
Debt Service Interest		154,842	124,306	\$ 382,972	
Water Debt Admin Charges		3,256	4,500	\$ 132,770	
Indirect Charges (Transfer to General Fund)		483,391	527,214	\$ 441,509	
Transfer to Capital Projects		54,500			
Ban Paydowns		-			
Water Short Term Interest		-	117,000	\$ 132,193	
Tri-Town Expenditures		7,391	30,000	\$ 30,000	
Joint Water		1,584,820	-	\$ -	
<b>Total</b>		<b>3,961,677</b>	<b>2,790,036</b>	<b>\$ 3,393,142</b>	<b>21.62%</b>

		FY2022 Expended	FY2023 AMENDED BUDGETS AS OF 11/30/22	FY2024 DEPARTMENT REQUEST	FY2024 FINANCE COMMITTEE RECOMMENDATION
<b>Water Enterprise Fund #69 (Joint)</b>					
Extraordinary & Unforseen		-	300,000	\$ 300,000	
Expenditures		-	881,920	\$ 817,452	
Salaries - Joint Water		-	415,097	\$ 409,848	
Overtime -Joint Water		-	32,983	\$ 60,000	
Indirect Charges (Transfer to General Fund)		-	288,907	\$ 312,700	
Transfer to Capital Projects		-	-		
<b>Total</b>		<b>-</b>	<b>1,918,907</b>	<b>1,900,000</b>	<b>-0.99%</b>

Submitted by the Select Board  
Recommended by the Finance Committee 7-0-0  
Funding Source: User Fee Water Enterprise Holbrook and 50/50 Cost Split Town of Holbrook and Town Randolph.

*Motion: I move that the Town vote to approve the Holbrook Water Enterprise Fund 68 (Holbrook) Budget in the amount of Three Million Three Hundred Ninety-Three Thousand One Hundred Forty-Two Dollars and no cents as funded by User Fees and the Holbrook Water Enterprise Fund 69 (Holbrook/Randolph Joint Water) Budget in the amount of One Million Nine Hundred Thousand Dollars and no cents as funded 50/50 by the Town of Holbrook and the Town of Randolph.*

**Article 9: OPEN TOWN MEETING FORM OF GOVERNMENT**

Will the Town vote to authorize the Select Board to petition the General Court to enact legislation in substantially the following form, provided that the General Court may reasonably vary the form and substance of the requested legislation within the general public objectives of this petition.

**AN ACT AUTHORIZING THE SUBMISSION TO THE VOTERS OF THE TOWN OF HOLBROOK OF THE QUESTION OF ADOPTING THE OPEN MEETING FORM OF GOVERNMENT AND PROVIDING FOR THE TOWN'S ACCEPTANCE OF SAID FORM OF GOVERNMENT**

*Be it enacted in the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

SECTION 1. The select board of the town of Holbrook hereinafter referred to as "the town", shall direct the town clerk to place the following question ***on the ballot*** for the next municipal election to be held at least 35 days after passage of this act: "Shall the town discontinue the standard form of representative town meeting government and instead adopt an open town meeting form of government?" The question shall be accompanied on the ballot by a summary prepared by the town counsel.

If majority of the votes cast thereon are in the affirmative, such standard form of representative town meeting government as approved by voters in accordance with the provisions of chapter 1054 of the Acts of 1973 shall be discontinued and the terms of elected representative town meeting members shall cease. Instead, the town shall use an open town meeting form of government, beginning with the next annual or special town meeting open to all registered voters in the town.

If not approved by majority of the votes cast thereon, the town shall continue with a representative town meeting government as approved by the voters in accordance with the provisions of chapter 1054 of the Acts of 1973.

SECTION 2. This act shall take effect upon its passage.

Or take any other action thereon.

Submitted by the Select Board

Recommended by the Finance Committee 0-7-0

Funding Source: N/A

***Motion: I move that the Town vote to authorize the Select Board to petition the General Court to enact legislation in substantially the form printed in the Warrant, provided that the General Court may reasonably vary the form and substance of the requested legislation within the general public objectives of the petition.***

**Article 10: Salary Increase – Town Clerk**

Will the Town vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Thousand Six Hundred Ninety-Six Dollars and Sixty-Seven Cents (\$1619.67) for the fiscal year ending June 30, 2024, to provide for a pay increase of (2%) for the Holbrook Town Clerk. Said funds to be added to the Departmental Budget under Town Clerk Salary 01-161-5111-000 in the amount of One Thousand Six Hundred Nineteen Dollars and Sixty-Seven Cents (\$1,619.67), or take any other action thereon.

Submitted by the Town Clerk

Recommended by the Finance Committee 7-0-0

Funding Source: Raise & Appropriate

***Motion: I move that the Town raise and appropriate the sum of One Thousand Six Hundred Nineteen Dollars and sixty-seven cents (\$1,619.67) and that said funds be added to the Town Clerk Salary Line.***

#### **Article 11: Salary Increase – Treasurer/Collector**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum for One Thousand Six Hundred and forty-three Dollars and forty Cents (\$1,643.40) for the fiscal year ending June 30, 2024, to provide for a pay increase of two percent (2%) for the Holbrook Treasurer/Collector. Said funds to be added to the department budget under Treasurer/Collector Salary 01-145-5100-5112 in the amount of One Thousand Six Hundred and forty-three Dollars and forty Cents (\$1,643.40) or take other action thereon.

Submitted by the Treasurer/Collector

Recommended by the Finance Committee 7-0-0

Funding Source: Raise & Appropriate

***Motion: I move that the Town raise and appropriate the sum of One Thousand Six Hundred Forty-Three Dollars and forty cents (\$ 1,643.40) and said funds be added to the Treasurer Collector Salary Line.***

**Article 12: Personnel Board Wage and Salary Schedule**

Will the Town vote to amend the Town By-Laws, Section 10, Salary Administration Plan, Article III, Section 10.5(g), as shown on Schedule B, and thereby fund as per the recommended Fiscal Year 2024 Budget as presented in Article 5 or take any other action thereto?

Submitted by: Select Board/Personnel Board  
Recommended by Finance Committee: 7-0-0  
Funding Source: FY2024 Budget as presented

***Motion: I move that the Town amend the Town By-Laws, Section 10, Salary Administration Plan, Article III, Section 10.5(g), Schedule B, as indicated in the following schedule. The indicated salary increases are included in the FY2024 budget as presented.***

**\*\*\*Remainder of page intentionally left blank\*\*\***

Wage and Salary Schedule FY24						Effective July 1, 2023	ATM 6/23, Article 15	
Schedule B							Effective July 1, 2023	
Job Title	FY 23 Salary/ Hourly Rate	FY23 Current TM Voted Maximum	Rate of Pay	ARTICLE # 12		ARTICLE#2	Change	
				AMENDMENT'S		Proposed FY24 Salary		
Veterans Agent Part Time	10,608.00	\$ 10,608.00	Annual	New Veterans Agent to be hired				Already budgeted - no additional funding needed
PWD Supervisor	-	\$ -	Annual	No Longer wage and salary position				
Town Counsel	-	\$ -	Annual	No Longer wage and salary position				
Building Inspector	-	\$ -	Annual	Not a currently filed position under wage and salary				
Plumbing and Gas Inspector	16,623.00	\$ 16,954.75	Annual	As per budget request				
Wiring Inspector	18,960.64	\$ 18,623.86	Annual	As per budget request		17,203.82	2%	Already budgeted - no additional funding needed
Sealer of Weights and Measures	-	\$ -	Annual	Not a currently filed position under wage and salary				
Youth Coordinator	-	\$ -	Annual	No changes - not a currently filed position				
Parking Clerk	-	\$ -	Annual	No changes - not a currently filed position		18,894.33	2%	Already budgeted - no additional funding needed
Health Agent *** Requested by BOH	36.13	\$ 42.00	Hourly	FY2023 Annual \$ 67,569 FY2024 Requested \$72,000				
Laborer Part Time	-	\$ -	Hourly	DPW Contract		36.56	9%	Already budgeted - no additional funding needed
COA Clerk Part Time	21.23	\$ 21.66	Hourly	2% Increase to FY23 Hourly Rate		-	0%	Already budgeted - no additional funding needed
COA Coordinator	23.82	\$ 25.00	Hourly	2% Increase to FY23 Hourly Rate		22.09	0%	Already budgeted - no additional funding needed
Assistant COA Coordinator	20.81	\$ 22.00	Hourly	2% Increase to FY23 Hourly Rate		22.09	6%	Already budgeted - no additional funding needed
Van Driver	14.79	\$ 20.00	Hourly	2% Increase to FY23 Hourly Rate		20.40	38%	Already budgeted - no additional funding needed
Public Safety Dispatcher PT	-	\$ -	Hourly	Communications Contract		-	0%	
Information Technology (IT) Coordinator	-	\$ -	Hourly	No changes - not a currently filed position				
Call Men on Duty	-	\$ -	Hourly	No changes - not a currently filed position		-	0%	
Special Officers	-	\$ -	Hourly	2% Increase to FY21 Hourly Rate		-		
Meltons	-	\$ 25.62	Hourly	No changes - not a currently filed position				
Assistant ACO	MA Minimum Wage	MA Min. Wage	Hourly	MA Minimum Wage - not a currently filed position				
Assistant Inspector (Bligh/Humbert & Garf	26.82	\$ 27.24	Hourly	Level Funded Increase to FY22 Hourly Rate		27.36	2%	Already budgeted - no additional funding needed
Assist. Plumbing/Gas Inspector	-	\$ -	Hourly	Level Funded Increase to FY22 Hourly Rate		-	RDW(0)	Already budgeted - no additional funding needed
Assistant Wiring Inspector	-	\$ -	Hourly	Level Funded Increase to FY22 Hourly Rate		-	RDW(0)	Already budgeted - no additional funding needed
Conservation Officer Part Time	29.00	\$ 29.49	Hourly	2% Increase to FY2022 Hourly Rate		29.56	2%	Already budgeted - no additional funding needed
Library Page	MA Minimum Wage	MA Min. Wage	Hourly	No changes - per Massachusetts minimum wage		-		
Plow Drivers	-	\$ -	Hourly	Contractual		-	0%	Contractual
PWD Temporary Seasonal Help	MA Minimum Wage	MA Min. Wage	Hourly	No change - per Massachusetts minimum wage				
Public Health Nurse Part Time	30.00	\$30.00	Hourly	No change - not a currently filed position				
Election Workers	MA Minimum Wage	MA Min. Wage	Hourly	No change - per Massachusetts minimum wage				
Election Workers	281.00	\$287	Per Day	2% Increase to FY21 Rate/Raise Maximum		286.62	2%	
Election Clerks	281.00	\$286	Per Day	2% Increase to FY21 Rate/Raise Maximum		286.22	2%	
Town Meeting Workers	MA Minimum Wage	MA Min. Wage	Hourly	No change - per Massachusetts minimum wage				
Election Registrars	Per MGL 41:10C	Per MGL 41:10C	Quarterly	No Change - per MGL				

**Article 13: Amend General By-Laws – FIRE ALARM BY-LAW**

Will the Town vote to amend Section 5-16 – FIRE ALARM BY-LAW, Section 4, as follows:

Section 4: CONNECTION OF A FIRE ALARM SYSTEM TO THE HOLBROOK  
FIRE DEPARTMENT BY WAY OF A MASTER BOX

- A. Every master box owner whose fire alarm system on the effective date of this by-law is connected to the Holbrook Fire Department by way of a master box, shall pay the following fees:

Annual Fee	<del>\$150.00</del> <b><u>\$175.00</u></b>
------------	--

- B. Every master box owner whose fire alarm system is connected or disconnected after the effective date of this by-law to or from the Holbrook Fire Department by way of a master box, shall pay the following fees:

Permit Fee	\$ 25.00
Connection/Disconnection Fee	<del>\$100.00</del> <b><u>\$125.00</u></b>
Annual Fee	<del>\$150.00</del> <b><u>\$175.00</u></b>

- C. Before any fire alarm system is connected to the Holbrook Fire Department, the master box owner shall provide the Fire Chief the following information:

1. The name, address and home and work telephone numbers of the master box owners.
2. The street address where the master box is located.
3. The names, addresses and telephone numbers of the persons that own or operate businesses protected by the fire alarm system connected to the master box.
4. The names, addresses, and telephone numbers of at least two other persons other than the master box owner who can be contacted 24 hours a day, who are authorized by the master box owner to respond to an alarm signal and who have access to the premises in which the master box is located.
5. Any other information as the Fire Chief may require.

If at the passage of this by-law, a fire alarm system has already been connected to the Holbrook Fire Department by way of a master box, the owner shall comply with the requirements of this section within sixty (60) days after the Holbrook Fire Department has sent him/her notice by first class mail of the requirements of this section.

Notwithstanding Section 13-1 of the Town of Holbrook By-Laws, if a master box owner fails to comply with this section, the Fire Chief may assess a fine of fifty dollars (\$50.00) for each day of non-compliance; said fine to be recovered by Complaint before the District Court of East Norfolk.

Submitted by the Fire Chief

Recommended by the Finance Committee 7-0-0

Funding Source: N/A

***Motion: I move that the Town vote to amend Section 5-16, Fire Alarm By-Law, of the General By-Laws, by amending Section 4, Connection of a Fire Alarm System to the Holbrook Fire Department by way of a master box, as follows. In Subsection A., change the Annual Fee***



*from \$150 to \$175. In Subsection B., change the Connection/Disconnect Fee from \$100 to \$125, and change the Annual Fee from \$150 to \$175.*

### **Supporting information:**

#### **Fire Alarm Bylaw – Fee Change Proposal:**

In May of 2014, the Holbrook Fire Department proposed adjustments to the fee structure that covers properties serviced by the Town's Municipal Fire Alarm system (said changes were ultimately approved by the Town Meeting and became effective on July 1<sup>st</sup> of the 2015 Fiscal Year). Due to increases in costs related to maintenance and operation of the system, an increase in the annual fee the Town charges for this service is again both appropriate and necessary. It is important to note that the Fire Department Administrative Staff intended to propose this routine adjustment at the 2021 Fiscal Year Annual Town Meeting, but – due to the uncertainty of future impacts given the COVID-19 pandemic, postponed such a proposal at that time. Though this proposed increase was submitted for inclusion on the 2023 Fiscal Year Annual Town Meeting Warrant, it ultimately did not make its way onto the final warrant. At the present juncture, the modest increase being offered for consideration is without question a prudent and timely adjustment – fair to both the Town and the entities serviced by the system, especially in light of the inflationary climate that is present throughout nearly all sectors of the economy.

#### **Article 14: BOH request to amend Personnel Board Wage and Salary Schedule in relation to the Health Agent Salary**

To see if the Town will vote to amend the Town By-Laws, Section 10, Salary Administration Plan, Article III, Section 10.5(g), Schedule B, by:

Providing a salary scale of \$72,000 to \$76,000 in the Salary or Hourly Rate of the following positions for FY24, effective 7/1/23 Health Agent or take any other action thereto?

Submitted by the Board of Health

Finance Committee to present recommendation at Town Meeting: 7-0-0

Funding Source: FY2024 Budget Currently Approved for \$72,000.

***Motion: I move that the Town vote to amend the Town By-Laws, Section 10, Salary Administration Plan, Article III, Section 10.5 (g) Schedule B Providing a salary scale of \$72,000 to \$76,000 in the Salary or Hourly Rate of the following positions for FY24, effective 7/1/23 Health Agent .***

## **Article 15: Zoning By-Law as approved by Planning Board**

**Proposal to amend Zoning By-Law, approved by Planning Board 3/28/2023. Pursuant to M.G.L. c. 40A, § 5, on the following article being presented at town meeting 6/5/2023.**

### **Add to Section 3.0 Use Regulations a new section 3.2.4**

#### **PERMITTED ACCESSORY USES IN RESIDENTIAL AREAS:**

1. There shall be permitted as accessory uses a garage for not more than three (3) cars, a shed, pool house, and a swimming pool. Any other structures may be authorized by the Zoning Board of Appeals.
2. It shall be permitted for a household to park on its driveway, one registered motor vehicle per household, plus one registered vehicle per household resident having a valid driver's license. Each vehicle shall be 12,000 pounds gross vehicle weight.
3. The outdoor storage of one unregistered motor vehicle (not defined as junk) parked on its driveway for a period of 90 days.
4. It shall be permitted to store the following items registered to said address of the site of which it is being stored. One each camper/mobile home, one boat/water craft, and one trailer.

### **Add to Section 3.0 Use Regulations a new section 3.2.5**

#### **USES NOT CONSIDERED ACCESSORY USES IN RESIDENTIAL DISTRICTS (NOT ALLOWED)**

1. The parking or storage of more than one commercial motor vehicle registered or unregistered
2. The placement of storage containers for a time longer than 90 days with a Building Permit. **(No grandfathering allowed, must comply within 90 days of receiving notice to correct)**
3. The outdoor storage of motor vehicle parts or bodies
4. The outdoor storage of "JUNK" as defined

### **Add to section 4.0 Dimensional Regulations a new Section 4.1.3**

1. Pools will maintain a side and rear line setback of 10 feet
2. Sheds up to 200 square feet will maintain a side and rear setback of 5 feet
3. Sheds or garages over 200 square feet and or have a second story above will maintain a side and rear setback of 10 feet.

**Add to Section 4.0 Dimensional Regulations a new Section 4.1.4**

**FRONT YARD REQUIREMENTS:**

1. No area, other than driveways, required for front yards shall be used for the parking/storage of motor vehicles, camper/motor home, boat/water craft, or recreational trailer or vehicle
2. No accessory structure may be constructed, placed or installed in the front yard without being authorized by the Zoning Board of Appeals.
3. No fencing or greenery in heights exceeding 36 inches shall be erected within 12 feet of the front lot line (**site line visibility**).
4. Corner Lots- measurements from the outbound corner of the property 25 feet along each street lines, connecting all points into triangle. No fencing or greenery in heights exceeding 36 inches shall be placed in this area (**site line visibility**).

**Add to Section 11.0 DEFINITIONS:**

**LOT COVERAGE BY BUILDING:**

Maximum % of lot coverage by the main building/structure

**TOTAL LOT COVERAGE:**

Maximum % of lot coverage by all structures and impervious surfaces (add column to table 4.1.2 dimensional requirements)

**JUNK:**

Any old, secondhand, previously used, discarded or scrapped metals, bottles, glassware, paper bags, rubber goods, plumbing, heating and electrical equipment, fixtures and appliances, building materials, whole motor vehicles which are unregistered or if registered, no longer fit for reconditioning for use in highway transportation, or motor or other vehicles which are wholly or partly dismantled or used parts or scraps therefrom or other old, secondhand, used, discarded scrapped material commonly called “junk salvage materials”

**Delete existing definition and add the following:**

**JUNKYARD:**

The use of more than 100 square feet of area of any lot, whether inside or outside of a building, being used for the storage or keeping of junk.

**DRIVEWAY:**

An improved surface such as concrete, tar, crushed stone, or pavers which provides access and egress for vehicles to a parking area, garage, dwelling or other structure. Said driveway shall not be installed in front of the residential dwelling unit unless it is in front of a garage. Driveways in Residential Areas may not be allowed to be wider than 24 feet.

Submitted by the Planning Board

Finance Committee to present recommendation at Town Meeting: 7-0-0  
Funding Source: N/A

***Motion: I move to amend the Zoning By-Law as printed in the Warrant.***

***\*\*\*Remainder of page intentionally left blank\*\*\****

**Article 16: Citizens Petition – “Citizen-Police Education Program” as defined on the following pages:**

Date received in the Select Board's Office

Date received in the Town Clerk's Office

APR 11 PM 4:06 '08

TOWN CLERK

## PETITIONERS ARTICLE FOR HOLBROOK TOWN MEETING

We, the undersigned registered voters of the Town of Holbrook, hereby petition the Select Board pursuant to MGL Ch. 39, § 10 to insert the following article into the Warrant for the: (check one)

☒ Annual Town Meeting

☐ Special Town Meeting

☐ or to call a Special Town Meeting which would include this petition article

To see if the Town will vote to amend the code of the Town by adding the proposed, "**Citizen-Police Education Program**" in order to improve and well maintain relations between citizens and police, fire and other emergency personnel and through effective education make all such interactions safer, more effective and less stressful, or take any other action relative thereto:

, or take any other action relating thereto.

Submitted by Petition

### Explanation:

The purpose and intent of this By-law is to facilitate a better relationship between town residents and our valued police and fire officials. In order to make residents' interaction with such town officials smoother, safer and less stressful for all involved, the town of Holbrook, MA shall:

1. commission and run a minimum of 1 class per year for high school students and one class for adult residents to educate them concerning their rights and responsibilities when interacting with police, fire and other emergency personnel in their official capacity. This class shall be mandatory for all high school students unless such mandatory requirement be prohibited by the laws of the Commonwealth of Massachusetts. See attached for full article

#	Print Name Legibly	Signature	Print Street Address
1	LENNY PETITPAS	<i>Lenny Petitpas</i>	44 KING RD HOLBROOK ✓
2	KRESTA HENRY	<i>Kresta Henry</i>	45 KING RD HOLBROOK ✓
3	GEOFF HENRY	<i>Geoff Henry</i>	45 KING RD HOLBROOK ✓
4	Charles Colizot	<i>Charles Colizot</i>	32 Morgan Rd Holbrook ✓
5	Diane Botelho	<i>Diane Botelho</i>	33 Morgan Rd. Holbrook ✓
6	Steve Botelho	<i>Steve Botelho</i>	33 Morgan Rd Holbrook ✓
7	ADRIAN AMORIM	<i>Adrian Amorim</i>	32 MORGAN HOLBROOK N
8	JEN DONOVAN	<i>Jen Donovan</i>	39 MORGAN HICKOCK RD ✓
9	Robert Pakauskas	<i>Robert Pakauskas</i>	42 Morgan RD ✓
10	Anthony Capobianco	<i>Anthony Capobianco</i>	43 Morgan RD ✓
11	Daniel DeCruz	<i>Daniel DeCruz</i>	42 Fern Road ✓
12	Delfina Flite	<i>Delfina Flite</i>	16 Fern Road ✓
13	SWAN DUGGAN	<i>Swan Duggan</i>	21 Fern Rd ✓

14	Patrick Dugan	<del>Patrick Dugan</del>	2 Fern Rd Holbrook MA	✓
15	Robert Mathews	Robert J. Mathews	5 Fern Rd Holbrook, MA	✓
16	Diane Hurlbauss	Diane Hurlbauss	21 S-Shore Rd.	✓
17	Susan Gimmo	Dumas	25 S. Shore Rd.	✓
18	DIAMANTINA SEARS	<del>DIAMANTINA SEARS</del>	29 South Rd	W
19	Reddy Louasigi	<del>Reddy Louasigi</del>	31 SOUTH SHORE RD.	✓
20	Margaret Feely	Margaret Feely	26 S. Shore Rd.	✓
21	Bernadette Hill	Bernadette Hill	33 S. Shore Rd	✓
22	Gloria Pryce	Gloria P. Pryce	35 South shore Rd	✓
23	John M. Pios	John M. Pios	30 South Shore Rd	✓
24	Camara Smith	Cam S. Smith	34 S. Shore Rd., Holbrook, MA	✓
25	Randy Lebrun	Randy Lebrun	36 S Shore Rd Holbrook, MA	✓
26	Donna M. Brison	Donna M. Brison	36 S Shore Rd Holbrook	✓
27	Teressa Magister	Teressa Magister	41 So. Shore Rd. Holbrook	✓
28	Ashley Sanford	Ashley Sanford	3 Holly Rd	✓
29	Alisha Sanford	Alisha Sanford	3 Holly Rd	✓
30	Kevin Tynan	Kevin Tynan	8 Holly rd	S
31	SEETE CUNYAN	SEETE CUNYAN	18 Holly Rd	✓
32	Nancy Wilson	Nancy Wilson	20 Holly Rd	✓
33	Reinald Kik	Reinald Kik	20 Holly Rd	✓
34	Joe Vazquez	Joe Vazquez	15 Holly RD	✓
35	Deek Laddes	Deek Laddes	52 S Shore rd	✓
36	Margaret Collins	Margaret Collins	52 South Shore Rd.	✓
37	PHILIP HARGROVE	Philip Hargrove	4 SUMMIT RS	✓
38	Benjamin Wells	Benjamin Wells	17 Holly rd	✓
39	Cherka Hiss	Cherka Hiss	1 Fern Rd Holbrook MA 01933	✓

For Office Use Only

I hereby certify that the above Thirty Six (36) names are those of registered voters in the Town of Holbrook.

Number of names - use words and numbers

Date: April 11, 2023

Jeanmarie Tavares  
Town Clerk

## **Citizen-Police Education Program**

### **Purpose and Intent**

The purpose and intent of this By-law is to facilitate a better relationship between town residents and our valued police and fire officials. In order to make residents' interaction with such town officials smoother, safer and less stressful for all involved, the town of Holbrook, MA shall:

1. commission and run a minimum of 1 class per year for high school students to educate them concerning their right and responsibilities when interacting with police, fire and other emergency personnel in their official capacity. This class shall be mandatory for all high school students unless such mandatory requirement be prohibited by the laws of the Commonwealth of Massachusetts.
2. commission and run a minimum of 1 class per year open to all residents of the town to educate them concerning their right and responsibilities when interacting with police, fire and other emergency personnel in their official capacity.

### **Selection of class teacher(s)**

The Select Board shall choose and appoint 1 or more persons to teach said classes and said Person(s), if not an attorney licensed by the Commonwealth of Massachusetts, shall be approved by town counsel, or an attorney licensed by the Commonwealth of Massachusetts and chosen by Select Board, as competent to teach said subject. The curriculum of said classes shall be reviewed and approved by said attorney.

### **By-law Funding**

The town shall raise and appropriate or appropriate from available funds or free cash a sum of money up to \$2,000, as need, and shall set aside said funds annually for the administration of this by-law. Such funds shall be used exclusively for expenses related to administering this by-law and shall not be paid as compensation to any person or organization, other than legal counsel for services rendered, if needed. Said sum shall be increased or decreased each year according to Commonwealth of Massachusetts inflation and deflation indexes?

### **Attendance**

The Town shall make every effort to well-publicize said classes and encourage all residents to attend, enjoy and participate in said classes. Town officials shall strongly encourage police, fire and other emergency personnel to attend at least one such class every two years. Said class shall be mandatory for all new town hires to police, fire and other emergency service positions.



**Article for Town Meeting to Educate Residents Concerning Their Rights and  
Responsibilities When Interacting with Holbrook Police, Fire and other Emergency  
Personnel in Their Official Capacity**

Will the Town amend the code of the Town by adding the proposed, “**Citizen-Police Education Program**” in order to improve and well maintain relations between citizens and police, fire and other emergency personnel and through effective education make all such interactions safer, more effective and less stressful, or take any other action relative thereto?

Submitted by: Citizens Petition

Recommended by the Finance Committee 0-7-0

Funding Source: Required by petition article but actual funding source and amount unknown

Motion as defined in the petition



# Article 17: Citizens Petition – “Right to Farm” as defined on the following pages:

Date received in the Select Board's Office <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Date received in the Town Clerk's Office <div style="border: 1px solid black; padding: 5px; text-align: center;">           TOWN CLERK            APR 11 PM 10:08 '20         </div>
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PETITIONERS ARTICLE FOR HOLBROOK TOWN MEETING

We, the undersigned registered voters of the Town of Holbrook, hereby petition the Select Board pursuant to MGL Ch. 39, § 10 to insert the following article into the Warrant for the:

☒ Annual Town Meeting  
☐ Special Town Meeting  
☐ or to call a Special Town Meeting which would include this petition article

To see if the Town will vote to amend the code of the Town by adding the proposed “TOWN OF HOLBROOK RIGHT TO FARM” by-law that falls under Commonwealth of Massachusetts Article 97 of the Constitution and related statutes under Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1, Chapter 90, Section 9, chapter 111, Section 125A and Chapter 128, Section 1A, or take any other action relative thereto., or take any other action relating thereto.

Submitted by Petition

**Explanation:**  
 The purpose and intent of this By-law is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Holbrook, MA restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution, (“Home Rule Amendment”). This General By-law encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Holbrook, MA. See attached for full article.

#	Print Name Legibly	Signature	Print Street Address
1	GEOFF HENRY		45 KINS RD HOLBROOK MA ✓
2	MESA HENRY		45 KINS RD HOLBROOK MA ✓
3	Charles Coleget		32 Morgan Rd Holbrook ✓
4	ADRIANO B. BORADE		31 NORBROOK RD HOLBROOK MA ✓
5	JEN D'ONOVAN		39 MORGAN RD HOLBROOK ✓
6	Robert Rakauskas		42 Morgan Rd ✓
7	Anthony Cypolicini		43 Morgan Rd ✓
8	Daniel DeGuz		42 Fern Road ✓
9	Duffin, Allen		16 Fern Rd. ✓
10	Susan Duggan		21 Fern Rd ✓
11	Patrick J. Dwyer		21 Fern Rd ✓
12	Debra Pryce		6 Fern Rd ✓
13	Robert Matthews		5 Fern Rd ✓

14	Susan Jensen	<del>of</del> <del>Lane</del>	58 East Shore Rd	✓
15	Frances Carle	<del>Frances Lamb</del>	24 Arbor Rd	✓
16	Diane Hurlbault	<del>Diane Hurlbault</del>	21 S. Shore Rd.	✓
17	Susan Grimmer	<del>Susan</del>	25 S. Shore Rd.	✓
18	DIAMANTINA SARR	<del>Diamantina</del>	29 South Shore Rd.	✓
19	Teddy Longardi	<del>Teddy</del>	31 SOUTH SHORE RD	✓
20	Margaret Feeley	<del>Margaret Feeley</del>	26 S. Shore Rd.	✓
21	Bernadette Hill	<del>Bernadette Hill</del>	33 S. Shore Rd	✓
22	Gloria Payce	<del>gloria p. Payce</del>	35 South shore Rd.	✓
23	John Mero	<del>John Mero</del>	30 South Shore Rd.	✓
24	Cameron Smith	<del>Cam Smith</del>	34 S. Shore Rd.	✓
25	Lauren Smith	<del>Lauren Smith</del>	34 S. Shore Rd.	✓
26	Rosy Lebrun	<del>Rosy Lebrun</del>	36 S. Shore Rd. Holbrook	✓
27	<del>Diana S. S. S.</del>	<del>Diana S. S. S.</del>	36 S Shore Rd Holbrook	✓
28	Theresa Maguire	<del>Theresa Maguire</del>	41 S. Shore Rd. Holbrook	✓
29	Bill Braden	<del>Bill Braden</del>	46 East & Shore Rd	✓
30	Ashley Sanson	<del>Ashley Sanson</del>	3 Holly Rd.	✓
31	Alison Sanson	<del>Alison Sanson</del>	3 Holly Rd.	✓
32	Kevin Tymon	<del>Kevin Tymon</del>	8 Holly rd	S
33	LETITIA LEMAY	<del>Letitia Lemay</del>	15 Holly Rd	✓
34	Derek Ladderbush	<del>Derek</del>	52 S Shore Rd	✓
35	Margaret Collins	<del>Margaret</del>	52 South Shore Rd.	✓
36	Benjamin Wells	<del>Benjamin</del>	17 Holly Rd	✓
37	Chadley	<del>Chadley</del>	1 New Rd Holbrook	✓
38	Angela O'Leary	<del>Angela O'Leary</del>	63 West Shore	✓
39	Andreia Alvarado	<del>Andreia Alvarado</del>	51W SHORE Rd	N
40	Ellen Muly	<del>Ellen Muly</del>	47 West Shore Rd	✓

For Office Use Only

I hereby certify that the above Twelve (12) names are those of registered voters in the Town of Holbrook.  
Number of names: use words and numbers

Date: April 11, 2023

Janmarie Tannen  
Town Clerk

## **TOWN OF HOLBROOK RIGHT TO FARM BY-LAW**

### **Section 1 Legislative Purpose and Intent**

The purpose and intent of this By-law is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Holbrook, MA restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution, ("Home Rule Amendment").

This General By-law encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Holbrook, MA by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This By-law shall apply to all jurisdictional areas within the Town.

### **Section 2 Definitions**

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the purpose of commercial or family agriculture, or accessory thereto.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- raising of livestock including but not limited to horses, cattle, sheep, goats, but excluding pigs and hogs;
- keeping of horses as a commercial enterprise; and
- keeping and raising of poultry, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees and fur-bearing animals.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- application of manure, fertilizers and natural and organic pesticides;
- conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;

- processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and
- on-farm relocation of earth and the clearing of ground for farming operations.
- "Commercial agriculture" shall be defined as any agricultural activity that produces income greater than \$1 per year for persons operating such activity.

### **Section 3 Right To Farm Declaration**

The Right to Farm is hereby recognized to exist within the Town of Holbrook, MA. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that whatever impact may be caused to others through the normal practice of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this By-law are intended to apply exclusively to those commercial agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices. Moreover, nothing in this Right To Farm By-law shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law. No person shall be prohibited from exercising the rights enumerated herein because of their lot location, size or dimension if their lot size is greater than or equal to 1/10<sup>th</sup> (one tenth) of one acre and said activity is positioned at a distance from abutting lots not owned by said person greater than 10' (ten feet).

### **Section 4 Disclosure Notification**

Not later than 21 days after the purchase and sale contract is entered into, or prior to the sale or exchange of real property if no purchase and sale agreement exists, for the purchase or exchange of real property, or prior to the acquisition of a leasehold interest or other possessory interest in real property, located in the Town of Holbrook, MA the landowner shall present the buyer or occupant with a disclosure notification which states the following:

"It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the location of property within the Town may be impacted by commercial agricultural operations including the ability



to access water services for such property under certain circumstances.”

A copy of the disclosure notification shall be given on a form prepared by the Town and shall be signed by the landowner prior to the sale, purchase, exchange or occupancy of such real property. A copy of the disclosure notification must be filed with the Board of Selectmen or its designee prior to the sale, purchase, exchange or occupancy of such real property. In addition to the above, a copy of this disclosure notification shall be provided by the Town to landowners each fiscal year by mail.

A violation of Section 4 shall be subject to a fine of \$300 and shall be enforced by the Board of Selectmen or its designee. The Town is authorized to enforce Section 4 under the non-criminal disposition provision of G.L. c. 40, § 21D.

#### **Section 5 Resolution of Disputes**

The town shall create, if deemed appropriate by the Select Board, an Agricultural Commission which shall be made up entirely of volunteer town residents plus one member of the town administration, which person shall be determined by the Select Board. This commission shall have a minimum of 5 members and not more than 9 members. This Agricultural Commission shall be empowered to resolve disputes related to agriculture according to the laws of the Commonwealth of Massachusetts, the ordinances of the town and federal laws and regulations. Decisions by the Agricultural Commission may be appealed to the Select Board whose decision shall be final barring an order to the contrary by a court or other state or federal authority having such power by law to countermand such decision.

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Select Board, the Zoning Enforcement Officer, or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Zoning Enforcement Officer or Select Board may forward a copy of the grievance to the Agricultural Commission or its agent, And the Agricultural Commission shall review and facilitate the resolution of the grievance and report its decision(s) to the referring Select Board within an agreed upon time frame.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon time frame.

#### **Section 6 Severability Clause**

If any part of this By-law is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this By-law. The Town of Holbrook, MA hereby declares the provisions of this By-law to be severable.

### **Responsibilities of farm operators**

Farm operators shall agree to and shall maintain the following practices:

1. Owners shall maintain reasonable efforts to:
  - a. Keep odors low
  - b. Keep feed out of reach of rats and mice
  - c. Keep livestock buildings and grounds clean and disease free
  - d. Keep noise to a minimum
2. No roosters shall be allowed in lots under 5 acres and/or within 200 feet of neighbors without neighbors' written consent
3. Pigs shall not be allowed.

### **Additional Actions**

**The town shall set aside a portion of town property sufficient to enable and allow residents to keep, manage, work and hold for use a community garden and a community farm for keeping privately owned livestock and shall utilizes funds from the allocation for this by-law to maintain said land and structures sufficiently to maintain safety and relative functionality.**

### **By-Law Funding**

The town shall raise and appropriate or appropriate from available funds or free cash a sum of money, as need to, and shall set aside \$4,000 per year for the administration of this by-law. Such funds shall be used exclusively for expenses related to administering this by-law and shall not be paid as compensation to any person or organization, other than legal counsel for services rendered, if needed. Said sum shall be increased or decreased each year according to Commonwealth of Massachusetts inflation and deflation indexes?

Submitted by: Citizens Petition

Funding Source: Required by petition article but actual funding source and amount unknown

Finance Committee to present recommendation at Town Meeting: 7-0-0

Motion to be provided by Petitioner

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Monday, June 5, 2023

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And you are hereby directed to serve this warrant by posting attested copies thereof at three (3) public places in said Town, at least seven (7) days prior to the day of the actual meeting.

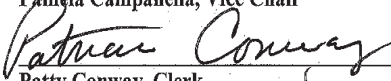
Hereof fail not, and have you there this warrant with your doings thereto?

Given under our hands this 10<sup>th</sup> day of May in the year 2023.


**SUBMITTED BY: HOLBROOK SELECT BOARD**

  
Katie Goldrick, Chair

  
Pamela Campanella, Vice Chair

  
Patty Conway, Clerk

  
David Reilly, Select Board Member

  
William Watkins, Select Board Member

Pursuant to the foregoing warrant, I the undersigned, one of the Constables of the Town of Holbrook, have notified and warned the inhabitants of the Town qualified to vote in Town affairs, to meet at the time and place for the purpose of aforesaid by posting attested copies thereof at three public places in said Town seven days at least before the day of said meeting.

Ralph J. Colarusso  
Constable

**RETURN OF SERVICE**

This is to certify that I have this 16<sup>th</sup> day of May 2023, posted this warrant in each of the three public places in the Town of Holbrook

ATTEST:  
CONSTABLE 

Town of Holbrook  
50 North Franklin Street  
Holbrook, MA 02343

Town Meeting will be held on  
Monday, June 5, 2023  
Beginning at 7:15 p.m. in the  
Holbrook Middle High School Auditorium