

**TOWN CLERK'S MINUTES**  
**ANNUAL TOWN MEETING**  
**June 24, 2020**

Pursuant to the Annual Town Meeting Warrant posted May 28, 2020, after a reduction of the quorum to 100 members declared by the Board of Selectmen due to the Covid 19 virus with a quorum of 133 Town Meeting Members declared present by the Town Clerk Jeanmarie Tarara, Moderator James J. Curran, Jr., called the Annual Town Meeting to order at 7:18 p.m. on Wednesday, June 24, 2020, in the Holbrook Jr./Sr. High School Parking lot.

The meeting was opened with the pledge of allegiance to the flag. Rev. Shawn Keener of the Brookville Baptist Church gave the invocation.

A moment of silence was offered in remembrance of all the citizens that have lost their lives due to the Covid 19 Virus Epidemic.

Congressman Stephen Lynch was present to greet the Town Meeting Members and attended the meeting.

The Moderator acknowledged the Town Meeting Checkers and Tellers, Debora Hoyte, Pamela Solis, Barbara Rookard, Ted Sargent, Linda LaPonta and Jennifer Reilly, also Zachary Gorman, Jenna Gagne, Dylan Carroll Brown, and Caleb Tobin of H Cam who were responsible for filming the meeting.

There was a vote to allow the following non-resident to speak if necessary Acting Town Administrator James O'Mara, Police Chief William Smith., Beth Moseley, Town Accountant, Eric Erskine, Building Inspector, Stephan Hooke, Communications Director, Board of Health Agent, Abbey Myers, Librarian, Donald Colon, Assessor, Patrick Haring, Julie Hamilton, Superintendent of Schools, Trish Logo, School Business Administrator, and Town Counsel David A. DeLuca.

The duly elected Town Meeting Members proceeded as follows:

**ARTICLE Town Budget**

Upon motion duly made and seconded, it was unanimously  
**VOTED:** To accept the Town Budget as follows:

Upon motion duly made and seconded, it was unanimously  
**VOTED:** That the Town raise and appropriate, or transfer from available funds the sum of \$42,345,872 to defray the expense of the Holbrook operating budget as further printed below.

Raise through taxation and other sources	<b>\$39,861,845</b>
Transfer from available Funds	
Fire Alarm Receipts Reserve for Appropriation	10,960
Ambulance Receipts Reserve for Appropriation	857,207
Compensated Absences Fund	70,789
Water Operations (indirect)	713,607
Sewer Operations (indirect)	353,643
Solid Waste Operations (indirect)	123,821
FY 19 Certified Free Cash	<u>354,000</u>

**TOTAL** **42,345,872**

**General Government**

122 Selectmen 12,000  
123 Town Administrator  
Salaries 263,817  
Expenses 500

**TOTAL** **264,317**

151 Legal/Professional/Technical Services  
Expenses 150,000

152 Human Resources  
Salaries 76,764  
Expenses 5,000

**TOTAL** **81,764**

161 Town Clerk  
Town Clerk Salary 76,720  
Salaries 52,939  
Expenses 6,170

**TOTAL** **135,829**

162 Elections  
Expenses 13,000  
Salaries 32,000

**TOTAL** **45,000**

163 Registrars  
Expenses 5,800  
Salaries 1,400

**TOTAL** **7,200**

**GENERAL GOVERNMENT TOTAL** **696,110**

**FINANCIAL SERVICES**

131 Finance Committee  
Expenses 600

132 Reserve  
Expenses 300,000

135 Town Accountant  
Salaries 162,476  
Expenses 47,646

**TOTAL** **210,122**

141 Assessor  
Salaries 185,168  
Expenses 37,680

**TOTAL** **222,848**

145 Treasurer/Collector  
Treasurer's Salary 76,721  
Salaries 143,392  
Expenses 128,599

	<b>TOTAL</b>	<b>348,712</b>
	<b>FINANCIAL TOTAL</b>	<b>1,082,282</b>
	<b>PUBLIC SAFETY</b>	
	<b>Safety Building</b>	
200	Salaries	22,043
	Expenses	188,423
	<b>TOTAL</b>	<b>210,466</b>
210	Police Department	
	Salaries	2,659,273
	Expenses	210,500
	<b>TOTAL</b>	<b>2,869,773</b>
220	Fire Department	
	Salaries	2,353,582
	Expenses	108,853
	<b>TOTAL</b>	<b>2,462,435</b>
225	Dispatch	
	Salaries	969,990
	Expenses	80,000
	<b>TOTAL</b>	<b>1,049,990</b>
230	EMT	
	Salaries	233,062
	Expenses	103,278
	<b>TOTAL</b>	<b>336,340</b>
<b>291</b>	<b>EMERGENCY MANAGEMENT</b>	
	Expenses	3,000
292	Animal Control	
	Salaries	44,094
	Expenses	14,900
	<b>TOTAL</b>	<b>58,994</b>
	<b>PUBLIC SAFETY TOTAL</b>	<b>6,990,998</b>
	<b>INSPECTIONAL SERVICES</b>	
244	Weights & Measures	
	Salaries	
	Expenses	
	<b>TOTAL</b>	
240	INSPECTIONAL SERVICES	
	Salaries	292,915
	Expenses	63,420
	<b>TOTAL</b>	<b>356,335</b>
	<b>INSPECTIONAL TOTAL</b>	<b>356,335</b>
	<b>EDUCATION</b>	
300	SCHOOL	
	Blue Hills	1,758,490
	Norfolk Aggie	12,000
	<b>TOTAL</b>	<b>1,770,490</b>
301	Holbrook Public Schools	14,631,437

371	Transportation	1,365,800
<b>EDUCATION TOTAL</b>		<b>17,767,727</b>
400 PUBLIC WORKS		
	Salaries	991,892
	Expenses	437,500
	<b>TOTAL</b>	<b>1,429,392</b>
422	Construction & Maintenance	
	Roads & Sidewalks	40,000
423	Snow & Ice	150,000
424	Street Lighting	80,000
<b>PWD TOTAL</b>		<b>1,699,392</b>
<b>PUBLIC SERVICES</b>		
294 Forest Committee		
	Expenses	1,000
541	Council on Aging	
	Salaries	92,952
	Expenses	20,500
	<b>TOTAL</b>	<b>113,452</b>
543	Veteran's Services	
	Salaries	10,195
	Expenses	61,500
	<b>TOTAL</b>	<b>71,695</b>
610	Public Library	
	Salaries	356,055
	Expenses	141,004
	<b>TOTAL</b>	<b>497,059</b>
691	Historical Commission	
	Expenses	100
<b>PUBLIC SER. TOTAL</b>		<b>683,306</b>
<b>DEBT Debt Outside Prop. 2 ½</b>		
710	Maturing Debt	3,012,154
751	Interest	1,339,572
751	Debt Admin.	15,000
	<b>TOTAL</b>	<b>4,366,726</b>
<b>752 TEMPORARY LOANS</b>		
	Paydowns	
	Interest	31,503
<b>DEBT TOTAL</b>		<b>4,398,229</b>
<b>Employee/Retiree Benefits</b>		
911	Employee Benefits	
	Medicare	300,000
	Pensions	2,291,969
	<b>TOTAL</b>	<b>2,591,969</b>
914	Health Insurance	5,206,130
915	Emp.Life Insurance	22,000
916	Dental Insurance	30,000

<b>TOTAL</b>	<b>7,850,099</b>
<b>Other Insurance</b>	
913 Unemployment Ins.	100,000
945 Other Insurance	
General Ins.	499,750
Transfer to OJ Fund	20,000
Worker's Comp	201,644
<b>TOTAL</b>	<b>721,394</b>
<b>Other/Insurance TOTAL</b>	<b>821,394</b>
<b>GRAND TOTAL</b>	<b>42,345,872</b>
<b>PEG Enterprise Fund</b>	
Direct Cost	245,000
<b>TOTAL</b>	<b>245,000</b>

**Motion: That the following sums be appropriated for the PEG Access Enterprise: Direct Expenses of \$245,000 and that the \$245,000 be raised from the PEG Access Enterprise revenues.**

#### **SEWER ENTERPRISE FUND**

##### **Direct Costs**

MWRA Assessment	1,816,238
Reserve Fund	100,000
Other Expenses	106,000
<b>Subtotal</b>	<b>2,022,238</b>

##### **Indirect Costs**

Selectmen	576
Town Administrator	12,687
Human Resources	3,925
Accountant	10,954
Assessor	10,697
Treasurer/Collector	35,096
Public Works	149,785
Health/Dental Insurance	46,578
Medicare	2,646
Worker's Comp	7,757
Other Ins.	32,749
Unemployment	-
Pensions	40,000
Life	193
<b>Subtotal</b>	<b>353,643</b>
<b>TOTAL</b>	<b>2,375,881</b>

Upon Motion made and seconded, it was

**VOTED:** That the following sums be appropriated for the Sewer Enterprise: Direct Expenses of \$2,022,238 and that the \$2,022,238 be raised from the Sewer Enterprise revenues and that \$353,643 to be appropriated in the General Fund Operating Budget and allocated to the Sewer Enterprise for funding via revenues.

## **WATER ENTERPRISE FUND**

### **Direct Costs**

Joint Water	1,100,000
Joint Water Reserve Fund	100,000
Tri-Town	30,000
Water Reserve	50,000
Non 2 ½ Debt	1,278,367
Other Expenses	105,000
<b>Subtotal</b>	<b>2,663,367</b>

### **Indirect Costs**

Selectmen	456
Town Administrator	10,044
Human Resources	3,107
Accountant	11,164
Assessor	8,468
Treasurer/Collector	32,968
Public Works	215,738
Health/Dental Insurance	72,326
Medicare	3,384
Worker's Comp	9,920
Other Ins.	40,956
Pensions	51,155
Life	287
Unemployment	-
Joint Water indirect	253,634
<b>Subtotal</b>	<b>713,607</b>

**TOTAL** **3,376,974**

Upon Motion made and seconded, it was

**VOTED:** That the following sums to be appropriated for the Water Enterprise: Direct Expenses of \$2,663,367 and that the \$2,663,367 be raised from water enterprise revenues, joint water receipts and \$145,000 of FY19 water certified retained earnings; and that the \$713,607 be appropriated in the general fund operating budget and allocated to the water enterprise for funding via raised revenues.

## **SOLID WASTE ENTERPRISE FUND**

### **Direct Costs**

Contract/Other	564,000
Extra Unforeseen	15,000
<b>Subtotal</b>	<b>579,000</b>

### **Indirect Costs**

Selectmen	168
Town Administrator	3,700
Human Resource	1,145
Accountant	2,784
Assessor	-

Treasurer/Collector	30,997
Public Works	43,116
Health/Dental Insurance	19,543
Medicare	909
Worker's Comp	2,665
Other Ins.	4,972
Pensions	13,742
Life	80
Unemployment	-
<b>Subtotal</b>	<b>123,821</b>
<b>TOTAL</b>	<b>702,821</b>

Upon Motion made and seconded, it was

**VOTED:** That the following sums be appropriated for the Solid Waste Enterprise: Direct Expenses of \$579,000 and that the \$579,000 be raised from the Solid Waste Enterprise revenues; and that \$123,821 be appropriated in the General Fund Operating Budget and allocated to the Solid Waste Enterprise for funding via revenues.

**ARTICLE 2            Lake Holbrook Dam Repairs**

Upon motion duly made and seconded, it was with 2 opposed

**VOTED:** That the Town appropriates \$1,800,000 to pay costs of making repairs to the Lake Holbrook dam, including the payment of costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §8(24), or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. The total amount authorized to be borrowed pursuant to this vote shall be reduced to the extent of all grants received by the Town from The Commonwealth of Massachusetts' Executive Office of Energy and Environmental Affairs on account of this project prior to the issuance of any long term bonds for such project.

**ARTICLE 3            Capital Improvements**

Upon motion duly made and seconded, it was unanimously

**VOTED:** That the Town transfer the sum of Fifty-Eight Thousand Nine Hundred Five Dollars and zero cents (\$58,905.00) from Ambulance Receipt Reserve for Appropriation (RRFA) 26-230-2660-5963, and Two Hundred Seventeen Thousand Forty-Three Dollars and zero cents (\$217,043.00) from Capital Stabilization 20-123-2020-5963, for a total sum of Two Hundred Seventy-Five Thousand Nine Hundred Forty-Eight Dollars and zero cents (\$275,948.00) to be deposited in the Capital Improvements Fund, and that the Town approve the purchase and/or lease/purchase of capital items, totaling Four Hundred Ten Thousand Nine Hundred Forty-Eight

Dollars and zero cents (\$410,948.00), as recommended in the FY21Capital Improvement Planning Committee Report.

**ARTICLE 4            Citizens Petition – Change from Representative to Open Town Meeting**

Upon motion duly made and seconded, with 62 against and 44 for it was not  
**VOTED:** That the Town Board of Selectmen petition the General Court for an open Town Meeting form of Government Act, as provided by MGL , placing the following question on the ballot for voter acceptance: “Shall the Town of Holbrook adopt an Open Town Meeting form of government as provided by MGL and set the quorum for Town Meeting at 100?”

Upon motion duly made and seconded, it was unanimously  
**VOTED:** That the Town dissolve the Annual Town Meeting at 8:19 pm

**A true copy, Attest:**

**Jeanmarie Tarara  
Holbrook Town Clerk**