

Holden, Massachusetts 2017 Annual Town Report



YEAR ENDING DECEMBER 31, 2017

TOWN REPORT DEDICATION

Brian R. Forts, Esq.



Born in Newark, New Jersey on April 10, 1952, Brian graduated from The College of the Holy Cross in 1974 with a BA in Political Science, and Syracuse University Law School in 1977 with a Doctor Jurisprudence Degree. While at Holy Cross, Brian played varsity lacrosse, served as chairman of the Political Science Advisory Committee, Resident Advisor in his dorm, and served on the Student Government Council. For the last 10 years he served as Chairman of his graduating class. A longtime season ticket holder for football and basketball, Brian was an avid Holy Cross fan who bled purple.

While at law school, Brian won the International Trial Lawyers Award, President of Phi Delta Phi Fraternity, Moot Court Board which he ran his senior year, moving back to Massachusetts in 1977 after passing the Massachusetts Bar Exam. Brian, with his law partner, Dave Bennett, formed the law firm of Bennett and Forts, where Brian practiced law for the rest of his life.

Brian selflessly volunteered his time at Rainbow Child Development Center in Worcester where he served 19 years on its Board of Directors, the last 18 years as chairman. He was recognized for his dedication and contributions to the center and received the Child Advocacy Award. This annual award is now given by the center in Brian's name. He was a Trustee and Director of the Seven Hills Foundation.

Rotary International was near and dear to Brian's heart. He was a senior member of the Wachusett Area Rotary Club for 37 years and served in every leadership position available. He was a resolute supporter of the mission of The Rotary Foundation in the fulfillment of the Object of Rotary to achieve world peace and understanding through local, national, and international humanitarian, educational and cultural projects supported by The Rotary Foundation. While he will not be with us to celebrate Rotary's long-standing goal to eliminate polio in the world, Brian was recently recognized by the Wachusett Area Rotary Club with a Level 5 Paul Harris Fellow for his many contributions to The Rotary Foundation. His life was a model of Service Above Self.

Brian was also a longtime active member of the Holden Business Association, now the Wachusett Area Chamber of Commerce, serving on its board for numerous years and as President in 1993-1994. He received the Chamber's Business Leadership Award. Brian was a member of both the Worcester County Bar Association Committee, American Bar Association, Mass. Bar Association, Mass. Trial Lawyers' Association and Real Estate Bar Association.

As a community volunteer in Holden, Brian served as Chairman of the Holden School Committee, Chairman of the Economic Development Commission, Chairman of the Light Department Building Committee, Trustee of The Infrastructure Investment Trust Fund, member of the Public Safety Building Committee, member of the Town of Holden Republican Committee and was a Corporator at Bay State Savings Bank in Worcester.

Brian Forts, 65, passed away on Sunday, November 12, 2017. The Town of Holden's Annual Report is dedicated to him.

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OUR LEGISLATORS

UNITED STATES SENATORS

The Honorable Elizabeth A. Warren (D)

Washington Office

317 Hart Senate Office Building
2 Russell Courtyard
Washington, DC 20510

(202) 224-4543

Boston Office

2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203

(617) 565-3170

The Honorable Edward J. Markey (D)

Washington Office

255 Dirksen Senate Office Building
Washington, DC 20510

(202) 224-2742

Boston Office

975 JFK Federal Building
15 New Sudbury Street
Boston, MA 02201

(617) 565-8519

REPRESENTATIVE IN CONGRESS – THIRD DISTRICT

The Honorable James P. McGovern (D)

438 Cannon House Office Building
Washington, DC 20515

(202) 225-6101

12 East Worcester Street, Suite 1
Worcester, MA 01604

(508) 831-7356

STATE SENATOR – FIRST WORCESTER DISTRICT

The Honorable Harriette L. Chandler (D)

State House, 24 Beacon St., Room 333, Boston, MA 02133
Harriette.Chandler@masenate.gov

(617) 722-1544

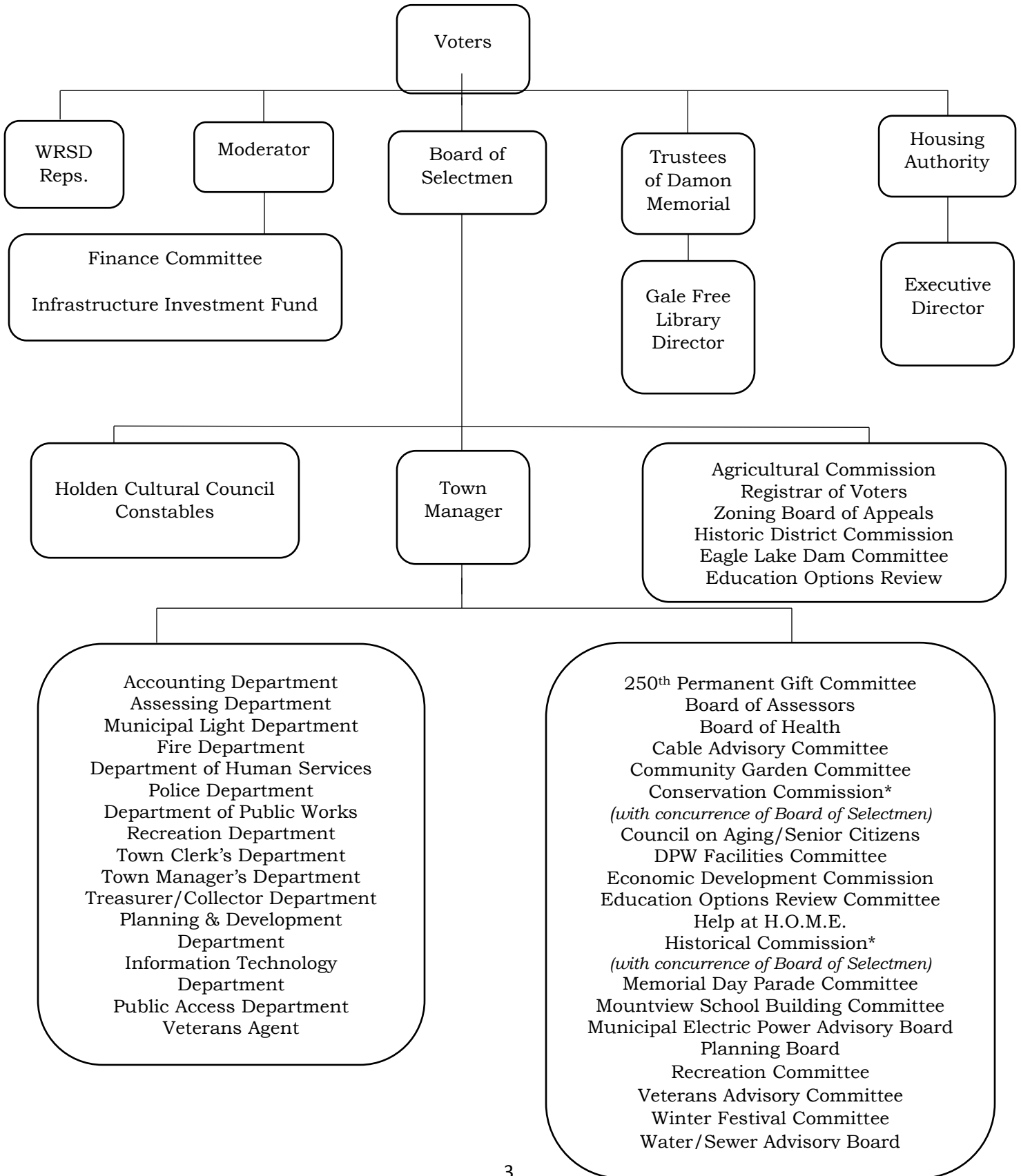
STATE REPRESENTATIVE – FIRST WORCETER DISTRICT

The Honorable Kimberly N. Ferguson (R)

State House, 24 Beacon St., Room 473B, Boston, MA 02133
Kimberly.Ferguson@mahouse.gov

(617) 722-2263

TOWN OF HOLDEN ORGANIZATIONAL CHART



REPORT OF THE TOWN CLERK

Dale T. Hickey –Town Clerk
Elizabeth A. Monahan – Assistant Town Clerk
Suzanne M. Lucia – Senior Clerk

Wardens

Beth T. Clay
Nina A. Gibbons
Susan H. Stafford
Renate L. Hillhouse
Cynthia A. Patterson

Election Officers

Kathleen G. Franco Anthony, Pauline A. Brodeur, Karen A. Cavan, Carol A. Coolidge, Mariana G. DePerrio, Faye M. Ellis, Susan E. Enman, Marta C. Ferreira, Nancy R. Fournier, Barbara A. French, Constance J. Hamilton, Robert M. Jacobsen, Jane Ellen Lacroix, Gayle C. Marshall, Janet A. Monroy, Ann A. Scalzulli, Valeda C. Schmucki, Marcia G. Sherbourne, Mary L. Sloan, Cynthia M. Stark, Kathleen E. Welsh, Karen L. Taylor, Karen M. Tremblay.

Election Alternates

Carolyn L. Bourget, Betty J. Carlson, Andrea M. Cordwell, Ronna J. Cuker, Robert L. Davis, Diane Forester, Betty A. Hale, Roberta Hanlon, Richard D. Henderson, David J. Hillhouse, Cheryl A. Jenkins, Faith M. Keskula, Maureen A. Locke, Janice M. MacFarlane, James W. MacFarlane, Ritva S. Makela, Cynthia L. Mason, Susan M. Medine, Dianne Milewski, Michele J. Moran, Jo-Anne M. O'Rourke, Robin R. Owens, Denise M. G. Ross, Asima Silva, June M. Sloan, Cynthia L. Smith, Eugene G. Sullivan, Claude S. Thompson, Albert S. VanDeMark, Lori B. Wagg, Rodney A. White.



Suzanne Lucia (Senior Clerk), Liz Monahan (Assistant Town Clerk), Dale Hickey (Town Clerk)

All the statistics for the Department may be found inside the back cover of this town report.

REPORT OF THE TOWN CLERK BOARDS, COMMITTEES, COMMISSIONS

ELECTED OFFICIALS

MODERATOR

George A. Balko III	2017
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BOARD OF SELECTMEN, LIGHT AND WATER/SEWER COMMISSIONERS

Robert P. Lavigne, Chair	2020
Geraldine A. Herlihy, Vice Chair	2019
Anthony M. Renzoni, Clerk	2018
Timothy C. Ethier	2018
Jeremy W. Kurtz	2019

TRUSTEES OF DAMON MEMORIAL

Stephanie T. Borg, Chair	2020
Nina Mazloff, Vice Chair	2019
Alan N. Degutis, Secretary	2018
Stephanie J. Adams	2020
Richard S. Maurer	2018
Virginia B. Powell-Brasier	2019

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

(Holden's Representation on a 22-member Committee)

Kenneth V. Mills, Chair	2019
Christina M. Smith, Vice Chair	2019
Scott H. Brown	2020
Thomas P. Curran	2019
Michael J. Dennis	2020
Linda M. Long-Bellil	2018
Robert M. McCarthy (resigned Aug. 2017)	2017
Amy M. Michalowski	2018
Asima Silva	2018
Robin VanLiew	2020
Adam C. Young	2018

HOLDEN HOUSING AUTHORITY

Matthew R. Talancy, Chair	2018
Karen O'Connor, Vice Chair	2021
Clare L. Zukowski, Treasurer	2018
Martin E. Gibbons, Secretary	2019
Vacant (State Appointee)	

**APPOINTED BY THE MODERATOR
FINANCE COMMITTEE**

David J. White, Sr., Chair	2019
Alan R. Berg	2019
Paul L. Challenger	2020
Joseph J. Dolak	2019
Marilynn L. Foley	2020
Donald Graves	2020
John R. Lambert	2018
Christopher Lucchesi	2018
Karl K. Makela	2018
William M. Randell Jr. (resigned July 2017)	2017

INFRASTRUCTURE INVESTMENT FUND

Edmond G. Benoit	2018
Alan R. Berg	2018
Paul L. Challenger	2018
John R. Lambert	2018
Karl K. Makela	2018
Dawn E. Michanowicz	2018

APPOINTED BY THE MODERATOR AND THE SELECTMEN

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

(Holden's Representation on a 22-Member Committee)

James W. Cournoyer

APPOINTED BY THE SELECTMEN

TOWN MANAGER

Jacquelyn M. Kelly - Retired March 2017

Peter M. Lukes - Appointed March 2017

AGRICULTURAL COMMISSION

Steven J. D'Aquila, Chair	2018
Eileen T. Charbonneau	2019
Denise M. Cummings (resigned March 2017)	2018
James C. Dunn	2020
Maleah FT Gustafson	2019

CULTURAL COUNCIL

Mary L. Copeland, Chair	2020
Jane Becker	2018
Simon H. Gregory	2017
Jessica Milliken	2020
Nancy S. Rocheleau	2020
Chelsea Taylor	2018
Kathleen E. Welsh	2017

CONSTABLES

Matthew J. Atanian 2019
Daniel B. Gately 2020
Kimberly E. Lynch 2020

HISTORIC DISTRICT COMMISSION

Lawrence T. Kowalczyk, Chair 2018
Susan M. Kowalczyk, Secretary 2019
Joseph Clancy, Jr. 2019
Karen S. Clickner 2019
Nicholas M. Langhart 2017
Lance G. Lazar 2019
Patrick Perkins (resigned December 2017) 2017
Matthew Vajda 2019

BOARD OF REGISTRARS OF VOTERS

Azim S. Rawji 2018
Bonnie M. Prescott 2019
S. Jane Arntz 2020
Dale T. Hickey

ZONING BOARD OF APPEALS

Ronald E. Spakauskas, Chair 2019
Silveo R. Annunziata 2020
Robert A. Butler 2020
James A. Deignan 2018
Roy Fraser, III 2018
Frederick J. Lonardo 2020

APPOINTED BY THE TOWN MANAGER

OPERATING DEPARTMENTS

ACCOUNTANT

Lori A. Rose

BOARD OF ASSESSORS/FENCE VIEWERS

Rosemary Scully, Principal Assessor 2019
James R. Dillon, Assessor 2020
Robert W. Fitzgerald, Assessor 2020

DEPUTY FIRE CHIEF/FIRE PREVENTION

Russell A. Hall

FIRE CHIEF/FOREST WARDEN

John Chandler, III

DIRECTOR OF PLANNING & DEVELOPMENT

Pamela A. Harding
David G. Lindberg, Building Commissioner

LIGHT DEPARTMENT/GENERAL MANAGER

James S. Robinson

POLICE CHIEF

David A. Armstrong

PUBLIC WORKS DIRECTOR

John R. Woodsmall

RECREATION DIRECTOR

Denise M. Morano

SEALER OF WEIGHTS & MEASURES

Edward R. Seidler

TOWN CLERK

Dale T. Hickey

TOWN COUNSEL

Stephen F. Madaus
Demitrios Moschos
(Special – Labor Relations)

TREASURER/COLLECTOR

Sharon A. Lowder

VETERANS AGENT

Karen R. Greenwood-Retired February 2017
Brad Sherblom-Appointed February 2017

BOARDS AND COMMISSIONS

CABLE ADVISORY COMMITTEE

Lawrence D. Popple, Chair	2019
Elizabeth Axelson	2019
Christopher C. Hugo	2018
Henry C. Ouellette	2018
Patricia A. Popple	2019
Louis D. Tilson	2020

CONSERVATION COMMISSION

Robert S. Lowell, Chair	2020
Kenneth T. Strom, Vice Chair	2020
Anthony J. Costello	2018
Matthew J. Kennedy	2018
Michael J. Krikonis	2019
Luke L. Boucher	2020
Michael J. Scott	2020

COUNCIL ON AGING/SENIOR CITIZENS COMMITTEE

Susan H. Sullivan, Chair	2019
Faye M. Ellis	2018
Wayne D. Howard	2018
Eric Johansen	2018
Maureen A. Locke	2018
Richard S. Mansfield, Jr.	2019
Rebecca A. Tornblom	2019

ECONOMIC DEVELOPMENT COMMISSION

Jeremy W. Kurtz, Chair	2019
Robert E. Evans	2017
Ralph J. Spokis	2019
Jennifer J. Stanovich	2019
Peter Lukes (ex-officio)	

BOARD OF HEALTH

Amy E. Kendrick, Chair	2019
Mark R. Johnson (resigned November 2017)	2018
Michael Mazloff	2020

HELP AT H.O.M.E.

Karen A. Halley, Chair (resigned August 2017)	2019
Brian J. Bullock, Chair	2017
Faye M. Ellis	2018
Marty Holman	2018
Susan E. Marsh	2018
James S. Robinson	2019
Joseph G. Sullivan	2019

HISTORICAL COMMISSION

Charles T. Skillings, Chair	2019
James S. Brantl (resigned March 2017)	2019
Steven Cook	2018
Janis Gage	2017
Ida J. Nystrom	2018

MUNICIPAL ELECTRIC POWER ADVISORY BOARD

Scott R. Carlson	2020
Peter Elkas	2020
J. Gary Harrington	2019
Peter S. Liddy (resigned January 2017)	2016
Thomas V. Runstrom	2019
Steven Sendrowski	2020
John D. Shepherd	2020
Joseph G. Sullivan	2018

PLANNING BOARD

John M. Michalak, Chair	2020
Robert V. Ricker, Vice Chair	2018
Tina Stratis, Secretary	2018
Scott R. Carlson	2019
Jeffrey M. Head	2018
Otto R. Lies	2018
William J. Ritter	2017

RECREATION COMMITTEE

Lisa M. Post, Chair	2019
Erin O. Bradbury	2018
Robin H. Grady	2020
Robin Owens	2020
Melissa A. Staiti	2019

250th ANNIVERSARY PERMANENT GIFT COMMITTEE

Marilynn L. Foley, Secretary	Roy Fraser, III
Jane Becker	Emma Riffelmacher

WINTER FESTIVAL COMMITTEE

Beverly Brodack-Harris	2019
Glenn R. Gaudette	2019
Nancy Gaudette	2019
Gregory B. Maiser	2018
Beverly S. Mansfield	2018
Tina Stratis	2019

VETERANS ADVISORY COMMITTEE

Silvio Annunziata	2019
Gary L. Antinarella	2018
Ronald L. Barrus Sr.	2018
Steven Churchill (resigned October 2017)	2019
Gerald D. Dziejma Jr.	2019
Michael J. McManus (resigned April 2017)	2019
Angelica Owanisian	2019
Kurt Owanisian	2020
Anthony M. Renzoni (B.O.S Representative)	2018

APPOINTED BY THE TRUSTEES OF DAMON MEMORIAL

LIBRARY DIRECTOR

Susan M. Scott

APPOINTED BY THE HOLDEN HOUSING AUTHORITY

EXECUTIVE DIRECTOR

Cynthia A. Beard

TEMPORARY STUDY COMMITTEES

MOUNTVIEW SCHOOL BUILDING COMMITTEE

David J. White Sr. (resigned May 2017)	Darryll McCall
Christopher A. Lucchesi	Paul L. Challenger
Robert M. McCarthy	C. Eric Githmark
Margaret J. K. Watson	Jacquelyn M. Kelly (retired March 2017)
Lawrence H. Galkowski	Gary Kaczmarek

275th COMMITTEE

Roy Fraser, III , Co-Chair	2017
Eric J. Johansen, Co-Chair	2017
Lois Johansen	2017
Jeremy W. Kurtz (B.O.S. Representative)	2017
Richard S. Mansfield	2017
Barbara A. Mellor	2017
Denise M. Morano	2017
Farrell J. O'Connor	2017
Debra J. Osipov	2017
Mary J. Parry	2017
Tina Stratis	2017

COMMUNITY GARDEN COMMITTEE

Marcia Hastbacka, Chair	2018
Katherine R. Connor	2018
Jessica A. Cosenza	2018
Ryan Fahey	2018
Tanya S. Lewis	2018
Michael Mazloff (resigned October 2017)	2018
Michael Trigiano	2020

DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE

Daniel F. Nason, Chair	Scott Sundin
John S. Cross, Jr.	Dawn E. Michanowicz
James M. Kempton Jr.	Mark R. Johnson
Eugene P. Stirchak (resigned July 2017)	Christopher Lucchesi
William M. Randell Jr. (resigned July 2017)	

ANNUAL TOWN ELECTION – MAY 8, 2017

The election was called to order by the various Wardens in Precincts 1, 2, 3, 4, and 5 at 7:00 o'clock in the forenoon. The following were sworn in as Election Officers:

Precinct 1. Warden: Beth T. Clay. Others: Marta C. Ferreira, Faye M. Ellis, Marcia G. Sherbourne, Kathleen E. Welsh, and Robert L. Davis.

Precinct 2. Acting Warden: Barbara A. French. Others: Karen A. Cavan, Maureen A. Locke, Jane Ellen Lacroix Carolyn L. Bourget and Laurie A. Smith.

Precinct 3. Warden: Susan H. Stafford. Others: Constance J. Hamilton, Ann A. Scalzulli, Karen L. Taylor, Michael A. Lupiensi, and Cheryl A. Jenkins.

Precinct 4. Warden: Renate L. Hillhouse. Others: Janet A. Monroy, Gayle C. Marshall, Pauline A. Brodeur, Mariana G. DePerrio, David J. Hillhouse and Faith M. Keskula.

Precinct 5. Warden: Cynthia A. Patterson. Others: Kathleen G. Franco Anthony, Nancy R. Fournier, Dianne M. Milewski, Karen M. Tremblay, Cynthia M. Stark, and Susan E. Enman.

The ballot box was opened and found to be empty, and the tabulator tape was examined to insure there were no votes already listed.

SUMMARY OF THE VOTE

OFFICES AND CANDIDATES PREC #1 PREC #2 PREC #3 PREC #4 PREC #5 TOTALS

MODERATOR - ONE FOR ONE YEAR

George A. Balko III	87	97	115	98	67	464
Write In	0	0	3	1	5	9
Blanks	15	13	19	11	14	72

SELECTMEN - ONE FOR THREE YEARS

Robert P. Lavigne	86	93	114	98	66	457
Write In	1	4	4	4	6	19
Blanks	15	13	19	8	14	69

TRUSTEES OF DAMON MEMORIAL - TWO FOR THREE YEARS

Stephanie J. Adams	83	86	116	93	67	445
Stephanie T. Borg	81	80	108	94	67	430
Write In	2	2	2	1	3	10
Blanks	38	52	48	32	35	205

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE - FOUR FOR THREE YEARS

Scott H. Brown	74	71	102	88	66	401
Michael J. Dennis	68	79	96	89	61	393
Robert M. McCarthy	79	73	97	87	66	402
Write In	4	9	7	4	3	27
Write In - Robin J. VanLiew	14	13	15	9	14	65
Write In - Gina M. Tutela	5	4	30	1	3	43
Write In - Lauren L. Salmon-Garrett	13	1	7	10	10	41
Write In - Laura M. Kirshenbaum	1	13	2	9	5	30
Write In - Christine M. Tivnan	3	7	2	8	3	23
Blanks	147	170	190	135	113	755

OFFICES AND CANDIDATES	PREC #1	PREC #2	PREC #3	PREC #4	PREC #5	TOTALS
TOTAL REGISTERED VOTERS	2,724	2,697	2,488	2,994	2,854	13,757
TOTAL BALLOTS CAST	102	110	137	110	86	545
VOTER PARTICIPATION	4%	4%	6%	4%	3%	4%

The polls were closed at 8:00 p.m. The tabulating concluded at 9:30 p.m., and the results of the election were announced.

REPORT OF THE TOWN CLERK

ADJOURNED ANNUAL TOWN MEETING – MAY 15, 2017

The meeting was called to order and declared open by the Town Clerk, Dale T. Hickey, at 7:10 p.m. at Wachusett Regional High School. The salute to the flag followed. There were 311 registered voters present. Twenty six persons without voting privileges were present. The Town Clerk waived the reading of the warrant.

ARTICLE 1. To choose a Moderator for said meeting. Our duly elected Moderator George A. Balko III is unable to be here tonight, therefore, at this time I will accept nominations for the temporary Moderator for tonight’s meeting. Robert P. Lavigne has nominated Joseph G. Sullivan, 53 Blossom Square and seconded by Anthony M. Renzoni. It was **unanimously voted** to elect Joseph G. Sullivan as temporary Moderator for the Annual Town Meeting and was sworn in by Town Clerk Dale T. Hickey

ARTICLE 2. This Article having been acted upon previously, **no action was necessary** (election of officers). The Moderator announced the newly elected officers.

ARTICLE 3. **No action was necessary under this Article.** Moderator Sullivan noted that the Annual Town Report contained the reports of Town Officers, Boards, Commissions, and Committees. The 2016 Annual Town Report was dedicated to Jefferson native Stephen Nowak. Finance Committee member Paul L. Challenger presented a brief overview on the status of the budget.

ARTICLE 4. On motion made by John R. Lambert it was **unanimously voted** that the Town, in accordance with Section 108 of Chapter 41 of the General Laws as amended, vote to fix the salaries and compensation of elective Town officers for the ensuing year as follows:

Moderator	\$100
Selectman – Chair	\$1,150.00
2 nd Member	\$1,000.00
3 rd Member	\$1,000.00
4 th Member	\$1,000.00
5 th Member	\$1,000.00
Trustees of Damon Memorial – 6 Members	None
Wachusett Regional School District Committee – 10 Members	None

ARTICLE 5. On motion made by John R. Lambert it was **unanimously voted** that no action be taken under this article.

ARTICLE 6.

#1 – On motion made by David J. White it was **unanimously voted** that the Town appropriate, to pay Town debts and charges for the ensuing year, the sum of \$5,799,704 for the proposed budget for GENERAL GOVERNMENT, item 1, substantially as shown on page 15 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED” and to raise said sum by transferring \$45,000 from the Water/Sewer Enterprise fund receipts for indirect costs, by transferring \$12,000 from the Solid Waste Enterprise fund receipts for indirect costs, by transferring \$50,000 from Overlay Surplus and by raising and appropriating \$5,692,704 to cover the balance; and to further authorize the Town Manager to transfer from the Town Manager Salary & Wages account various sums to the Salary & Wages accounts of other Town Departments, as the Town Manager may deem advisable to effect adjustments of salaries and wages in the ensuing fiscal year.

#2 – On motion made by David J. White it was **unanimously voted** that the Town appropriate, to pay Town debts and charges for the ensuing year, the sum of \$5,863,818 for the proposed budget for GENERAL GOVERNMENT DEBT, item 2, substantially as shown on page 16 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED” and to raise said sum by, transferring \$100,000 from the Recreation Revolving Fund, by transferring \$318,000 from available funds in the hands of the Treasurer, and by transferring \$1,627 from the reserved bond premium in the hands of the Treasurer, and by raising and appropriating \$5,444,191 to cover the balance.

#3 – On motion made by David J. White it was **unanimously voted** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$5,389,495 for the proposed budget for PUBLIC SAFETY, item 3, substantially as shown on page 17 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED” and to raise said sum by transferring \$25,000 from the Wachusett Fund, and by raising and appropriating \$5,364,495 to cover the balance.

#4 – On motion made by Alan R. Berg it was **unanimously voted** that the Town appropriate, to pay Town debts and charges for the ensuing year, the sum of \$3,008,671 for the proposed budget for PUBLIC WORKS, item 4, substantially as shown on page 18 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED” and to raise said sum by transferring \$35,000 from the Water/Sewer Enterprise fund receipts for indirect costs, transferring \$5,000 from the Perpetual Care Trust Fund, and by raising and appropriating \$2,968,671 to cover the balance.

#5 – On motion made by Alan R. Berg it was **unanimously voted** that the Town appropriate, to pay direct debts and charges for the ensuing year, the sum of \$7,839,037 and to transfer the sum of \$80,000 to the general fund to cover indirect costs for the ensuing year, for the proposed budget for the WATER/SEWER ENTERPRISE FUND, item 5, substantially as shown on page 19 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the

heading “FY 2018 RECOMMENDED” and to meet said appropriation by transferring \$1,645,000 from Water/Sewer free cash in the hands of the Treasurer and raising the sum of \$6,274,037 through fees and charges to cover the balance, for a total appropriation of \$7,919,037.

#6 – On motion made by Marilyn L. Foley it was **unanimously voted** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$346,489 for the proposed budget for HUMAN SERVICES, item 6, substantially as shown on page 19 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED.”

#7 – On motion made by Marilyn L. Foley it was **unanimously voted** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$799,232 for VOCATIONAL EDUCATION which is a part of the Proposed Education Budget, item 7, as printed on page 19 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED.”

#8 – On motion made by Marilyn L. Foley it was **passed by a majority** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year. the sum of \$873,783 for the proposed budget for CULTURE, item 8, substantially as shown on page 20 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED.”

#9 – On motion made by John R. Lambert it was **unanimously voted** that the Town appropriate, to pay direct debts and charges for the ensuing year, the sum of \$1,264,390 and to transfer the sum of \$12,000 to the general fund to cover indirect costs for the ensuing year for a total appropriation of \$1,276,390, for the proposed budget for the SOLID WASTE ENTERPRISE FUND, item 9, substantially as shown on page 20 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2018 BUDGET” under the heading “FY 2018 RECOMMENDED” and to meet said appropriation by raising \$1,276,390 through fees and charges.

ARTICLE 7. On motion made by Paul L. Challenger it was **unanimously voted** that the Town raise and appropriate the sum of \$20,509,674 for the Town’s share of the costs and expenses of the Wachusett Regional School District for the ensuing fiscal year, such sum to include the Town’s so-called required Local Minimum Contribution, debt service and transportation, such amount to be paid to the Wachusett Regional School District.

ARTICLE 8. Paul L. Challenger moved, upon the recommendation of the Finance Committee, that the Town vote to raise and appropriate the sum of \$5,490,326 for the Town’s share of the costs and expenses of the Wachusett Regional School District for the ensuing fiscal year to supplement the appropriation made under Article 7 of the warrant for this town meeting, it being understood that by appropriating \$5,490,326 under this Article 8 and \$20,509,674 under Article 7 of the warrant for this town meeting, for a total appropriation by the Town to the Wachusett Regional School District of \$26,000,000, the Town thereby approves a budget of \$89,769,226 for the fiscal year 2018 for the Wachusett Regional School District.

A motion was made on the floor by Kenneth V. Mills to amend the original motion, seconded and was **voted by a majority** to vote on the amended motion.

On an amended motion made by Kenneth V. Mills it was **passed by a majority** that the Town appropriate the sum of \$5,986,307 for the Town's share of the costs and expenses of the Wachusett Regional School District for the ensuing fiscal year to supplement the appropriation made under Article 7 of the warrant for this town meeting, it being understood that by appropriating \$5,986,307 under this Article 8 and \$20,509,674 under Article 7 of the warrant for this town meeting, for a total appropriation by the Town to the Wachusett Regional School District of \$26,495,981, the Town thereby approves a budget of \$90,872,878 for the fiscal year 2018 for the Wachusett Regional School District.

ARTICLE 9. On motion made by Alan R. Berg it was **unanimously voted** that the Town transfer and appropriate from available funds in the hands of the Treasurer the sum of \$50,000 to be added to the Department of Public Works Depreciation Fund, created by Chapter 328 of the Acts of 2000.

ARTICLE 10. On motion made by Alan R. Berg it was **unanimously voted** that the Town accept and authorize the expenditure of all monies to be received from the Commonwealth of Massachusetts under Chapter 90 of the General Laws for highway purposes, or any other legislation as may be adopted by the General Court relating to public works.

ARTICLE 11. On motion made by Christopher A. Lucchesi it was **unanimously voted** that the Town transfer and appropriate from available funds in the hands of the Treasurer the sum of \$50,000 to be added into the Fire Department Vehicle, Apparatus and Capital Equipment Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B.

ARTICLE 12. On motion made by Joseph J. Dolak it was **unanimously voted** that the Town transfer and appropriate from unexpended funds from Warrant Article 11 of the May 18, 2015 annual town meeting, the sum of \$170,000 to be added into the Fire Department Vehicle, Apparatus and Capital Equipment Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B.

ARTICLE 13. On motion made by Joseph J. Dolak it was **unanimously voted** that the Town transfer and appropriate from available funds in the hands of the Treasurer the sum of \$500,000 to be added to the General Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B.

ARTICLE 14. On motion made by Christopher A. Lucchesi it was **passed by a majority** that the Town appropriate the sum of \$448,884 to be deposited into the Town's Other Post-Employment Benefits Liability Trust Fund, established under Article 30 of the May 18, 2009 Annual Town Meeting pursuant to the provisions of Chapter 32B, Section 20 of the General Laws and to raise said sum by transferring \$404,884 from available funds in the hands of the Treasurer, and by appropriating and transferring \$44,000 from the Water/Sewer Enterprise Fund Free Cash in the hands of the Treasurer.

ARTICLE 15. On motion made by Christopher A. Lucchesi it was **passed by a 2/3rds voice vote** that the Town appropriate the sum of \$3,397,000 for the purpose of acquiring capital items substantially as shown on page 24 of the "TOWN MEETING HANDBOOK FY 2018 CAPITAL BUDGET," and to raise said sum by transferring \$882,000 from available funds in the hands of the Treasurer, and by borrowing the sum of \$570,000 under G.L. Chapter 44, Section 7, or any other enabling authority, which borrowing relates to the acquiring and equipping of an Ambulance for the Fire Department, and a Loader with Wing Plow for the Department of Public Works, and by borrowing the sum of \$1,945,000 under G.L. Chapter 44, Section 8, or any other enabling authority, which borrowing relates to the Water-Sewer Enterprise Fund for Water Main Replacement, Heritage Lane Sewer Pump Station Repairs, and Sycamore Drive Pump Station Repairs, and to that end that the Treasurer, with the approval of the Selectmen, be authorized to issue bonds and notes therefore totaling \$2,515,000.
2/3rds VOTE REQUIRED

ARTICLE 16. On motion made by William M. Randell it was **unanimously voted** that the Town reauthorize a Recreation Revolving Fund in accordance with General Laws, Chapter 44, Section 53E-1/2 and Chapter 408 of the Acts of 1996 for use by the Recreation Director into which shall be deposited recreation user fees, exclusive of After School Program fees, such fund to be used only to defray the expenses of the Town Recreation Programs, provided that the expenditures from such Fund shall not exceed \$391,096.

ARTICLE 17. On motion made by William M. Randell it was **unanimously voted** that the Town accept General Laws Chapter 44, Section 53F-3/4, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support public, educational and government (PEG) access services and to support oversight and renewal of the cable franchise agreement. Said fund to begin operation for Fiscal 2018, which begins on July 1, 2017, (ii) to transfer the balance remaining on June 30, 2017 in the existing Cable Revolving Fund previously established in accordance with General Laws, Chapter 44, Section 53E-1/2 to the PEG Access and Cable Related Fund; and (iii) to appropriate \$432,332 from the PEG Access and Cable Related Fund for Fiscal year 2018 to fund PEG Access services.

ARTICLE 18. On motion made by William M. Randell it was **unanimously voted** that the Town reauthorize an Inspection Revolving Fund in accordance with General Laws, Chapter 44, Section 53E-1/2 for use by the Inspection Department into which shall be deposited permit fees paid for various building components, such Fund to be used to defray the cost of salaries and other expenses incurred by the Town in connection with professional inspections for all building construction and renovation activities, and for all electrical, mechanical, plumbing and gas fitting work providing inspection services for various building projects, provided that the expenditures from such Fund shall not exceed \$255,258.

ARTICLE 19. On motion made by Joseph J. Dolak it was **unanimously voted** that the Town appropriate \$1,446,415.80 from the premium paid to the Town upon the sale of

bonds and notes issued for the new Mountview Middle School, which are the subject of a Proposition 2½ debt exclusion, to pay costs of the project being financed by such bonds or notes and to reduce the amount authorized to be borrowed for such project, but not yet issued by the Town, by the same amount.

ARTICLE 20. On motion made by Geraldine A. Herlihy it was **unanimously voted** that the Town permit the use of the Town Hall for the next year at less than the fair rental value to: John E. Harkins Post #42 American Legion, Boy and Girl Scout Troops of Holden, the Veterans of Foreign Wars, Women's Auxiliary of the John E. Harkins Post #42, Women's Auxiliary of the Veterans of Foreign Wars, the Holden Baseball Program, Inc., League of Women Voters, 4-H Club, Rainbow Girls, the Grange, the White Oak Land Conservation Society, Inc., Holden Citizens for Responsible Energy, Holden Republican Town Committee, Holden Democratic Town Committee, Holden Associated Taxpayers and Holden for Children.

ARTICLE 21. On motion made by Geraldine A. Herlihy it was **unanimously voted** that the Town authorize the sum of \$147,163 of the excess of the income of the Municipal Light Department for the calendar years 2017 and 2018 over and above the total expense of the plant as defined in the General Laws, as income to be used by the Assessors in establishing the tax rate for the fiscal year commencing July 1, 2017.

ARTICLE 22. On motion made by Geraldine A. Herlihy it was **unanimously voted** that the Town income from the sale of electricity to private consumers, of electricity supplied to municipal buildings, and for municipal power, and of sales of appliances and from jobbing during the calendar year commencing January 1, 2017, be appropriated for the Municipal Light Department, the whole to be expended for the expense of the department for said calendar year, and that if the income exceeds the expense of the department for said calendar year, such part thereof as the Town may vote shall be retained by the Town Treasurer in accordance with applicable law and any further excess shall be transferred to the Depreciation Fund, the Construction Fund, and the Rate Stabilization Fund of said Municipal Light Plant as may be hereafter authorized by the Board of Light Commissioners as outlined in General Laws, Chapter 164, Section 57.

ARTICLE 23. On motion made by Robert P. Lavigne it was **unanimously voted** that the Town accept as a public way,

St. Mary's Drive Extension from Station 0+00 to Station 2+17 for a distance of approximately 217 feet along the centerline; as shown on a plan of land entitled, "Roadway Acceptance Plan St Mary's Drive Extension Holden, MA," prepared by Andrysick Land Surveying dated August 3, 2016, on file in the Office of the Town Clerk, said street having been laid out by the Selectmen and approved by the Planning Board.

ARTICLE 24. On motion made by John M. Michalak it was **passed by a 2/3rds voice vote** that the Town approve certain amendments to the Town of Holden Zoning Bylaw, Chapter 7.1, as described in a document entitled "SECTION XX Temporary Moratorium on Recreational Marijuana Establishments", on file at the Office of the Town Clerk.
2/3rds VOTE REQUIRED

ARTICLE 25. On motion made by John M. Mickalak it was **passed by a 2/3rds voice vote** that the Town approve certain amendments to the Town of Holden Zoning Bylaw, Chapter 7.1, Section XI, as described in a document entitled “Proposed Amendment to the Open Space Residential Development Bylaw”, on file at the Office of the Town Clerk.
2/3rds VOTE REQUIRED

ARTICLE 26. On motion made by Geraldine A. Herlihy it was **passed by a majority vote** that the Town authorize the Town Manager to accept on behalf of the Town, upon such terms and conditions as the Town Manager deems to be in the best interest of the Town, the donation of a parcel of land with buildings thereon, located at and known as 18 Industrial Drive in Holden and shown as Block 43, on Assessors’ Map 186, said property being now or formerly owned by Quamco, Inc.

ARTICLE 27. On motion by Anthony M. Renzoni it was **unanimously voted** that the Town amend Article II of the Town’s General Bylaws, entitled “Financial Affairs”, by inserting a new Section 5 after Section 4 therein, to be entitled “Departmental Revolving Funds,” as described in a document entitled “Departmental Revolving Funds Bylaw”, a copy of which is on file in the Office of the Town Clerk and available for public inspection during regular business hours of the Town Hall.

ARTICLE 28. On motion made by Timothy C. Ethier it was **unanimously voted** that the Town approve the following amendments to the Town of Holden Bylaws, Article V, Part 13:

By deleting the following words in Section 2 (4), “Or take any other action relative thereto”, and replacing them with “All of the powers of an agricultural commission set forth in Chapter 40, Section 8L, of the General Laws.” and;

By replacing Section 3 with the following: “The Commission shall consist of seven members appointed by the Town Manager, subject to the approval of the Board of Selectmen. A majority of members shall be farmers or employed in an agriculture-related field. If farmers or persons employed in agriculture are not available to serve on the Commission, then the Commission shall include a majority of members with knowledge and experience in agricultural practices or knowledge of related agricultural business. They shall serve staggered terms of three years each, except that with respect to the initial appointees, one shall have a term of one year, three shall have a term of two years and three shall have a term of three years.” and;

By deleting Section 4 in its entirety.

And to accept MGL Ch 40 Section 8L

ARTICLE 29. #1 - On motion made by Kenneth T. Strom it was **passed by a 2/3rds voice vote** that the Town vote taken under Article 24 at the Annual Town Meeting on May 16, 2016 be amended to read as follows:

To transfer from available funds the sum of \$100,000 for the purpose of acquiring by purchase, for conservation and passive outdoor recreation purposes, a certain property known as “Holbrook Extension”, containing approximately 23.9 acres of land and shown as “Lot 5” on a plan entitled “Plan of Land, Salisbury Street, Holden, MA”, prepared by Douglas Andrysick, Professional Land Surveyor, dated 12/10/13, and recorded at the Worcester District Registry of Deeds in Plan Book 906, Plan 108; said property to be acquired and conveyed to the Town under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, as it may hereafter be amended, and other general laws relating to Conservation, to be made subject to a conservation restriction in perpetuity to the White Oak Land Conservation Society, Inc. and the Greater Worcester Land Trust, Inc. pursuant to Massachusetts General Laws, Chapter 184, Sections 31-33, and to be held and managed under the care, custody and control of the Town’s Conservation Commission; and

To further authorize the Conservation Commission to file on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts, as deemed necessary under the Land and Water Conservation Fund Act, (P.L. 88-578), including receiving gifts or grants from the White Oak Land Conservation Society and the Greater Worcester Land Trust for an additional \$100,000 to be received by the Town as a contribution towards the total purchase price of \$200,000 for said property, and the Town Manager and Conservation Commission are hereby authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to affect said purchase.

2/3rds VOTE REQUIRED

ARTICLE 30. On motion made by Kenneth V. Mills it was **unanimously voted** that the Town approve naming the Art Department Courtyard at the Wachusett Regional High School in honor of Ralph Caouette.

ARTICLE 31. On motion made by John R. Lambert it was **unanimously voted** that the Town transfer and appropriate from available funds in the hands of the Treasurer the sum of \$50,000 to be added into the Open Space Preservation Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B.

ARTICLE 32. On motion made by David J. White it was **unanimously voted** that the Town transfer and appropriate from available funds in the hands of the Treasurer the sum of \$16,000 to be added into the Regional Dispatch Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B.

ARTICLE 33. On motion made by Michael Grasseschi, (‘The petitioners’) request the right to apply for a Class II Motor Vehicle License in the town of HOLDEN, MA. 01520. The petition is to amend Chapter 7.1 of the Holden Zoning Bylaw Section V, Table II to add 4a under Retail and Service to allow the sale of used cars by Special permit in the commercial zoning districts. The Zoning Board of Appeals to determine the number of cars according to the size of the property.’

The motion **failed by a 2/3rds voice vote.**

2/3rds VOTE REQUIRED

ARTICLE 34. On motion made by Ira L. Hoffman 'We, registered voters of the Town of Holden MA, request that the Town raise and appropriate a sum of money, not to exceed \$10,000, to fund an "emergency boarding" account. This account will be administered by the Fire Chief, or his designee, and be used to board-up damaged structures in time-critical situations that require immediate action.'

The motion **failed by a majority vote.**

Voted to adjourn the meeting at 10:15 p.m.

**RECOMMENDATIONS CONCERNING
FISCAL YEAR 2018 BUDGET**

Item #	FY2017 Voted Budget		FY2018 Recommended
		GENERAL GOVERNMENT	
	1,604,438	Salary & Wages	1,555,373
	4,044,327	Expense	4,244,331
#1	5,648,765	Total General Government	5,799,704

		Moderator	
	100	Salary & Wages	100
	65	Expense	65
	<u>165</u>		<u>165</u>

		Finance Committee	
	0	Salary & Wages	0
	1,786	Expense	1,786
	150,000	Reserve Fund	150,000
	<u>151,786</u>		<u>151,786</u>

		Selectmen	
	7,150	Salary & Wages	7,250
	22,350	Expense	22,800
	<u>29,500</u>		<u>30,050</u>

		Town Manager & Personnel	
	442,464	Salary & Wages	399,732
	24,234	Expense	173,336
	<u>466,698</u>		<u>573,068</u>

		Information Technology	
	227,033	Salary & Wages	236,694
	167,370	Expense	150,420
	<u>394,403</u>		<u>387,114</u>

		Accounting	
	163,131	Salary & Wages	168,650
	25,450	Expense	26,350
	<u>188,581</u>		<u>195,000</u>

Item #	FY2017 Voted Budget		FY2018 Recommended
Treasury			
	220,450	Salary & Wages	229,142
	<u>76,000</u>	Expense	<u>61,858</u>
	296,450		291,000
Assessors			
	177,551	Salary & Wages	183,731
	<u>71,600</u>	Expense	<u>30,600</u>
	249,151		214,331
Legal			
	<u>170,000</u>	Expense	<u>180,000</u>
	170,000		180,000
Town Clerk			
	207,769	Salary & Wages	168,160
	<u>37,126</u>	Expense	<u>33,041</u>
	244,895		201,201
Planning and Development			
	154,790	Salary & Wages	157,914
	<u>122,744</u>	Expense	<u>138,920</u>
	277,534		296,834
Sealer			
	4,000	Salary & Wages	4,000
	<u>1,050</u>	Expense	<u>1,175</u>
	5,050		5,175
Insurance			
	<u>1,799,200</u>	Expense	<u>1,896,200</u>
	1,799,200		1,896,200

	FY2017		FY2018
Item #	Voted Budget		Recommended
		DEBT SERVICE	
	5,460,017	Expense	5,863,818
#2	5,460,017	Total Debt Service	5,863,818

		PUBLIC SAFETY	
	4,444,351	Salary & Wages	4,641,327
	740,624	Expense	748,168
#3	5,184,975	Total Public Safety	5,389,495

		Police	
	2,040,100	Salary & Wages	2,091,541
	201,256	Expense	204,000
	<u>2,241,356</u>		<u>2,295,541</u>

		Animal Control	
	58,049	Salary & Wages	61,227
	10,600	Expense	8,998
	<u>68,649</u>		<u>70,225</u>

		Fire	
	1,081,878	Salary & Wages	1,131,940
	124,172	Expense	123,550
	<u>1,206,050</u>		<u>1,255,490</u>

		Emergency Medical Services	
	734,526	Salary & Wages	748,288
	151,276	Expense	155,400
	<u>885,802</u>		<u>903,688</u>

		Public Safety Complex	
	215,500	Expense	210,500
	<u>215,500</u>		<u>210,500</u>

		Regional Dispatch	
	457,746	Salary & Wages	535,267
	20,500	Expense	32,400
	<u>478,246</u>		<u>567,667</u>

Item #	FY2017		FY2018
	Voted Budget		Recommended
		Emergency Management	
	72,052	Salary & Wages	73,064
	17,320	Expense	13,320
	<u>89,372</u>		<u>86,384</u>

		PUBLIC WORKS	
	1,452,841	Salary & Wages	1,489,946
	897,501	Expense	1,018,725
	500,000	Snow Removal	500,000
#4	2,850,342	Total Public Works	3,008,671

		Administration	
	180,724	Salary & Wages	189,670
	9,290	Expense	12,300
	<u>190,014</u>		<u>201,970</u>

		Engineering	
	157,653	Salary & Wages	157,613
	151,675	Expense	180,175
	<u>309,328</u>		<u>337,788</u>

		Highway	
	499,094	Salary & Wages	518,125
	370,868	Expense	373,800
	500,000	Snow Removal	500,000
	<u>1,369,962</u>		<u>1,391,925</u>

		Mechanics	
	186,526	Salary & Wages	188,942
	18,840	Expense	18,450
	<u>205,366</u>		<u>207,392</u>

		Building and Grounds	
	428,844	Salary & Wages	435,596
	305,628	Expense	340,700
	<u>734,472</u>		<u>776,296</u>

Item #	FY2017 Voted Budget		FY2018 Recommended
		Garage	
	41,200	Expense	93,300
	<u>41,200</u>		<u>93,300</u>

		WATER/SEWER	
	638,542	Salary & Wages	628,354
	6,044,762	Expense	6,165,683
	80,000	Indirect Costs	80,000
	435,000	Emergency Reserve	450,000
	165,000	Capital Outlay	595,000
#5	7,363,304	TOTAL WATER/SEWER	7,919,037

		HUMAN SERVICES	
	256,175	Salary & Wages	258,589
	83,450	Expense	87,900
#6	339,625	Total Human Services	346,489

		Veterans	
	19,000	Salary & Wages	15,000
	500	Expense	500
	50,000	Aid & Assistance	59,000
	<u>69,500</u>		<u>74,500</u>

		Senior Citizens	
	237,175	Salary & Wages	243,589
	32,950	Expense	28,400
	<u>270,125</u>		<u>271,989</u>

		EDUCATION (Amended Budget)	
	17,442,852	WRSD Required	17,626,751
	4,691,139	WRSD Voluntary	5,986,307
	40,875	Debt-Oil Remediation	39,878
	1,019,446	Debt -School Construction	1,003,727
	1,573,421	Transportation	1,839,318
	723,709	Vocational	799,232
#7	25,491,442	Total Education	27,295,213

	FY2017		FY2018
Item #	Voted Budget		Recommended
		CULTURE	
	611,631	Salary & Wages	611,126
	264,439	Expense	262,657
#8	876,070	Total Culture	873,783

		Library	
	611,631	Salary & Wages	611,126
	257,739	Expense	255,957
	869,370		867,083

		Historical Commission	
	0	Salary & Wages	0
	6,700	Expense	6,700
	6,700		6,700

#9	45,851,236	TOTAL BUDGET	48,577,173
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		SOLID WASTE	
	48,586	Salary & Wages	50,296
	1,152,381	Expense	1,214,094
	12,000	Indirect Costs	12,000
	0	Capital Outlay	0
#10	1,212,967	TOTAL SOLID WASTE	1,276,390

REVOLVING FUNDS			
		RECREATION	
	218,855	Salary & Wages	234,326
	70,799	Expense	76,670
	35,100	Indirect Costs	35,100
	55,000	Capital Outlay	45,000
	379,754	Total Expenses	391,096
	100,000	Transfer to General Fund	100,000
	479,754	TOTAL RECREATION	491,096

Item #	FY2017 Voted Budget		FY2018 Recommended
AFTER SCHOOL PROGRAM			
	206,494	Salary & Wages	214,166
	125,600	Expense	109,741
	<u>332,094</u>	TOTAL AFTER SCHOOL	<u>323,907</u>

CABLE			
	111,054	Salary & Wages	114,294
	99,763	Expense	100,638
	2,400	Indirect Costs	2,400
	125,000	Capital Outlay	215,000
	<u>338,217</u>	TOTAL CABLE	<u>432,332</u>

INSPECTIONS			
	152,669	Salary & Wages	159,018
	84,550	Expense	87,240
	9,000	Indirect Costs	9,000
	<u>246,219</u>	TOTAL INSPECTION	<u>255,258</u>

FY2018 CAPITAL PROGRAM

DEPARTMENT	PROGRAM	CASH	BOND	OTHER	TOTAL
FIRE	Equipment	\$ 25,000			\$ 25,000
FIRE -EMS	Vehicle		\$ 300,000		\$ 300,000
POLICE	Vehicle	\$ 84,000			
DPW	Infrastructure Improvements	\$ 68,000			\$ 68,000
	Vehicles	\$ 300,000	\$ 270,000		\$ 570,000
	Local Roads	\$ 325,000			\$ 325,000
	Chapter 90 State Aid			\$ 613,423	\$ 613,423
DPW WATER/SEWER	Infrastructure Improvements		\$ 1,945,000	\$ 495,000	\$ 2,440,000
	Vehicles			\$ 100,000	\$ 100,000
RECREATION	Playground/Court Repairs			\$ 30,000	\$ 30,000
	Pool Repairs			\$ 15,000	\$ 15,000
SENIOR CENTER	Building Improvements	\$ 65,000			\$ 65,000
TOWN MANAGER/IT	IT Equipment	\$ 15,000			\$ 15,000
CATV	Equipment			\$ 95,000	\$ 95,000
	Studio Upgrades			\$ 120,000	\$ 120,000
Grand Total		\$ 882,000	\$ 2,515,000	\$ 1,468,423	\$ 4,865,423

SPECIAL TOWN MEETING – NOVEMBER 27, 2017

PROCEEDINGS

The meeting was called to order and declared open by the Moderator, George A. Balko III, at 7:07 p.m. at Wachusett Regional High School. The salute to the flag followed. There were 155 registered voters present. Seven persons without voting privileges were present.

ARTICLE 1. On motion made by Paul Challenger it was **passed by a 2/3rd voice vote** that the Town, in accordance with the approval of the Town's Infrastructure Investment Fund Board, vote to transfer the sum of \$1,347,654 from the Infrastructure Investment Fund to pay for site preparation and schematic planning for the redevelopment of 18 Industrial Drive, including but not limited to removal of hazardous materials and demolition of existing structures, design and architecture consulting fees, and Owner's Project Manager fees.

2/3rds VOTE REQUIRED

ARTICLE 2. On motion made by David White it was **passed by a 2/3rd voice vote** that the Town transfer the sum of \$350,000 from the Town's general stabilization fund to pay for site preparation and schematic planning for the redevelopment of 18 Industrial Drive, including but not limited to removal of hazardous materials and demolition of existing structures, design and architecture consulting fees, and Owner's Project Manager fees.

2/3rds VOTE REQUIRED

ARTICLE 3.

a) On motion made by Robert Lavigne it was **unanimously voted** that the Town accept as a public way,

Candlewood Drive from Station 0+00 to Station 9+67.76 for a distance of approximately 967.76 feet along the centerline, as shown on a plan of land entitled, "Street Acceptance Plan Located on Stoney Brook Estates," prepared by New England Environmental Design, LLC., dated March 23, 2016, on file in the Office of the Town Clerk, said street having been laid out by the Selectmen.

b) On motion made by Geraldine Herlihy it was **unanimously voted** to accept as a public way,

Colleens Way from Station 0+25 to Station 4+07.86 for a distance of approximately 382.86 feet along the centerline, as shown on a plan of land entitled, "Street Acceptance Plan Located on Stoney Brook Estates," prepared by New England Environmental Design, LLC., dated March 23, 2016, on file in the Office of the Town Clerk, said street having been laid out by the Selectmen.

c) On motion made by Anthony Renzoni it was **unanimously voted** that the Town accept as a public way,

Joel Scott Drive from Station 8+01.24 to Station 42+53.12 for a distance of approximately 3,451.88 feet along the centerline, as shown on a plan of land entitled, "Street Acceptance Plan Located on Stoney Brook Estates," prepared by New England Environmental Design, LLC., dated March 23, 2016, on file in the Office of the Town Clerk, said street having been laid out by the Selectmen.

d) On motion made by Jeremy Kurtz it was **unanimously voted** that the Town accept as a public way,

Teresa Drive from Station 0+00 to Station 14+74.95 for a distance of approximately 1,474.95 feet along the centerline, as shown on a plan of land entitled, "Street Acceptance Plan Located on Stoney Brook Estates," prepared by New England Environmental Design, LLC., dated March 23, 2016, on file in the Office of the Town Clerk, said street having been laid out by the Selectmen.

e) On motion by Timothy Ethier it was **unanimously voted** that the Town accept as a public way,

Preservation Lane from Station 0+00 to Station 1+80 for a distance of approximately 180 feet along the centerline, as shown on a plan of land entitled, "Wagner Meadows Road Acceptance Plan in Holden, Mass., prepared for Casa Builders and Development Corp., prepared by David E. Ross Associates, Inc. dated April 2016, on file in the Office of the Town Clerk, said street having been laid out by the Selectmen; and

Preservation Lane from Station 0.21.02 to Station 13+65.51 for a distance of approximately 1,344.49 feet along the centerline, as shown on a plan of land entitled "Bullard Estates in Holden Massachusetts Street Acceptance Plan," prepared for Casa Investors, prepared by New England Engineering, dated April 3, 2017, on file in the Office of the Town Clerk, said street having been laid out by the Selectmen.

ARTICLE 4. On motion by Roy Fraser (the petitioner) it was requested that **no action** be taken under this article

ARTICLE 5. On motion by Alan Berg it was requested that **no action** be taken under this Article.

Voted to adjourn the meeting at 7:29 p.m.

GENERAL GOVERNMENT
TOWN MANAGER & BOARD OF SELECTMEN

Peter M. Lukes –Succeeding Town Manager as of March 2017

Jacquelyn M. Kelly – Retired Town Manager as of March 2017

Donna M. Cross – Administrative Assistant

Robin F. Farrington – Senior Clerk/Communications

Board of Selectmen

Anthony M. Renzoni – Chairman

Jeremy W. Kurtz

Robert P. Lavigne

Timothy C. Ethier

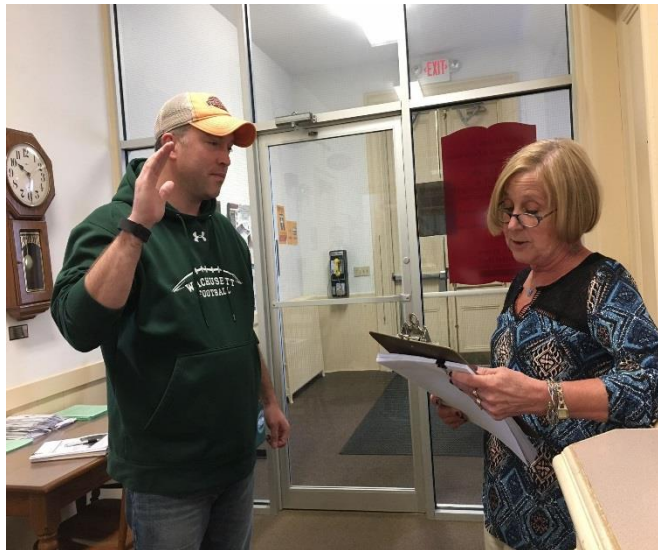
Geraldine A. Herlihy

Elizabeth Fotos - Recording Secretary

The Board of Selectmen and Town Manager were involved with many projects of importance in 2017. The following is a summary of some of the highlights that took place:

Select Board Transition

The Board of Selectmen said farewell to Selectman Erik D. Scheinfeldt and welcomed Robert P. Lavigne back on board.



Selectman Robert P. Lavigne being sworn in by Town Clerk, Dale Hickey



Town Manager Kelly Retires

(REBECCA HUMPHREY PHOTO)

Pictured above, Peter Lukes, former Assistant Town Manager who will be taking Kelly's place, and chairman of the Select Board Anthony Renzoni presented Kelly with a congratulatory citation on behalf of the town.

Town and state officials came together to recognize Holden Town Manager Jacquelyn Kelly's last day before her retirement. She was given citations from the state Senate, state House of Representatives and from the Worcester County Sheriff's Office. Jacquelyn received an inscribed chair, gifts, well wishes and thanks for her more than 18 years of service to the town.



Town Manager Kelly, pictured above with State Rep Kim Ferguson and Worcester County Sheriff Lew Evangelidis

New Town Manager March 9, 2017

Below, Former Assistant Town Manager Peter Lukes was sworn in as Holden's newest Town Manager on March 9, 2017 by Selectman Ethier and was given a citation by State Representative Kim Ferguson. Lukes served under former Town Manager Jacquelyn Kelly since 2013.



Memorial Day Parade – Spirit of 1917

The well-received Memorial Day Parade was dedicated to those who served in World War I April 6, 1917-November 11, 1918. Parade participants included a number of community groups, including the Holden Police Department Honor Guard, Holden Fire Department Honor Guard, the Patriot Brass Ensemble, American Legion John E. Harkins Post 0042, Holden veterans, and Holden Boy and Girl scouts. This event could not have been a success without the generous support of the Holden community



2017

memorial
★ DAY
~~~~~



***Veteran and Selectman Anthony Renzoni, pictured above, makes a speech at the Memorial Day event. Pictured below, Worcester County Sherriff, Lew Evangelidis stands with the scouts.***



### **Employee Appreciation Cookout**

The Board of Selectmen once again provided an Employee Appreciation cookout for all town employees at the Trout Brook Recreation Area. The selectmen and town manager also held the employee appreciation ceremony, where employees are recognized for their years of service and receive their service pins. It is through our dedicated and talented staff that the selectmen and town manager continue to provide high-quality services to residents.



## EMPLOYEE APPRECIATION & RECOGNITION MILESTONES CELEBRATED JULY 1, 2016–JUNE 30, 2017

### **5 Years**

Gregory L. Rozak – Department of Public Works  
Jon M. Scott – Department of Public Works  
John R. Woodsmall – Department of Public Works  
David Russo – Fire Department  
Amanda A. Beahn – Fire Department  
Dennis M. Carlson – Fire Department  
Kevin Harmon – Fire Department  
Sean P. McKiernan – Police Department  
Carol A. Leslie – Recreation Department  
Suzanne M. Lucia – Office of the Town Clerk

### **10 Years**

Lori A. Rose – Accounting  
Joshua M. Poznanski – Fire Department  
John Chandler – Fire Department  
Leah Francese-Wood – Fire Department  
Nancy M. Corrigan – Recreation Department  
Maureen A. Buffone – Senior Center  
George S. Warden – Senior Center

### **15 Years**

Rosemary Scully – Assessors Office  
Justin M. Pedersen – Department of Public Works  
Andrew T. Miller – Fire Department  
Kim S. Challenger – Gale Free Library  
Richard D. Grensavitch – Holden Municipal Light Department  
Mark S. Kent – Police Department  
Jonathan M. Santimore – Police Department  
Timothy J. Sherblom – Police Department  
Todd M. Ventres – Police Department  
Donna M. Horsfall – Recreation Department

### **20 Years**

Ray A. Sherbourne – Police Department  
Edward R. Seidler – Planning & Development

### **25 Years**

Sharon A. Lowder- Office of the Treasurer/Collector

### **30 Years**

Brian J. Hickey – Holden Municipal Light Department

### **40 Years**

Joyce A. Golden – Gale Free Library

## **Other Highlights**

### **July**

The Town took possession of the 18 Industrial Drive property on June 30, 2018 potentially for use as the site of a new DPW Facility. The property was gifted to us from the prior owner of the “Reed / Rico” property. The Town has made great progress toward laying the foundation for developing the property for town use.

### **September**

The Board of Selectmen voted unanimously to ratify a new three year contract for Town Manager, Peter Lukes. This contract will have to be renewed in October of 2020.

### **October**

The Board of Selectmen created the Eagle Lake Dam Committee after concerns from residents regarding the planned 4.5 foot drawdown of the Lake. This plan was in part due to necessary repairs to the dam. Although the dam is owned by three private owners, the Town of Holden owns the Eagle Lake Recreation Area.

The Board of Selectmen appointed Amy Michalowski to fill a vacancy on the Wachusett Regional School District Committee

### **November**

Town Manager Peter Lukes selected Stephanie Bacon as the new Assistant Town Manager. Ms. Bacon will begin the position January 1, 2018.

Special Town Meeting – approval to transfer money for the clean-up of Industrial Drive.

An Owner’s Project Manager was hired and assigned to assist with the design and contracting of a future DPW facility along with preparing the property at 18 Industrial Drive for development.

### **December**

The Town engaged Central Mass Regional Planning Council to begin work on a Growth Management Study which will supplement the eventual renewal of the Town’s Master Plan. The Master Plan was originally completed ten years ago. The Master Plan Renewal project is slated to begin in 2018 and the Town Manager established a Master Plan Update Steering Committee at the end of 2017. The renewed Master Plan will include a Buildout and Population Analysis, Water/Sewer Impact Study, and a ten year outlook for planning Holden’s emerging needs.

## INFORMATION TECHNOLOGY

Peter M. Lukes – Assistant Town Manager/Department Head  
Douglas Nelson – Systems Administrator  
Stephen Gross – Network Administrator  
Helen Aronowitz – IT Business Analyst

The Information Technology (IT) Department's primary responsibility is the planning, management and improvement of the technology infrastructure, telecommunications, and business applications that support Holden's day-to-day operation. The Holden IT Department is constantly striving to meet or exceed the information and technical needs of the Town. The IT Department provides the technical support, advice, and assistance to our town departments to more cost-effectively and efficiently deliver services to Holden residents through computerization and business process automation.

As part of its mission, the Holden IT Department interacts closely with every department to assess current and future requirements, research the latest advances in technology, analyze, and provide information and advice to Holden's leaders and decision-makers regarding technical infrastructure investments, assist with vendor negotiations, and monitor contract performance.

User support remains a major function of the Holden IT Department. IT staff install and ensure proper functioning of software, administer servers, install and repair hardware, and manage sophisticated networking and communications systems on a regular daily basis.

In 2017, Holden IT continued to move more resources to our virtual environment, and to the Cloud. We have also continued to consolidate systems, making them more seamless throughout town. We have made strides in improving efficiencies in workflow and internal processes in many departments. Holden IT continues to monitor system security, and ensure we are protecting our computing resources.

In 2017, the Town of Holden brought in the Town of West Boylston's Police and Fire Departments to our Regional Dispatch Center. This included work on data communications, telephone systems, radio, and human processes which utilize all of these resources. Much hard work and effort went into making this an overall success, even while West Boylston was in the midst of moving their police station. Also at the Public Safety Building, the entire 911 system in the Wachusett Regional Dispatch Center was upgraded. Multiple components of the video surveillance system in the Dispatch Center were upgraded to provide increased security. A new system was installed in order to provide strong, stable indoor multi-vendor cell phone coverage within the Public Safety Building. At Gale Free Library, Holden IT replaced all existing wireless internet components with new devices designed to provide coverage to all three floors and improve security; with free service to the public.

## INFORMATION TECHNOLOGY

We continue to look for more modern ways of operating, and will strive to provide the best quality computing experience for our staff, which in turn allows them to provide the best service to our residents and businesses. Holden IT looks forward to more innovations in 2018. We hope to perform some much needed upgrades to some internal processes, as well as striving to continue the path towards more virtualization of servers as well as migration to the cloud. Looking forward, Holden IT needs to stay on top of technology trends, such as handheld devices, social media, cellular, cloud computing, and much more.

**EDUCATION**  
**WACHUSETT REGIONAL SCHOOL DISTRICT**  
**HOLDEN-PRINCETON-PAXTON-RUTLAND-STERLING**

**Letter from WRSD Superintendent Darryll McCall, Ed.D.**

Dear Residents of Holden, Paxton, Princeton, Rutland, and Sterling:

We have had an eventful 2017-2018 school year, thus far. Over the past several months, the District continued to work toward the completion of the goals associated with the WRSD Strategic Plan. Our school district remains one of the strongest in Central Massachusetts as we create educational programming for our students that will prepare them for their future endeavors.

The WRSD Strategic Plan provides the Wachusett community with a sense of purpose as we define priorities and set budgets. Each school has developed a School Improvement Plan that ties directly back to the Strategic Plan and will help define budget priorities at both the building level and the District level. Goals that have been set by administrators and teachers have common themes connected to the five learning domains, helping to bring our five town district toward common educational outcomes. This year we have focused on many areas including technology, improved instructional support, social emotional learning, and more.

In early November, the District and member Town officials held the annual Budget Roundtable at the Holden Senior Center. This meeting is the opportunity to discuss budget issues associated with the upcoming fiscal year. As always, the meeting was well attended by town representatives, officials from the state, and members of the Wachusett Regional School District Committee. An important area of focus during the discussions was the recent report completed by the State Auditor's Office concerning the funding issues facing regional school districts throughout Massachusetts. Working together as a unified community, our five towns and the District have made a commitment to seek 100% reimbursement for regional transportation by lobbying our representatives to support our request. Grassroots organizations and our teachers union have been vocal in their support of more state funding for all regional school districts. Funding at the state level remains a major issue associated with the budget woes we have faced as a district and continues to be an area of concern for both local and state officials. As state funding continues to decline, we are even more dependent upon our local tax base to support our educational endeavors. If we all continue to advocate on behalf of the District to support the recommendations made not only by the State Auditor but also by the Foundation Budget Review Commission, it would help to ease the financial burden placed on both schools and towns.

Last year, the five towns that comprise the Wachusett District supported a budget that has permitted us the opportunity to increase support for our students. We look forward to continuing the forward progress made this past year as we look to create a budget that supports the Strategic Plan.

Thank you for your continued support of students, faculty, and staff of the WRSD.



EDUCATION  
MONTACHUSETT REGIONAL VOCATIONAL  
TECHNICAL SCHOOL

**Letter from Superintendent-Director Sheila M. Harrity, Ed.D.**

The 2016-2017 school year marked my third year as Superintendent-Director of Montachusett Regional Vocational Technical School District, and in my short tenure here, I am proud to say I have seen the school reach new levels of academic excellence, technical proficiency, and student engagement. Perhaps the most exciting aspect of my role here is bearing witness to the creativity and innovation at work every day in our classrooms and shops. Our students and instructors work collaboratively to explore scientific concepts, designing experiments that are conducted aboard the International Space Station; they study automation and additive manufacturing through the use of robotic arms and 3-D printers; and even build new educational facilities that students will grow and learn in for years to come. Monty Tech is a school unlike any other and I am honored to serve the students, faculty and staff here.

In many respects, 2016-2017 was a banner year at Monty Tech. We launched a whole school 1:1 Chromebook initiative, providing all students with increased access to instructional technology, and improving communications between teachers and students beyond the traditional school day. We received more than \$645,000 in competitive grants, and have been able to provide students with remarkable field trips to connect their learning to STEM career pathways that spark imagination and creativity. We provided high-quality professional development opportunities to support the school's new biomedical courses, bringing innovative new science coursework and curriculum to students with an interest in biomedical and biotechnology career pathways. Construction of the Monty Tech Veterinary Science Training Center and Community Clinic continued throughout 2016-2017, providing tremendous hands-on learning opportunities to students in our Carpentry, Plumbing, Electrical, Cabinetmaking, HVAC, Masonry, and Welding trades. School administrators launched an unprecedented fundraising campaign, and successfully raised more than \$2.5 million in donations and in-kind matching services to support this project. And finally, thanks to an extremely generous Skills Capital Grant, we were able to renovate the Machine Technology shop, and purchase state-of-the-art machinery for students to train on, earning more industry recognized credentials than ever before.

We recognize that students attending Monty Tech have chosen a high school experience that to many may seem complex and even daunting. Our students are required to pass the same statewide standardized tests as students in a comprehensive high school. They take English, mathematics, science, social studies and foreign language courses, just as high school students in your community might. A Monty Tech student, though, must also balance all of that with a rigorous vocational-technical education, specializing in one of our 20 programs. For four years our students work and learn in vocational settings that replicate industry standards. They train on the latest equipment, and, through the school's popular Co-operative Education Program, our students may even spend time working and learning in area businesses during their Junior and Senior

year. It is a great responsibility to provide each and every student with high-quality, vocational-technical instruction, and we honored to serve approximately 1,400 students each year.

This work is only possible because of our talented educators and administrators, who remain focused on delivering the highest quality academic and vocational-technical education possible. Working closely with post-secondary colleagues, we aim to ensure our students graduate prepared to enter college pathways of their choosing. Similarly, relying on our expansive network of industry partners, we strive to improve upon each of our vocational programs to ensure that every graduate is not only prepared for entry-level careers in related pathways, but are also creative, independent thinkers, capable of solving complex, real-world situations that present themselves in today's workplaces. On their behalf, I am delighted to present the District's 2016-2017 annual report to you, providing a snapshot of the wonderful experiences happening on a day-to-day basis here at Monty Tech.

### **Our Mission**

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

### **Our District**

Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of: Ashburnham, Ashby, Athol, Barre, Fitchburg, Gardner, Harvard, Holden, Hubbardston, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminster, and Winchendon.

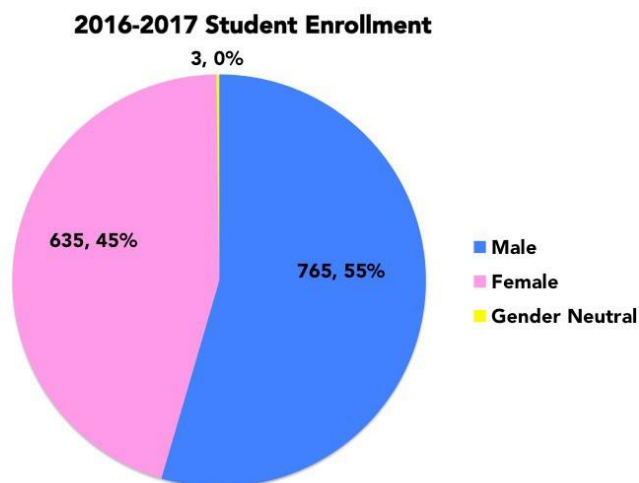
### **Leadership**

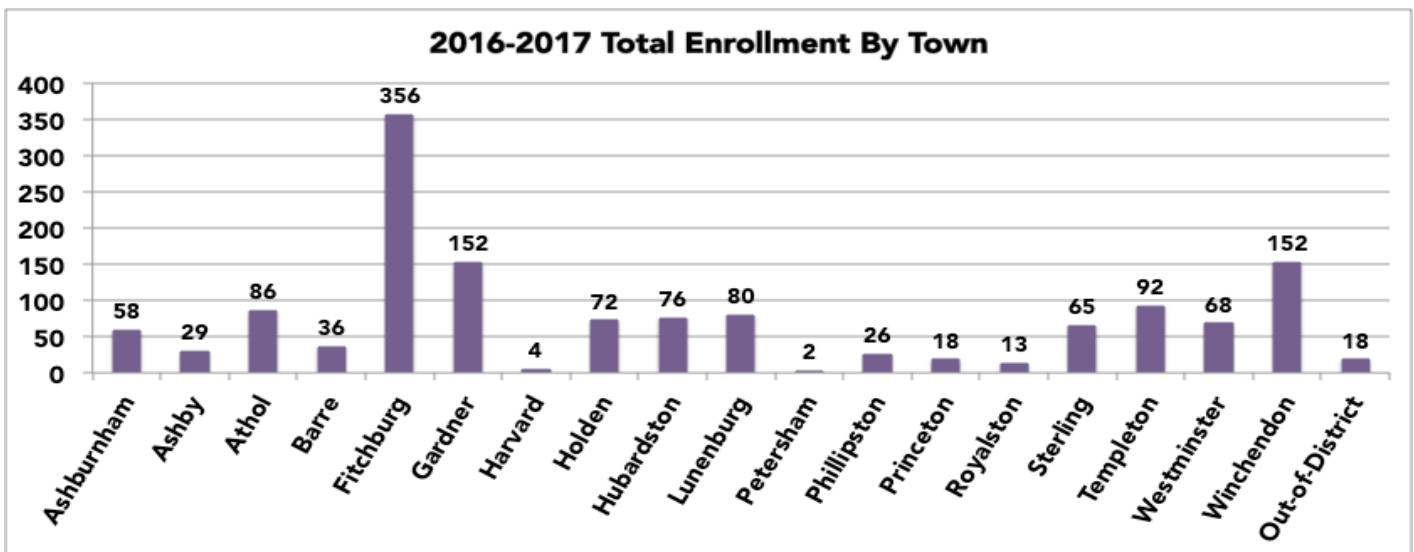
The leadership team at Montachusett Regional Vocational Technical School is comprised of 10 talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the Superintendent and Principal, the team has transformed the school into one of the most sought-after high schools in North Central Massachusetts.

Sheila M. Harrity, Superintendent-Director  
Tom Browne, Principal  
Dayana Carlson, Assistant Principal  
Tammy Crockett, Business Manager  
Pamela Pothier, Director of Technology  
Christina Favreau, Director of Academic Programs  
Jim Hachey, Director of Vocational Programs  
Michael Gormley, Director of Facilities  
Katy Whitaker, Development Coordinator  
Victoria Zarozinski, Director of Student Support Services

## **Enrollment**

On June 1, 2017, student enrollment at Monty Tech included 1,403 students in grades nine through twelve, representing each of the district's 18 sending communities. Each class of students is comprised of a relatively equal balance of male vs. female students, and each student attending Monty Tech has elected to do so, prepared to explore an interest in one of the school's 20 rigorous vocational-technical programs. While the school currently offers only five programs non-traditional for male students, and 12 programs non-traditional for female students, we are proud to have a student population that is well-balanced by gender and a variety of academic interests and achievements.





Throughout 2016-2017, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2016, approximately 700 district eighth graders participated in the annual “Tour Day” event. Students toured our 20 vocational- technical areas and learned about the school’s challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members to further explore the facilities and speak with staff members.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school and participate in hands-on learning experiences across a variety of vocational/technical areas. The program continued to attract a large number of students during the 2016-2017 school year, serving approximately 600 area students.

**Class of 2017 Awards**

Members of the Class of 2017 were awarded approximately \$88,950 in scholarships. The Monty Tech Foundation generously provided \$45,700 in scholarships to graduating seniors, ranging in amounts of \$200 to \$2,000. The Foundation also awarded \$4,000 to the Practical Nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Approximately 51% of the graduating class of 2017 reported plans to enroll at a 4-year college/university upon graduation. By earning college credits while still in high school, these students will save both time and money as they pursue advanced educational programs.

## **Financial Report**

A great deal of effort was put forth by the School Committee, administration, and staff to develop a cost-effective budget for the fiscal year 2016-2017. The final Fiscal Year 2016-2017 Educational Plan totaled \$26,374,468, which represents a .6% increase over the 2015-2016 Educational Plan. The District's FY17 budget exceeds the minimum spending required by Massachusetts General Law Chapter 70 by only \$45,000 or .2%.

The District was audited in October 2017 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, Mass., and received a very good report.

## **Grants and Contracts**

Monty Tech continues to pursue grant funding on an annual basis. These funds help provide many educational and social services to the student population. For Fiscal Year 2017, state and federal grant sources provided the school with \$961,346. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Perkins Occupational Education, and Marine Corp Junior Reserve Officer Training. The District also received more than \$645,000 in competitive grants, including a Skills Capital Grant for \$435,857 to purchase equipment for the Machine Technology Program, and a grant from the Massachusetts Life Sciences Center in the amount of \$99,697 to expand the school's science program to include biomedical coursework and learning laboratories. Using these allocation and competitive funds, the school was able to purchase a variety of instructional technology, equipment, and supplies to enhance the learning experience across both academic and vocational programs.

## **Academic Achievement**

In 2016-2017, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable MCAS scores in English Language Arts, Mathematics and Biology. For spring 2017, Monty Tech's passing rate on the English Language Arts was 100%, Mathematics 97%, Biology 98%.

## **The Monty Tech School Committee**

The Montachusett Regional Vocational Technical School District Committee is comprised of 22 dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures. Our students continue to benefit from the broad scope of their experiences and varying perspectives, and we are thankful to the following members of the 2016-2017 School Committee for their outstanding service.

Barbara Reynolds, Lunenburg - Chair

Brian J. Walker, Fitchburg - Vice Chair

Diane Swenson, Ashburnham; Peter Capone, Ashby; Toni L. Phillips, Athol; Whitney Marshall, Barre; Claudia Holbert, Fitchburg; Dr. Ronald Tourigny, Fitchburg; Melanie Weeks, Fitchburg;

Eric D. Commodore, Gardner; James S. Boone, Gardner; Vacant Seat, Harvard; James Cournoyer, Holden; Kathleen Airoidi, Hubbardston; Edward Simms, Petersham; Eric Olson, Phillipston; John P. Mollica, Princeton; Mary C. Barclay, Royalston; Dr. Kenneth I.H. Williams, Sterling; James M. Gilbert, Templeton; Ross Barber, Westminster; Burton E. Gould, Jr./ Austin

Cyganiewicz, Winchendon

Terri Hillman, Gardner - Secretary

Norman J. LeBlanc - District Treasurer

## ACCOUNTING

Lori Rose, CGA – Town Accountant  
Carolyn Ringgard –Accounts Keeper  
Shellie Goodwin – Part Time Assistant Accountant

### Department Operations:

The General Laws of the Commonwealth provide for the appointment of a Town Accountant. The Town Accountant must possess training and experience to maintain the municipality's financial records. The records verify that the Town's monies are being collected and disbursed in accordance with the municipality's financial policies, including its operating budget.

All accounts are maintained under the Uniform Municipal Accounting Standards (UMAS) as promulgated by the state of Massachusetts and the Deputy Commissioner of Revenue. The method of accounting used for regulatory purposes is a modified accrual fund basis that brings the town's accounting methods more closely into a GAAP basis of accounting that is used nationally. In order to provide financial statements for issuance of bonds we must also prepare information in compliance with financial reporting requirements issued by the Governmental Accounting Standards Board (GASB).

The Accounting Department is responsible for recording all financial activity in the General Ledger; processing the accounts payable warrant on a weekly basis and the payroll warrant on a bi-weekly basis; processing, reviewing, and liquidating purchase orders as necessary and in accordance with town policies and state procurement laws; maintaining all contract and bid files; and recording and updating fixed asset records.

The general ledger is where transactions for all Town funds are recorded. This includes general government funds, revolving funds, grant and gift accounts, water/sewer and solid waste enterprises, trust funds, and the light department activity.

The purchase order program encumbers funds by subtracting them from the budget and reducing the available balance. Approximately 600 purchase orders were issued during fiscal 2017. Before a purchase order is issued we must confirm that proper procurement procedures have been followed and documented, that applicable contracts will be in place, and funds are available. Invoices are matched to purchase orders when paid. There were approximately 15,500 invoices processed in fiscal 2017, resulting in more than 6,000 vendor checks being issued.

## ACCOUNTING

### 2017 Highlights:

The Mt. View School Building project has entered the closeout phase. For all phases of the Mt. View project, we are responsible for all our normal processing and retention requirements, and also for submitting all costs incurred into the Massachusetts School Building Authority's (MSBA) web based "pay-as-you-build progress payment system" known as ProPay. All costs must be entered by budget category and backup documentation must be submitted to MSBA for review before reimbursement can be made. The MSBA audits the invoices submitted and reimburses the town for its share of eligible project costs. This is a benefit to the town as we do not have to borrow the MSBA's share of the project which reduces the amount of debt, interest and borrowing costs of the Town. Due to the large volume and the dollar amount of expenditures relating to this project, requests for reimbursement are typically prepared on a monthly basis. During fiscal 2017 a total of nine reimbursement requests were submitted to MSBA resulting in the receipt of \$1,740,402. As of June 30, 2017, the Town has expended a total of \$44,428,613 on the Mt View School Project, for feasibility and construction, and has received a total of \$23,479,769 with an additional \$788,621 to date, to be received upon final MSBA closeout.

The accounting office continues to manage the ongoing grants from the State 911 Department for the development of the Wachusett Regional Emergency Communications Center. The town has been awarded a total of \$2,700,934 for the project for fiscal years 2012 through 2017. All expenditures related to this project must be submitted to the State 911 Department for reimbursement and we have assisted in the completion of the reporting requirements to ensure that the Town receives all funding in a timely manner. The fiscal 2016 and fiscal 2017 grants were extended by the State 911 Department through June 30, 2018 to allow for project completion. It is anticipated that more funds will be awarded to explore the option of adding another community.

For the third consecutive year the town has participated in the Certified Public Expenditure (CPE) program offered by the Executive Office of Health and Human Services (EOHHS). This is a voluntary program that allows ambulance providers to claim federal reimbursement for allowable certified public expenditures based on annual costs. Given the financial data required for this report, a majority of the report is completed by the town accountant. As a result of this process, the town has received \$25,278 from the fiscal 2016 CPE report and \$27,732 for the fiscal 2017 CPE report.

In preparing the budget for fiscal year 2017 the policy on the use of the Town's free cash and also the capital planning and improvement plan were adhered to.

The free cash policy recommends that a maximum of fifty percent (50%) of free cash will be used to fund operating expenses. This policy allows the Town to continue building reserves, provides for unanticipated decreases in revenue in following years, and keeps an amount of free cash available for appropriation by a Special Town Meeting if a need arises. The capital improvement plan forecasts and plans for the capital acquisitions requested by all departments. The Town's capital needs are analyzed and prioritized and the goal is to devote approximately 4% of our budget as an investment in our assets and infrastructure.

## ACCOUNTING

The Town's balance sheet and free cash calculations for fiscal year 2017 were submitted on October 31, 2017 and were certified by the Department of Revenue. The annual state report of revenues and expenditures also known as "Schedule A" was completed and submitted well before the November 30th deadline. The fiscal year 2017 annual audit has been completed by the independent audit firm of R.E. Brown and Company CPA's.

Audited financial statements are available at any time by visiting the accountant's web page at [holdenma.gov](http://holdenma.gov) or by contacting the accounting office. The financial statements included in this report are unaudited for the year ending June 30, 2017.



## BUDGET RECAP - JUNE 30, 2017

|                           | BUDGET            | TRANSFER<br>IN | TRANSFER<br>OUT | BUDGET            | EXPENDED          |
|---------------------------|-------------------|----------------|-----------------|-------------------|-------------------|
| <b>GENERAL GOVERNMENT</b> |                   |                |                 |                   |                   |
| Salary and Wages          | \$1,604,438       |                | \$11,616        | \$1,592,822       | \$1,507,824       |
| Expenditure               | 4,044,327         | 11,616         | -               | 4,055,943         | 3,830,528         |
| Capital                   | 111,000           | -              | -               | 111,000           | 71,813            |
| <b>Total</b>              | <b>5,759,765</b>  | <b>11,616</b>  | <b>11,616</b>   | <b>5,759,765</b>  | <b>5,410,165</b>  |
| <b>DEBT</b>               |                   |                |                 |                   |                   |
| Municipal                 | 1,504,067         | -              | -               | 1,504,067         | 1,504,216         |
| School                    | 4,062,634         | -              | -               | 4,062,634         | 4,062,483         |
| <b>Total</b>              | <b>5,566,701</b>  | <b>-</b>       | <b>-</b>        | <b>5,566,701</b>  | <b>5,566,699</b>  |
| <b>PUBLIC SAFETY</b>      |                   |                |                 |                   |                   |
| Salary and Wages          | 4,438,351         | -              | -               | 4,438,351         | 4,123,856         |
| Expenditure               | 741,624           | -              | -               | 741,624           | 640,987           |
| Capital Outlay            | 863,000           | -              | -               | 863,000           | 206,411           |
| <b>Total</b>              | <b>6,042,975</b>  | <b>-</b>       | <b>-</b>        | <b>6,042,975</b>  | <b>4,971,254</b>  |
| <b>PUBLIC WORKS</b>       |                   |                |                 |                   |                   |
| Salary and Wages          | 1,452,841         | -              | 9,321           | 1,443,520         | 1,342,200         |
| Expenditure               | 897,501           | -              | -               | 897,501           | 843,236           |
| Capital Outlay            | 585,000           | -              | -               | 585,000           | 470,605           |
| Snow Removal              | 500,000           | 9,321          | -               | 509,321           | 509,321           |
| <b>Total</b>              | <b>3,435,342</b>  | <b>9,321</b>   | <b>9,321</b>    | <b>3,435,342</b>  | <b>3,165,362</b>  |
| <b>HUMAN SERVICES</b>     |                   |                |                 |                   |                   |
| Salary and Wages          | 256,175           | -              | -               | 256,175           | 237,282           |
| Expenditure               | 83,450            | -              | -               | 83,450            | 82,637            |
| Capital Outlay            | 55,000            | -              | -               | 55,000            | -                 |
| <b>Total</b>              | <b>394,625</b>    | <b>-</b>       | <b>-</b>        | <b>394,625</b>    | <b>319,919</b>    |
| <b>EDUCATION</b>          |                   |                |                 |                   |                   |
| WRSD                      | 23,142,073        | -              | -               | 23,142,073        | 23,194,312        |
| WRSD Trans                | 1,625,660         | -              | -               | 1,625,660         | 1,573,421         |
| VOC                       | 723,709           | -              | -               | 723,709           | 716,012           |
| <b>Total</b>              | <b>25,491,442</b> | <b>-</b>       | <b>-</b>        | <b>25,491,442</b> | <b>25,483,745</b> |
| <b>CULTURE</b>            |                   |                |                 |                   |                   |
| Salary and Wages          | 611,631           | -              | -               | 611,631           | 585,799           |
| Expenditure               | 264,439           | -              | -               | 264,439           | 258,955           |
| Capital Outlay            | 60,000            | -              | -               | 60,000            | 24,375            |
| <b>Total</b>              | <b>936,070</b>    | <b>-</b>       | <b>-</b>        | <b>936,070</b>    | <b>869,129</b>    |
| <b>TOTAL GENERAL FUND</b> | <b>47,626,920</b> | <b>20,937</b>  | <b>20,937</b>   | <b>47,626,920</b> | <b>45,786,273</b> |

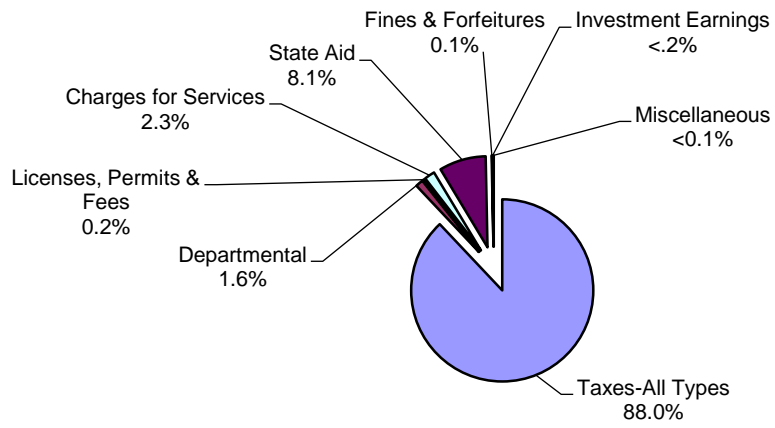
|                                    | <b>BUDGET</b>       | <b>TRANSFER<br/>IN</b> | <b>TRANSFER<br/>OUT</b> | <b>BUDGET</b>       | <b>EXPENDED</b>     |
|------------------------------------|---------------------|------------------------|-------------------------|---------------------|---------------------|
| <b>WATER/SEWER ENTERPRISE FUND</b> |                     |                        |                         |                     |                     |
| Salary and Wages                   | 638,542             | -                      | -                       | 638,542             | 595,332             |
| Expenditure                        | 6,604,322           | -                      | -                       | 6,604,322           | 5,956,463           |
| Capital Outlay                     | 165,000             | -                      | -                       | 165,000             | 127,954             |
| <b>TOTAL WATER/SEWER</b>           | <b>7,407,864</b>    | <b>-</b>               | <b>-</b>                | <b>7,407,864</b>    | <b>6,679,749</b>    |
| <b>SOLID WASTE ENTERPRISE FUND</b> |                     |                        |                         |                     |                     |
| Salary and Wages                   | 48,586              | -                      | -                       | 48,586              | 42,850              |
| Expenditure                        | 1,164,381           | -                      | -                       | 1,164,381           | 1,092,775           |
| <b>TOTAL SOLID WASTE</b>           | <b>1,212,967</b>    | <b>-</b>               | <b>-</b>                | <b>1,212,967</b>    | <b>1,135,625</b>    |
| <b>TOTAL BUDGET</b>                | <b>\$56,247,751</b> | <b>\$20,937</b>        | <b>\$20,937</b>         | <b>\$56,247,751</b> | <b>\$53,601,647</b> |

\*INSERT\*      Balance Sheet Excel Table

**REVENUE COMPARISON  
GENERAL FUNDS  
NET OF REFUNDS**

| REVENUE SOURCE             | FY17 ESTIMATE | FY17 ACTUAL   | FY18 ESTIMATE |
|----------------------------|---------------|---------------|---------------|
| MOTOR VEHICLE EXCISE       | \$ 2,760,619  | \$ 2,050,000  | \$ 2,100,000  |
| PENALTIES/INTEREST         | 161,301       | 107,000       | 115,000       |
| LIEU OF TAX                | 1,043,436     | 1,041,544     | 1,043,435     |
| CHARGES FOR SERVICES       | 1,034,849     | 850,000       | 850,000       |
| FEES                       | 354,331       | 233,640       | 388,450       |
| RENTALS                    | 108,839       | 96,500        | 97,500        |
| LIBRARY                    | 19,585        | 22,000        | 19,500        |
| CEMETERY                   | 13,569        | 15,000        | 13,000        |
| OTHER DEPARTMENTAL         | 74,169        | 49,900        | 49,900        |
| LICENSES/PERMITS           | 122,669       | 98,215        | 95,415        |
| FINES                      | 52,735        | 45,800        | 45,800        |
| INVESTMENT INCOME          | 68,676        | 60,000        | 60,000        |
| MISC RECURRING             | 196,400       | 196,400       | 196,400       |
| MISC NON-RECURRING         | 192,641       | 166,684       | 60,000        |
| SEPTIC                     | 53,501        | 42,000        | 41,500        |
| TOTAL LOCAL                | 6,257,320     | 5,074,683     | 5,175,900     |
| CHERRY SHEET               | 2,076,659     | 2,071,476     | 2,116,325     |
| SBAB                       | 1,732,788     | 1,732,788     | 1,732,788     |
| TAXES                      | 36,402,281    | 36,298,760    | 37,022,253    |
| TAXES PRIOR YEARS          | 164,394       | 493,380       | 480,000       |
| TAX LIENS                  | 93,018        | -             | -             |
| CONVEYANCE TAX             | 831           | -             | -             |
| TAX LITIGATION             | -             | -             | -             |
| LIGHT DEPT                 | 144,277       | 144,277       | 147,163       |
| TOTAL OTHER REVENUE        | 40,614,248    | 40,740,681    | 41,498,529    |
| TOTAL GENERAL FUND REVENUE | \$ 46,871,528 | \$ 45,815,364 | \$ 6,674,429  |

### FY 2017 Revenues by Type



# ACCOUNTING

## Free Cash

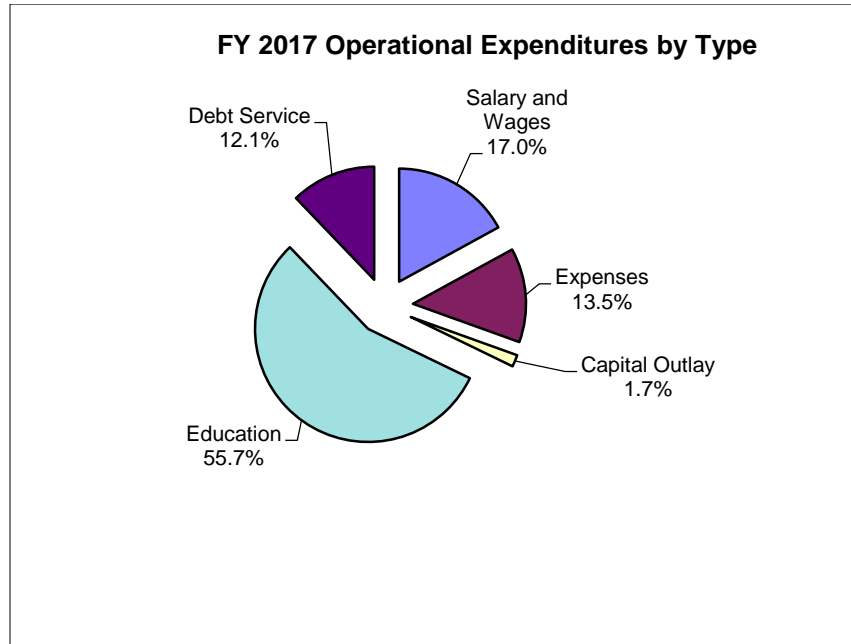
The General Fund Undesignated Fund Balance is the amount by which cash and receivables exceed current liabilities and commitments.

The available amount is calculated and certified each year by the Commonwealth's Department of Revenue based upon the balance sheet submitted by the town accountant.

The amount available is what becomes known as "Free Cash." Free Cash can then be appropriated either for a specific expenditure or to reduce the tax rate.

Approximately 27% of the Free Cash certified as of June 30, 2016 was left unappropriated and is now part of the Free Cash certified as of June 30, 2017. For the fiscal 2018 budget, free cash was appropriated into the following funds: \$50,000 into the fire equipment stabilization fund; \$50,000 into the public works depreciation fund; \$500,000 into the general stabilization fund; \$50,000 into the open space stabilization fund; \$16,000 into the regional dispatch stabilization fund and \$404,884 into the Other Post Employment Benefits Trust Fund (OPEB). An additional \$882,000 of free cash was appropriated for various capital projects for the town and an additional \$318,000 was used to reduce the tax rate for debt service.

|             | Certified | Used      |
|-------------|-----------|-----------|
| Fiscal 2018 |           | 2,948,473 |
| Fiscal 2017 | 2,270,884 | 2,948,473 |
| Fiscal 2016 | 4,048,834 | 2,158,787 |
| Fiscal 2015 | 3,934,728 | 786,512   |
| Fiscal 2014 | 3,714,663 | 1,013,324 |
| Fiscal 2013 | 2,711,441 | 908,344   |
| Fiscal 2012 | 2,295,926 | 704,693   |
| Fiscal 2011 | 1,453,351 | 81,644    |
| Fiscal 2010 | 1,196,281 | 216,851   |
| Fiscal 2009 | 162,788   | 550,000   |
| Fiscal 2008 | 216,851   | 1,408,676 |
| Fiscal 2007 | 728,081   | 921,747   |



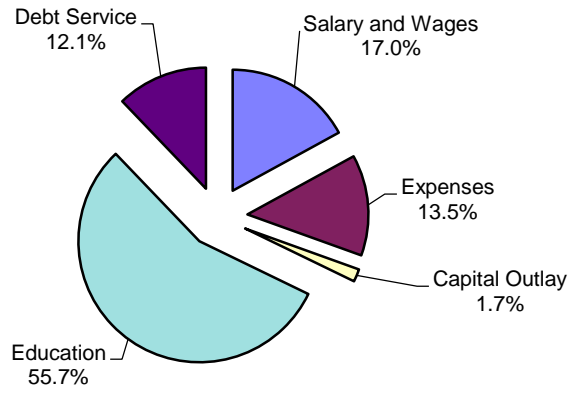
## FIVE YEAR BUDGET ANALYSIS TOWN OPERATING BUDGET

|                           | ACTUAL<br>FY 2013  | ACTUAL<br>FY 2014  | ACTUAL<br>FY 2015  | ACTUAL<br>FY 2016  | ACTUAL<br>FY 2017  |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>GENERAL GOVERNMENT</b> |                    |                    |                    |                    |                    |
| Salary and Wages          | \$1,266,396        | \$1,211,592        | \$1,368,784        | \$1,454,059        | \$1,507,824        |
| Expenditure               | 2,959,223          | 3,164,470          | 3,311,465          | 3,479,659          | 3,830,528          |
| Capital                   | 1,505              | 697                | -                  | 1,845              | 71,813             |
| <b>Total</b>              | <b>4,227,124</b>   | <b>4,376,759</b>   | <b>4,680,249</b>   | <b>4,935,563</b>   | <b>5,410,165</b>   |
| <b>DEBT</b>               |                    |                    |                    |                    |                    |
| Municipal                 | 845,064            | 811,139            | 819,199            | 1,472,277          | 1,504,216          |
| School                    | 2,884,156          | 2,906,369          | 2,939,339          | 2,718,524          | 4,062,483          |
| <b>Total</b>              | <b>3,729,220</b>   | <b>3,717,508</b>   | <b>3,758,538</b>   | <b>4,190,801</b>   | <b>5,566,699</b>   |
| <b>PUBLIC SAFETY</b>      |                    |                    |                    |                    |                    |
| Salary and Wages          | 3,468,893          | 3,572,247          | 3,744,274          | 3,906,887          | 4,123,856          |
| Expenditure               | 687,493            | 698,209            | 664,778            | 652,668            | 640,987            |
| Capital Outlay            | 96,094             | 168,778            | 494,051            | 190,895            | 206,411            |
| <b>Total</b>              | <b>4,252,480</b>   | <b>4,439,234</b>   | <b>4,903,103</b>   | <b>4,750,450</b>   | <b>4,971,254</b>   |
| <b>PUBLIC WORKS</b>       |                    |                    |                    |                    |                    |
| Salary and Wages          | \$1,319,925        | \$1,355,683        | \$1,399,358        | \$1,380,109        | \$1,342,200        |
| Expenditure               | \$769,832          | \$645,332          | \$695,587          | \$699,966          | \$843,236          |
| Capital Outlay            | \$519,016          | \$773,800          | \$782,763          | \$571,380          | \$470,605          |
| Snow Removal              | \$513,175          | \$528,594          | \$536,874          | \$471,051          | \$509,321          |
| <b>Total</b>              | <b>\$3,121,948</b> | <b>\$3,303,409</b> | <b>\$3,414,582</b> | <b>\$3,122,506</b> | <b>\$3,165,362</b> |
| <b>HUMAN SERVICES</b>     |                    |                    |                    |                    |                    |
| Salary and Wages          | 214,001            | 222,930            | 228,704            | 240,779            | 237,282            |
| Expenditure               | 64,990             | 76,371             | 66,136             | 115,465            | 82,637             |
| Capital Outlay            | -                  | 6,194              | 12,625             | 14,500             | -                  |
| <b>Total</b>              | <b>278,991</b>     | <b>305,495</b>     | <b>307,465</b>     | <b>370,744</b>     | <b>319,919</b>     |
| <b>EDUCATION</b>          |                    |                    |                    |                    |                    |
| WRSD                      | 20,491,124         | 20,675,351         | 21,033,709         | 21,547,554         | 23,194,312         |
| WRSD Trans                | 1,247,060          | 1,205,104          | 898,257            | 1,344,611          | 1,573,421          |
| VOC                       | 543,688            | 578,847            | 787,159            | 825,922            | 716,012            |
| <b>Total</b>              | <b>22,281,872</b>  | <b>22,459,302</b>  | <b>22,719,125</b>  | <b>23,718,087</b>  | <b>25,483,745</b>  |

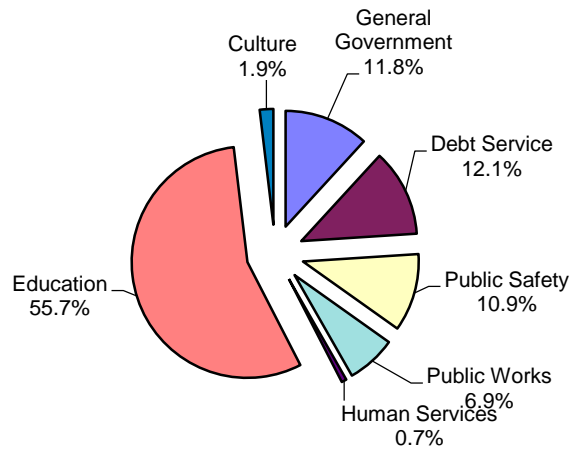


|                                    | <b>ACTUAL<br/>FY 2013</b> | <b>ACTUAL<br/>FY 2014</b> | <b>ACTUAL<br/>FY 2015</b> | <b>ACTUAL<br/>FY 2016</b> | <b>ACTUAL<br/>FY 2017</b> |
|------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>CULTURE</b>                     |                           |                           |                           |                           |                           |
| Salary and Wages                   | 539,341                   | 550,274                   | 552,369                   | 581,018                   | 585,799                   |
| Expenditure                        | 198,291                   | 234,803                   | 236,060                   | 247,635                   | 258,955                   |
| Capital Outlay                     | 8,311                     | 1,291                     | -                         | -                         | 24,375                    |
| Total                              | 745,943                   | 786,368                   | 788,429                   | 828,653                   | 869,129                   |
| <b>TOTAL GENERAL FUND</b>          | <b>38,637,578</b>         | <b>39,388,075</b>         | <b>40,571,491</b>         | <b>41,916,804</b>         | <b>45,786,273</b>         |
| <b>WATER/SEWER ENTERPRISE FUND</b> |                           |                           |                           |                           |                           |
| Salary and Wages                   | 513,114                   | 509,488                   | 547,818                   | 597,738                   | 595,332                   |
| Expenditure                        | 4,911,721                 | 4,652,719                 | 5,025,499                 | 5,337,659                 | 5,956,463                 |
| Capital Outlay                     | 243,762                   | 505,033                   | 406,006                   | 360,912                   | 127,954                   |
| <b>TOTAL WATER/SEWER</b>           | <b>5,668,597</b>          | <b>5,667,240</b>          | <b>5,979,323</b>          | <b>6,296,309</b>          | <b>6,679,749</b>          |
| <b>SOLID WASTE ENTERPRISE FUND</b> |                           |                           |                           |                           |                           |
| Salary and Wages                   | 37,471                    | 34,070                    | 31,371                    | 25,796                    | 42,850                    |
| Expenditure                        | 986,515                   | 1,050,752                 | 1,088,214                 | 1,063,545                 | 1,092,775                 |
| <b>TOTAL SOLID WASTE</b>           | <b>1,023,986</b>          | <b>1,084,822</b>          | <b>1,119,585</b>          | <b>1,089,341</b>          | <b>1,135,625</b>          |
| <b>TOTAL BUDGET</b>                | <b>\$45,330,161</b>       | <b>\$46,140,137</b>       | <b>\$47,670,399</b>       | <b>\$49,302,454</b>       | <b>\$53,601,647</b>       |
| <b>DEBT RETIRED BY IIF</b>         |                           |                           |                           |                           |                           |
|                                    | \$541,053                 | \$544,449                 | \$547,889                 | \$ -                      | \$ -                      |
| <b>TOTAL</b>                       | <b>\$541,053</b>          | <b>\$544,449</b>          | <b>\$547,889</b>          | <b>\$ -</b>               | <b>\$ -</b>               |

### FY 2017 Operational Expenditures by Type



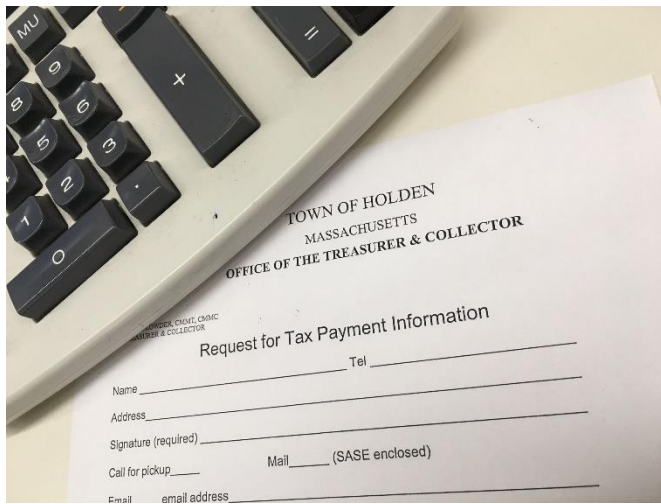
### FY 2017 Operational Expenditures by Department



## TREASURER/TAX COLLECTOR'S OFFICE

Sharon A. Lowder, Treasurer/Collector, CMMT, CMMC  
Sandra E. Nason, Assistant Treasurer/Collector, CMMAC  
Jennifer J. Keevan, Senior Accounts Clerk  
Teresa Brown—Senior Accounts Clerk

The Office of the Treasurer and Tax Collector has many responsibilities. The Tax Collector's duties include the collection, reconciliation and reporting of all real estate, personal property and motor vehicle excise taxes as well as electric and water/sewer rates and trash fees. These receivables are often paid through the mail, both directly to the office or to a lockbox. Holden residents can also remit their payments in person at the Collector's Office as well as online.



Included in the Tax Collector's duties is the preparation of legal documents relative to the real estate parcels located in the Town of Holden. A Municipal Lien Certificate (MLC) is prepared when a property is being conveyed or refinanced to certify the tax status of the parcel. The Collector's office completed 735 Municipal Lien Certificates in FY 2017. A Certificate for Dissolving Betterments is created to release a paid Betterment Lien from a property. Liens were placed on properties eligible for the Town of Holden Sewer project in

conjunction with the Mass Department of Conservation and Recreation (formerly the MDC) which provided sewer access to more than 2,500 parcels. Interest free connection loans were also made available to homeowners who opted to connect to the Town's sewer system. Once these liens have been paid in full, either through the real estate tax bills or in advance, a Certificate for Dissolving Betterments is prepared and recorded at the Worcester Registry of Deeds to remove the lien. The Collector's Office prepared 59 Certificates for Dissolving Betterments in FY 2017.

## TREASURER/TAX COLLECTOR'S OFFICE

The Town Treasurer is the custodian of all Town of Holden funds which must be deposited and invested in accordance with Massachusetts General Laws. The Town of Holden bank accounts are balanced daily. Cash and receipts are reconciled with the Town Accountant's office each month.

The office creates and maintains the payroll records for all Town of Holden employees. The biweekly Town payrolls are prepared and employee deductions such as taxes, insurance, retirement, union dues, child support and tax deferred compensation are reconciled and distributed to the correct agencies. The Treasurer is also responsible for the administration of employee benefits which has become more complicated with the onset of state and federal health care reform and more offerings such as flexible spending accounts.

The Treasurer/Collector's Office also processes the weekly Accounts Payable warrants which must be balanced with the Accounting Office. The Treasurer must fund the warrant, wire funds for certain expenditures and mail the remaining checks each Friday.

### **Treasurer/Collector's Office Staffing**

Treasurer/Tax Collector Sharon Lowder was recertified as a Massachusetts Certified Municipal Treasurer/Tax Collector. Assistant Treasurer/Tax Collector Sandra Nason has moved on to the Town of Hubbardston as Treasurer/Tax Collector. Erin Trainor was appointed Assistant Treasurer/Tax Collector in October. Jennifer Keevan continues to maintain the Real Estate and Personal Tax bills. Jodi Joubert was hired as a Senior Accounts Clerk to replace Teresa Brown who transferred to the Recreation Department.

### **Mountview School Construction**

In April 2013, the Town of Holden voters authorized the replacement of the Mountview Middle School and the borrowing to fund the construction. In 2017, the Town of Holden permanently financed \$4,015,000 and renewed a Bond Anticipation Note (BAN) in the amount of \$875,000. This BAN will be renewed until the final cost of the project is determined, at which time the Treasurer may permanently borrow the necessary funds to complete the financing for the Mountview Middle School Project.

### **Borrowing**

The Treasurer is responsible for borrowing funds for various town projects authorized at the Annual Town Meeting. This process involves working with our financial advisors and providing the appropriate documentation before funds can be borrowed. Once the borrowing is complete, the Treasurer must continue to file an "Annual Disclosure" to update the financial status of the Town of Holden. It is also incumbent upon the Treasurer to monitor the spending of borrowed funds so that they are spent within the mandated timeframe to avoid IRS penalties.

## TREASURER/TAX COLLECTOR'S OFFICE

In addition to the continued borrowing for the Mountview Middle School Construction, Holden also borrowed an additional \$1,845,000 for the replacement of water mains as well as sewer pump station and Water Department improvements in FY 2017.

The Town of Holden maintained a very favorable bond rating of AA+ with Standard & Poor's, and Moodys raised the Town's bond rating to AA2. These positive ratings will benefit the Town's position when borrowing funds for various projects.

### **Online Payments**

The Holden Municipal Light Department has been continuing to expand the online utility payments for Holden residents. The Department of Planning & Development and the Department of Public Works issue permits online. The Town Clerk and the Recreation Department continue to collect payments online. In addition, Holden residents may make donations online through the Town's website, [www.holdenma.gov](http://www.holdenma.gov). Donations may be made to the Help at Home fund which provides assistance to Holden residents in need. Online donations can also be made for the Memorial Day Parade, the Light-a-Light Bandstand fund, the Holden 275<sup>th</sup> fund and Holden Community Garden. With so many payment options available, the Treasurer/Tax Collector's Office is constantly developing more efficient methods of the reconciliation and reporting of these funds on a daily basis.

## TOWN TREASURER JULY 1, 2016 – JUNE 30, 2017

Cash on Hand July 1, 2016

26,639,687.01

### RECEIPTS

#### GENERAL FUNDS

|                       |                                 |              |
|-----------------------|---------------------------------|--------------|
| Accounting            | Departmental Reimbursements     | 16,400.00    |
| Assessors             | Miscellaneous                   | 1,315.00     |
| Buildings & Grounds   | Miscellaneous                   | 14,158.73    |
|                       | Departmental Reimbursements     | 28,000.00    |
|                       | Proceeds of Investments         | 107.86       |
|                       | Rental – Town Buildings         | 17,220.00    |
| Commonwealth of Mass  | CDC Fines                       | 5,200.00     |
|                       | DCR Lieu of Taxes               | 919,615.57   |
|                       | Mass Health Ambulance Receipts  | 42,676.71    |
|                       | Registry Motor Vehicle Fees     | 55,775.00    |
|                       | Reimb - RE Tax Exemptions       | 104,945.00   |
|                       | Reimb – Exemp MVE Dis Vets      | 1,136.00     |
|                       | Fire HAZMAT                     | 19,382.06    |
|                       | School Aid – Chapter 70         | 5,318.00     |
|                       | School Construction Reimburse   | 1,732,788.00 |
|                       | School Transportation Reimburse | 1,707.00     |
|                       | State-Owned Land                | 90,778.00    |
|                       | Unrestricted State Aid          | 1,838,299.00 |
|                       | Veterans Benefits               | 62,737.35    |
| Data Processing       | Departmental Reimbursements     | 89,000.00    |
|                       | Misc Refund                     | 121.00       |
| Dept. of Public Works | Miscellaneous                   | 42,454.39    |
|                       | Departmental Reimbursements     | 14,000.00    |

|                          |                                 |              |
|--------------------------|---------------------------------|--------------|
|                          | Worker's Comp Reimb             | 6,121.44     |
| Fire Dept.               | Miscellaneous                   | 27,109.00    |
|                          | Ambulance Receipts              | 876,753.66   |
|                          | Ambulance Medicare              | 153,338.25   |
|                          | Fire Private Duty Surcharge     | 47.25        |
| Library                  | Miscellaneous                   | 19,763.77    |
| Miscellaneous Receipts   | Interest Earnings               | 86,095.57    |
|                          | Proceeds of Investments         | 906,658.50   |
|                          | WRSD School Lease Fees          | 40,864.76    |
| Planning & Development   | Miscellaneous                   | 50,514.43    |
| Police Department        | Inter-Municipal Agreement       | 120,555.75   |
|                          | Miscellaneous                   | 16,431.82    |
|                          | WRSD Liaison Officer            | 35,000.00    |
|                          | Police Private Duty Surcharge   | 8,973.79     |
| Sealer Weights & Measure | Miscellaneous                   | 1,504.00     |
| Selectmen                | Miscellaneous                   | 20,050.00    |
| Senior Citizens          | Senior Citizens Transportation  | 45,141.34    |
| Town Clerk               | Miscellaneous                   | 70,947.78    |
| Town Collector           | Charges & Interest - Taxes      | 52,736.63    |
|                          | Charges & Interest – MVE        | 60,335.05    |
|                          | City of Worcester Lieu of Taxes | 73,127.79    |
|                          | Holden Housing Lieu Tax         | 2,611.08     |
|                          | Income & Expense Lien-2016      | 1,000.00     |
|                          | Income & Expense Lien-2017      | 7,950.00     |
|                          | Motor Vehicle 1987-2014         | 5,475.98     |
|                          | Motor Vehicle – 2015            | 11,524.93    |
|                          | Motor Vehicle – 2016            | 440,346.77   |
|                          | Motor Vehicle – 2017            | 2,351,664.82 |

|              |                                  |                      |
|--------------|----------------------------------|----------------------|
|              | Personal Property – 2010-2014    | 1,418.87             |
|              | Personal Property – 2015         | 1,119.82             |
|              | Personal Property – 2016         | 6,871.33             |
|              | Personal Property – 2017         | 485,154.48           |
|              | Real Estate – 2016               | 174,817.66           |
|              | Real Estate – 2017               | 35,989,942.36        |
|              | Rollback Tax                     | 830.86               |
|              | Supplemental Real Est. – 2016    | 24,150.50            |
|              | Supplemental Real Est. – 2017    | 125,622.24           |
| Town Manager | Miscellaneous                    | 580.00               |
|              | Departmental Reimbursements      | 14,000.00            |
|              | Sale of Town Property            | 35,624.00            |
|              | Workers Comp                     | 1,185.94             |
| Treasurer    | Miscellaneous                    | 4,197.86             |
|              | Civil Process Fees               | 90.00                |
|              | Departmental Reimbursements      | 35,000               |
|              | Certificates of Municipal Liens  | 36,750.00            |
|              | Certs for Dissolving Betterments | 236.00               |
|              | Light Dept-In Lieu of Taxes      | 215,594.00           |
|              | Priv Duty Surcharge & Medicare   | 11,653.29            |
|              | Tailings                         | 3,465.72             |
|              | Tax Title & Interest             | 132,604.69           |
| Veterans     | Misc Refund                      | <u>302.75</u>        |
|              | Total General Funds              | <u>47,896,991.20</u> |



HIGHWAY IMPROVEMENTS

|                      |                            |                     |
|----------------------|----------------------------|---------------------|
| Commonwealth of Mass | Chapter 90 Reimbursement   | <u>1,599,680.61</u> |
|                      | Total Highway Improvements | <u>1,599,680.61</u> |

CABLE TV FUND

|          |                     |                   |
|----------|---------------------|-------------------|
| Cable TV | CATV Annual Grant   | 284,407.87        |
|          | CATV Reimbursement  | 2,762.00          |
|          | Total Cable TV Fund | <u>287,169.87</u> |

RECREATION 53D

|                       |                      |                   |
|-----------------------|----------------------|-------------------|
| Recreation Department | Miscellaneous        | 328,855.50        |
|                       | Interest Earned      | <u>121.28</u>     |
|                       | Total Recreation 53D | <u>328,976.78</u> |

REVOLVING FUNDS

|                     |                       |                  |
|---------------------|-----------------------|------------------|
| Various Departments | Insurance Recovery    | <u>32,045.79</u> |
|                     | Total Revolving Funds | <u>32,045.79</u> |

INSPECTIONS REVOLVING

|                        |                             |                   |
|------------------------|-----------------------------|-------------------|
| Planning & Development | Miscellaneous               | <u>254,678.75</u> |
|                        | Total Inspections Revolving | <u>254,678.75</u> |

RECREATION FUND

|            |                       |                   |
|------------|-----------------------|-------------------|
| Recreation | Miscellaneous         | <u>537,695.08</u> |
|            | Total Recreation Fund | <u>537,695.08</u> |

SPECIAL REVENUE

|                       |                                  |                    |          |
|-----------------------|----------------------------------|--------------------|----------|
| Buildings & Grounds   | Cemetery – Res. for Approp.      | 3,130.60           |          |
| Commonwealth of Mass. | Arts Lottery Council             | 5,600.00           |          |
|                       | Elder Affairs                    | 35,840.00          |          |
|                       | Emergency Preparedness           | 5,103.34           |          |
|                       | Extended Polling Hours           | 2,844.00           |          |
|                       | Fire SAFE Grant                  | 7,336.00           |          |
|                       | MEMA Reimbursement               | 4,460.00           |          |
|                       | Police 911 Grant                 | 439,364.84         |          |
|                       | Police Support & Incentive Grant | 246,142.11         |          |
|                       | Police Law Enforcement Trust     | 29,545.00          |          |
|                       | Police Safety Grant              | 10,730.98          |          |
|                       | Recycling Grant                  | 6,050.00           |          |
|                       | State Aid to Libraries           | 30,492.89          |          |
|                       | Conservation Commission          | Miscellaneous      | 922.50   |
|                       | Dept. of Public Works            | Fuel Reimbursement | 6,006.64 |
| Fire Dept             | Fire Dept Fund                   | 410.00             |          |
|                       | Ambulance Fund                   | 185.00             |          |
| Library               | Special Gifts                    | 10,946.39          |          |
| Miscellaneous         | Bond Premium                     | 621,003.38         |          |
|                       | Holden 250 <sup>th</sup>         | 5,109.20           |          |
|                       | Holden 275 <sup>th</sup>         | 6,064.50           |          |
|                       | Interest Earned                  | 35.93              |          |
| Payroll Deductions    | Selectmen Fund                   | 110.00             |          |
| Planning/Development  | Security Deposit                 | 11,659.65          |          |
| Police                | Police DARE                      | 1,208.55           |          |
|                       | Police Law Enforcement Trust     | 1,649.50           |          |
|                       | Police Fund                      | 300.00             |          |

|                 |                        |                     |
|-----------------|------------------------|---------------------|
| Senior Citizens | Council on Aging Fund  | 16,054.02           |
|                 | Help at Home           | 17,519.77           |
| Town Manager    | Memorial Day Donations | 5,550.00            |
|                 | Winter Festival        | <u>1,450.00</u>     |
|                 | Total Special Revenue  | <u>1,532,824.79</u> |

MOUNTVIEW SCHOOL BLDG

|               |                             |                     |
|---------------|-----------------------------|---------------------|
| Miscellaneous | Bond Anticipation Notes     | 875,000.00          |
|               | Bond Proceeds               | 4,015,000.00        |
|               | School Construction Reimb   | 2,579,271.00        |
|               | Misc Refund                 | <u>15,969.00</u>    |
|               | Total Mountview School Bldg | <u>7,485,240.00</u> |

SEWER PROJECT

|                |                                  |                   |
|----------------|----------------------------------|-------------------|
| Town Collector | Connection Loan – 2016           | 200.00            |
|                | Connection Loan – 2017           | 41,461.14         |
|                | Connection Loan Paid in Advance  | 11,760.00         |
|                | Sewer Assessment – 2016          | 2,495.42          |
|                | Sewer Assessment – 2017          | 237,628.29        |
|                | Sewer Assessment Paid in Advance | <u>80,516.80</u>  |
|                | Total Sewer Project              | <u>374,061.65</u> |

WATER/SEWER FUNDS

|                       |                           |            |
|-----------------------|---------------------------|------------|
| Dept. of Public Works | Miscellaneous             | 306,636.12 |
|                       | Water Connection Deposits | 147,900.00 |

|                |                              |                     |
|----------------|------------------------------|---------------------|
|                | Worker's Comp Ins Reimb      | 7,578.84            |
| Light Dept     | Rates                        | 60,389.35           |
| Misc Receipts  | Bond Proceeds                | 1,845,000.00        |
| Town Collector | Rates                        | 5,867,128.71        |
|                | Water Liens & Charges – 2016 | 311.85              |
|                | Water Lien & Charges – 2017  | <u>5,231.21</u>     |
|                | Total Water/Sewer            | <u>8,240,176.08</u> |

LIGHT FUNDS

|                      |                                  |                      |
|----------------------|----------------------------------|----------------------|
| Commonwealth of Mass | DOT Reimbursement                | 14,787.68            |
| Light Department     | Miscellaneous                    | 360,216.88           |
|                      | Worker's Comp Ins Reimb          | 7,847.82             |
| Misc. Receipts       | Interest on Investments          | 27,059.98            |
|                      | Proceeds of Invest – Lt. Deprec. | 640,000.00           |
| Town Collector       | Light Lien – 2016                | 702.93               |
|                      | Light Lien – 2017                | 2,540.10             |
|                      | Light Meter Deposits             | 59,055.00            |
|                      | Misc. Receivables                | 6,818.30             |
|                      | Rates                            | <u>13,706,016.62</u> |
|                      | Total Light Funds                | <u>14,825,045.31</u> |

SOLID WASTE FUND

|                        |                     |           |
|------------------------|---------------------|-----------|
| Light Dept             | Trash Fees          | 15,980.64 |
| Misc. Receipts         | Interest Earned     | 2,040.07  |
| Planning & Development | Trash Bags/Misc S/W | 23,818.75 |

|                |                                             |                     |
|----------------|---------------------------------------------|---------------------|
| Town Collector | Trash Fees                                  | 1,108,364.82        |
|                | Trash Lien – 2016                           | 36.00               |
|                | Trash Lien – 2017                           | <u>1,546.14</u>     |
|                | Total Solid Waste                           | <u>1,151,786.42</u> |
|                | <u>OPEB FUNDS</u>                           |                     |
| Misc Receipts  | Investment Earnings                         | <u>74,234.92</u>    |
|                | Total OPEB Funds                            | <u>74,234.92</u>    |
|                | <u>REGIONAL DISPATCH STABILIZATION FUND</u> |                     |
| Misc Receipts  | Investment Earnings                         | <u>92.09</u>        |
|                | Total Reg Dispatch Stab Funds               | <u>92.09</u>        |
|                | <u>OPEN SPACE STABILIZATION FUND</u>        |                     |
| Misc Receipts  | Investment Earnings                         | <u>920.48</u>       |
|                | Total Open Space Stab Funds                 | <u>920.48</u>       |
|                | <u>GENERAL STABILIZATION FUND</u>           |                     |
| Misc. Receipts | Investment Earnings                         | <u>58,583.64</u>    |
|                | Total General Stabilization                 | <u>58,583.64</u>    |
|                | <u>WATER/SEWER STABILIZATION FUND</u>       |                     |
| Misc. Receipts | Investment Earnings                         | <u>3,316.19</u>     |
|                | Total Water/Sewer Stabilization             | <u>3,316.19</u>     |

TRUST FUNDS

|                     |                     |                  |
|---------------------|---------------------|------------------|
| Buildings & Grounds | Cemetery Funds      | 6,564.40         |
| Misc. Receipts      | Wachusett Fund      | 38,914.00        |
|                     | Investment Earnings | <u>24,169.58</u> |
|                     | Total Trust Funds   | <u>69,647.98</u> |

DPW DEPRECIATION FUND

|                |                             |                 |
|----------------|-----------------------------|-----------------|
| Misc. Receipts | Investment Earnings         | <u>7,746.50</u> |
|                | Total DPW Depreciation Fund | <u>7,746.50</u> |

CONSERVATION FUND

|                |                         |               |
|----------------|-------------------------|---------------|
| Misc. Receipts | Investment Earnings     | <u>420.60</u> |
|                | Total Conservation Fund | <u>420.60</u> |

FIRE STABILIZATION FUND

|                |                               |                 |
|----------------|-------------------------------|-----------------|
| Misc. Receipts | Investment Earnings           | <u>8,598.42</u> |
|                | Total Fire Stabilization Fund | <u>8,598.42</u> |

INFRASTRUCTURE INVESTMENT FUND

|                |                                  |                 |
|----------------|----------------------------------|-----------------|
| Misc. Receipts | Investment Earnings              | <u>7,960.39</u> |
|                | Total Infrastructure Invest Fund | <u>7,960.39</u> |

AGENCY FUNDS

|                            |                   |           |
|----------------------------|-------------------|-----------|
| Commonwealth of Mass       | Private Duty      | 360.00    |
| Department of Public Works | Security Deposits | 18,757.32 |

|                        |                                 |                     |
|------------------------|---------------------------------|---------------------|
| Fire Department        | Fire Private Duty               | 4,365.00            |
| Miscellaneous          | Misc Insurance Payments         | 309.41              |
|                        | Retirees Life Ins Payments      | 2,812.40            |
|                        | Retirees Health Ins Payments    | 184,684.23          |
|                        | Retirees Ins Reimbursements     | 19,275.76           |
|                        | Interest Earned                 | 1,851.55            |
| Payroll Deductions     | Federal Tax                     | 1,371,116.70        |
|                        | State Tax                       | 503,696.42          |
|                        | Medicare                        | 145,880.58          |
|                        | OBRA Mandatory Retire           | 45,768.34           |
|                        | Regional Retirement             | 896,558.40          |
|                        | Health Insurance                | 333,667.79          |
|                        | Basic Life Insurance            | 4,438.22            |
|                        | Voluntary Life Ins              | 5,654.90            |
|                        | Whole Life Insurance            | 9,407.36            |
|                        | Dental Insurance                | 33,940.88           |
|                        | Disability Insurance            | 33,920.60           |
|                        | Flexible Spending Acct – Health | 99,138.63           |
|                        | Flexible Spending Acct – DCAP   | 2,500.00            |
|                        | Union Dues                      | 46,800.00           |
|                        | Tax-Deferred Comp/Roth          | 235,337.84          |
|                        | Family Services                 | 66,463.88           |
| Planning & Development | Security Deposit                | 149,939.67          |
| Police Department      | Police State Firearms           | 24,587.50           |
|                        | Police Private Duty             | <u>376,408.75</u>   |
|                        | Total Agency Funds              | <u>4,617,642.13</u> |

|                            |                                 |                      |
|----------------------------|---------------------------------|----------------------|
|                            | <u>TOTAL RECEIPTS ALL FUNDS</u> | <u>89,395,535.67</u> |
| Total Available Cash       |                                 | 116,035,222.68       |
| Town Manager's Warrants    |                                 | 92,447,509.49        |
| Cash on Hand June 30, 2017 |                                 | 23,587,713.19        |

| <b>TAX TITLES</b>                |                   |                   |
|----------------------------------|-------------------|-------------------|
| Outstanding July 1, 2016         | 732,651.17        |                   |
| Added to Tax Title during FY2017 | <u>86,725.43</u>  | <u>819,376.60</u> |
| Payments to Treasurer            | 93,228.69         |                   |
| Foreclosures                     | 11,420.58         |                   |
| Outstanding June 30, 2017        | <u>714,727.33</u> | <u>819,376.60</u> |



## TRUST FUNDS IN THE HANDS OF THE TREASURER

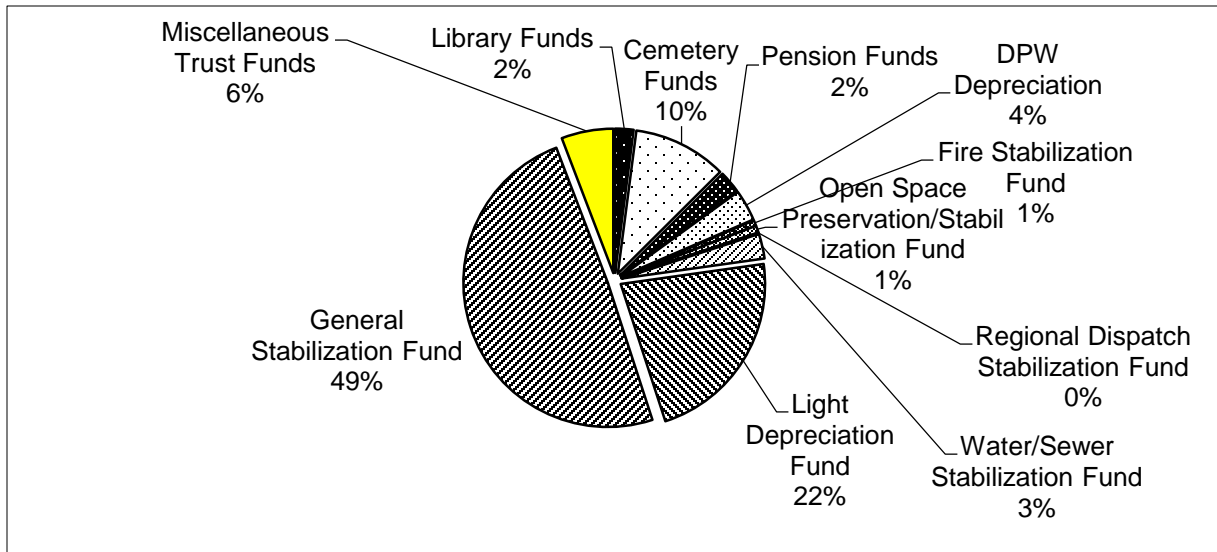
| FUND                       | Balance<br>7/1/16 | Interest<br>Deposits | Withdrawals | Balance<br>6/30/17 |
|----------------------------|-------------------|----------------------|-------------|--------------------|
| <b>Cemetery Funds</b>      |                   |                      |             |                    |
| Perpetual Care             | 599,449.07        | 17,882.50            | 5,000.00    | 612,331.57         |
| Chapel Fund                | 11,490.63         | 214.65               | 0.00        | 11,705.28          |
| Cook Fund                  | 9,599.29          | 179.33               | 0.00        | 9,778.62           |
| Special Care               | 19,124.51         | 353.19               | 307.36      | 19,170.34          |
| Hamil Fund                 | 15,227.56         | 284.49               | 0.00        | 15,512.05          |
| Anderson Fund              | 13,817.21         | 258.11               | 0.00        | 14,075.32          |
| <b>Miscellaneous Funds</b> |                   |                      |             |                    |
| Pension Funds              | 158,150.57        | 2,954.50             | 0.00        | 161,105.07         |
| Lloyd Starbard             | 16,652.59         | 311.12               | 0.00        | 16,963.71          |
| Welcome Aldrich            | 19,490.29         | 364.11               | 0.00        | 19,854.40          |
| Worc Comm<br>Boulder       | 5,393.33          | 100.75               | 0.00        | 5,494.08           |
| Conservation<br>Comm.      | 22,513.36         | 420.60               | 0.00        | 22,933.96          |
| Hendricks House            | 8,876.83          | 165.86               | 0.00        | 9,042.69           |
| Wachusett Fund             | 223,081.19        | 42,998.05            | 28,990.00   | 237,089.24         |
| Newell Hospital<br>Fund    | 22,222.79         | 415.16               | 0.00        | 22,637.95          |
| B. Gilman Rec Trust        | 42,821.51         | 799.97               | 0.00        | 43,621.48          |
| Open Space<br>Pres/Stab    | 0.00              | 50,920.48            | 0.00        | 50,920.48          |
| Regional Dispatch<br>Stab  | 0.00              | 5,092.09             | 0.00        | 5,092.09           |
| DPW Depreciation           | 442,752.58        | 57,746.50            | 272,469.00  | 228,030.08         |

| <b>FUND</b>                  | <b>Balance<br/>7/1/16</b> | <b>Interest<br/>Deposits</b> | <b>Withdrawals</b> | <b>Balance<br/>6/30/17</b> |
|------------------------------|---------------------------|------------------------------|--------------------|----------------------------|
| Fire Stabilization<br>Fund   | 581,356.06                | 58,598.42                    | 600,000.00         | 39,954.48                  |
| Water/Sewer<br>Stabilization | 177,510.78                | 3,316.19                     | 0.00               | 180,826.97                 |
| Light Depreciation           | 1,258,242.43              | 827,135.98                   | 640,000.00         | 1,445,378.41               |
| General<br>Stabilization     | 2,643,164.03              | 558,583.64                   | 0.00               | 3,201,747.67               |

**Library Funds**

|                      |           |        |      |           |
|----------------------|-----------|--------|------|-----------|
| E. Horsfall          | 8,981.03  | 167.79 | 0.00 | 9,148.82  |
| C. E. Smith          | 12,318.97 | 230.13 | 0.00 | 12,549.10 |
| William Sargent      | 3,310.40  | 61.84  | 0.00 | 3,372.24  |
| S.T. & A. M. Hobbs   | 10,540.35 | 196.90 | 0.00 | 10,737.25 |
| Holden High School   | 16,222.13 | 303.06 | 0.00 | 16,525.19 |
| Ellen Bascom         | 3,164.50  | 59.08  | 0.00 | 3,223.58  |
| Nathan Howe          | 19,838.02 | 370.61 | 0.00 | 20,208.63 |
| E. Phelps Johnson    | 17,924.81 | 334.85 | 0.00 | 18,259.66 |
| B. S. Newell         | 13,599.64 | 254.10 | 0.00 | 13,853.74 |
| Frances Jennings     | 2,565.95  | 47.93  | 0.00 | 2,613.88  |
| Elizabeth Newell Ref | 7,502.61  | 140.17 | 0.00 | 7,642.78  |
| C.& J. Kaplan Trust  | 15,508.23 | 289.73 | 0.00 | 15,797.96 |

# TRUST FUNDS 2017



## FUNDED DEBT

| Project | Date of Issue | Interest Rate | Total Issued | Balance as of 6/30/17 | Principal Due in FY18 | Date of Maturity |
|---------|---------------|---------------|--------------|-----------------------|-----------------------|------------------|
|---------|---------------|---------------|--------------|-----------------------|-----------------------|------------------|

### GENERAL FUND DEBT - Conventional Loans

|                                        |          |       |              |              |             |          |
|----------------------------------------|----------|-------|--------------|--------------|-------------|----------|
| Elementary School Buildings (Refunded) | 12/18/14 | 1.03% | \$33,000,000 | \$7,005,000  | \$2,240,000 | 10/15/19 |
| Elementary School Buildings (Refunded) | 12/18/14 | 1.03% | \$920,000    | \$199,000    | \$64,000    | 10/15/19 |
| Mountview Middle School                | 06/16/16 | 2.40% | \$15,000,000 | \$14,250,000 | \$750,000   | 06/15/36 |
| Mountview Middle School                | 06/15/17 | 2.57% | \$4,015,000  | \$4,015,000  | \$205,000   | 06/15/37 |
| Municipal Pool (Refunded)              | 12/18/14 | 1.03% | \$2,500,000  | \$206,000    | 206,000     | 10/15/17 |
| Public Safety Building #1              | 05/15/08 | 3.86% | \$8,000,000  | \$5,200,000  | \$380,000   | 05/15/28 |
| Public Safety Building #2              | 04/15/10 | 3.72% | \$5,000,000  | \$3,700,000  | \$220,000   | 04/15/30 |
| Public Safety Building #3              | 03/02/12 | 2.30% | \$200,000    | -----        | -----       | 03/02/17 |
| Mountview Feasibility Study            | 03/02/12 | 2.30% | \$300,000    | -----        | -----       | 03/02/17 |
| Capital Items 2012                     | 03/02/12 | 2.30% | \$370,000    | -----        | -----       | 03/02/17 |
| DPW Truck                              | 01/15/13 | 2.00% | \$210,000    | \$40,000     | \$40,000    | 01/15/18 |
| Ambulance                              | 12/18/14 | 1.02% | \$250,000    | \$150,000    | \$50,000    | 10/15/19 |
| DPW Equip Loader w/Plow                | 12/18/14 | 1.02% | \$205,000    | \$120,000    | \$40,000    | 10/15/19 |

### BOND ANTICIPATION NOTE – Mountview Middle School Project

|                               |          |       |           |           |           |          |
|-------------------------------|----------|-------|-----------|-----------|-----------|----------|
| Mountview Middle School (BAN) | 06/16/17 | 1.23% | \$875,000 | \$875,000 | \$875,000 | 06/15/18 |
|-------------------------------|----------|-------|-----------|-----------|-----------|----------|

### GENERAL FUND DEBT - Massachusetts Clean Water Trust Loans (formerly MWPAT)

|                      |          |       |           |           |          |          |
|----------------------|----------|-------|-----------|-----------|----------|----------|
| Septic Repair        | 11/13/98 | ----- | \$73,000  | \$11,412  | \$3,804  | 08/01/19 |
| Sewer Connections I  | 07/24/03 | ----- | \$585,267 | \$130,608 | \$32,486 | 02/01/21 |
| Sewer Connections II | 10/26/06 | ----- | \$707,184 | \$313,055 | \$39,527 | 08/01/24 |

### WATER/SEWER DEBT - Conventional Loans

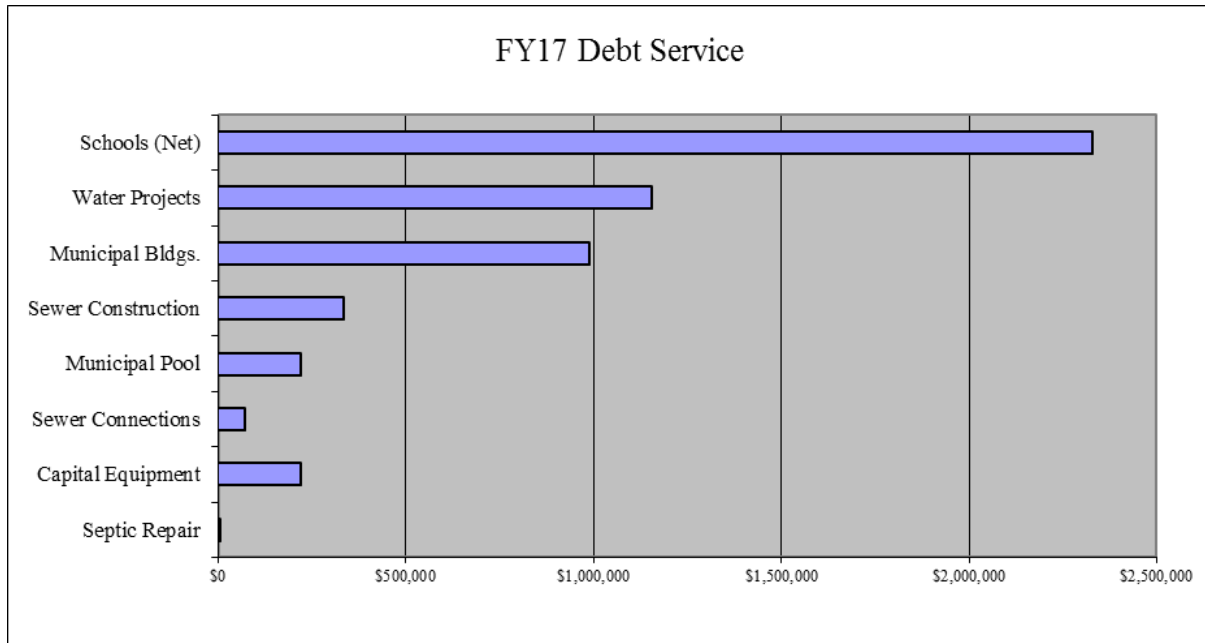
|                                   |          |       |             |             |           |          |
|-----------------------------------|----------|-------|-------------|-------------|-----------|----------|
| Municipal Water System            | 11/01/97 | 4.98% | \$1,710,000 | -----       | -----     | 10/15/16 |
| Municipal Water System (Refunded) | 12/18/14 | 1.03% | \$3,600,000 | \$1,015,000 | \$175,000 | 10/15/22 |
| Water Main                        | 12/18/14 | 1.03% | \$600,000   | \$480,000   | \$60,000  | 10/15/24 |
| Water Tank Painting               | 12/18/14 | 1.03% | \$550,000   | \$440,000   | \$55,000  | 10/15/24 |
| Water Mains                       | 06/16/16 | 2.40% | \$1,600,000 | \$1,520,000 | \$80,000  | 06/15/36 |
| Sewer Pump Station                | 06/16/16 | 1.98% | \$270,000   | \$250,000   | \$20,000  | 06/15/31 |
| Water Dept. Equipment             | 06/16/16 | 1.25% | \$220,000   | \$175,000   | \$45,000  | 06/15/21 |
| Water Main                        | 06/15/17 | 2.55% | \$850,000   | \$850,000   | \$45,000  | 06/15/37 |
| Sewer Pump                        | 06/15/17 | 2.52% | \$280,000   | \$280,000   | \$15,000  | 06/15/37 |
| Infiltration-Inflow Removal       | 06/15/17 | 2.51% | \$365,000   | \$365,000   | \$20,000  | 06/15/37 |
| Sewer Force Main                  | 06/15/17 | 1.83% | \$350,000   | \$350,000   | \$35,000  | 06/30/27 |

| Project | Date of Issue | Interest Rate | Total Issued | Balance as of 6/30/17 | Principal Due in FY18 | Date of Maturity |
|---------|---------------|---------------|--------------|-----------------------|-----------------------|------------------|
|---------|---------------|---------------|--------------|-----------------------|-----------------------|------------------|

**WATER/SEWER DEBT - Massachusetts Clean Water Trust Loans (formerly MWPAT)**

|                                |          |       |             |             |           |          |
|--------------------------------|----------|-------|-------------|-------------|-----------|----------|
| Water System - DW-99-17        | 11/01/00 | ----- | \$1,981,866 | \$498,147   | \$118,372 | 07/15/20 |
| Sewer Construction - CW-00-43  | 07/15/01 | ----- | \$3,020,015 | \$790,000   | \$190,000 | 01/15/21 |
| Water System - DW-00-16        | 10/15/02 | ----- | \$831,535   | \$287,848   | \$42,469  | 07/15/22 |
| Water System - DW-01-15        | 11/15/02 | ----- | \$773,153   | \$285,000   | \$45,000  | 07/15/22 |
| Sewer Construction - CW-00-43A | 11/15/02 | ----- | \$4,038,215 | \$1,455,000 | \$225,000 | 07/15/22 |
| Water System - DW-01-15A       | 11/01/03 | ----- | \$3,444,613 | \$1,053,791 | \$135,383 | 07/15/23 |
| Water System - DW-04-06        | 11/16/05 | 2.00% | \$923,349   | \$463,271   | \$47,454  | 07/15/23 |
| Water System - DW -09-14*      | 03/01/10 | 2.00% | \$1,743,881 | \$1,346,887 | \$84,254  | 07/15/31 |
| Water System - DW-13-12        | 02/11/16 | 2.00% | \$525,000   | \$503,763   | \$21,698  | 01/15/36 |

\* Principal has been reduced by \$666,419 by ARRA principal reduction and reallocation of funds by MCWT



|                                                                 |
|-----------------------------------------------------------------|
| <b>REPORT OF THE TAX COLLECTOR JULY 1, 2016 – JUNE 30, 2017</b> |
|-----------------------------------------------------------------|

Motor Vehicle Excise - 2009

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | <u>4,195.22</u> | <u>4,195.22</u> |
| Payments to Treasurer     | 145.52          |                 |
| Outstanding June 30, 2017 | <u>4,049.70</u> | <u>4,195.22</u> |

Motor Vehicle Excise - 2010

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | <u>4,606.28</u> | <u>4,606.28</u> |
| Payments to Treasurer     | 420.00          |                 |
| Outstanding June 30, 2017 | <u>4,186.28</u> | <u>4,606.28</u> |

Motor Vehicle Excise - 2011

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | <u>4,559.68</u> | <u>4,559.68</u> |
| Payments to Treasurer     | 337.50          |                 |
| Outstanding June 30, 2017 | <u>4,222.18</u> | <u>4,559.68</u> |

Motor Vehicle Excise - 2012

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | 5,594.47        |                 |
| Refunded                  | <u>158.77</u>   | <u>5,753.24</u> |
| Payments to Treasurer     | 529.60          |                 |
| Outstanding June 30, 2017 | <u>5,223.64</u> | <u>5,753.24</u> |

Motor Vehicle Excise - 2013

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | <u>8,733.33</u> | <u>8,733.33</u> |
| Payments to Treasurer     | 1,563.54        |                 |
| Outstanding June 30, 2017 | <u>7,169.79</u> | <u>8,733.33</u> |

Motor Vehicle Excise - 2014

|                           |                 |                  |
|---------------------------|-----------------|------------------|
| Outstanding July 1, 2016  | 9,182.44        |                  |
| Committed per Warrant     | 42.29           |                  |
| Refunded                  | <u>1,934.80</u> | <u>11,159.53</u> |
| Payments to Treasurer     | 2,042.84        |                  |
| Abated                    | 2,061.88        |                  |
| Outstanding June 30, 2017 | <u>7,054.81</u> | <u>11,159.53</u> |

Motor Vehicle Excise - 2015

|                          |                 |                  |
|--------------------------|-----------------|------------------|
| Outstanding July 1, 2016 | 22,712.37       |                  |
| Committed per Warrant    | 78.75           |                  |
| Refunded                 | <u>1,264.05</u> | <u>24,055.17</u> |
| Payments to Treasurer    | 11,524.93       |                  |
| Abated                   | 1,562.38        |                  |

|                           |                  |                  |
|---------------------------|------------------|------------------|
| Outstanding June 30, 2017 | <u>10,967.86</u> | <u>24,055.17</u> |
|---------------------------|------------------|------------------|

Motor Vehicle Excise - 2016

|                           |                  |                   |
|---------------------------|------------------|-------------------|
| Outstanding July 1, 2016  | 183,016.18       |                   |
| Committed per Warrant     | 295,330.51       |                   |
| Refunded                  | <u>22,796.79</u> | <u>501,143.48</u> |
| Payments to Treasurer     | 440,346.77       |                   |
| Abated                    | 31,782.01        |                   |
| Outstanding June 30, 2017 | <u>29,014.70</u> | <u>501,143.48</u> |

Motor Vehicle Excise - 2017

|                           |                   |                     |
|---------------------------|-------------------|---------------------|
| Committed per Warrant     | 2,652,083.55      |                     |
| Refunded                  | <u>22,239.42</u>  | <u>2,674,322.97</u> |
| Payments to Treasurer     | 2,351,664.82      |                     |
| Abated                    | 77,455.99         |                     |
| Outstanding June 30, 2017 | <u>245,202.16</u> | <u>2,674,322.97</u> |

Personal Property 2004 - 2014

|                           |                  |                  |
|---------------------------|------------------|------------------|
| Outstanding July 1, 2016  | 17,064.27        |                  |
| Refunded                  | <u>19,782.57</u> | <u>36,846.84</u> |
| Payments to Treasurer     | 1,418.87         |                  |
| Abated                    | 25,426.35        |                  |
| Outstanding June 30, 2017 | <u>10,001.62</u> | <u>36,846.84</u> |

Personal Property Tax - 2015

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | <u>5,263.91</u> | <u>5,263.91</u> |
| Payments to Treasurer     | 1,119.82        |                 |
| Outstanding June 30, 2017 | <u>4,144.09</u> | <u>5,263.91</u> |

Personal Property Tax - 2016

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | <u>8,908.74</u> | <u>8,908.74</u> |
| Payments to Treasurer     | 6,871.33        |                 |
| Outstanding June 30, 2017 | <u>2,037.41</u> | <u>8,908.74</u> |

Personal Property Tax - 2017

|                           |                  |                   |
|---------------------------|------------------|-------------------|
| Committed per Warrant     | 494,150.28       |                   |
| Refunded                  | <u>2,595.44</u>  | <u>496,745.72</u> |
| Payments to Treasurer     | 485,154.48       |                   |
| Abated                    | 1,215.11         |                   |
| Outstanding June 30, 2017 | <u>10,376.13</u> | <u>496,745.72</u> |

Farm Animal 2008 - 2011

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Outstanding July 1, 2016  | <u>1,095.06</u> | <u>1,095.06</u> |
| Payments to Treasurer     | 0.00            |                 |
| Outstanding June 30, 2017 | <u>1,095.06</u> | <u>1,095.06</u> |

Real Estate Tax - 2016

|                          |                 |                   |
|--------------------------|-----------------|-------------------|
| Outstanding July 1, 2016 | 184,092.47      |                   |
| Refunded                 | <u>50.94</u>    | <u>184,143.41</u> |
| Payments to Treasurer    | 174,817.66      |                   |
| Transferred to Tax Title | <u>9,325.75</u> | <u>184,143.41</u> |

Real Estate Tax - 2017

|                           |                   |                      |
|---------------------------|-------------------|----------------------|
| Committed per Warrant     | 36,298,763.71     |                      |
| Refunded                  | <u>70,220.85</u>  | <u>36,368,984.56</u> |
| Payments to Treasurer     | 35,989,942.36     |                      |
| Abated                    | 98,777.26         |                      |
| Transferred to Tax Title  | 67,562.72         |                      |
| Outstanding June 30, 2017 | <u>212,702.22</u> | <u>36,368,984.56</u> |

Sewer Assessment - 2016

|                          |                 |                 |
|--------------------------|-----------------|-----------------|
| Outstanding July 1, 2016 | <u>2,888.42</u> | <u>2,888.42</u> |
| Payments to Treasurer    | 2,495.42        |                 |
| Transferred to Tax Title | <u>393.00</u>   | <u>2,888.42</u> |

Sewer Assessment - 2017

|                           |                   |                   |
|---------------------------|-------------------|-------------------|
| Committed per Warrant     | <u>241,324.32</u> | <u>241,324.32</u> |
| Payments to Treasurer     | 237,628.29        |                   |
| Transferred to Tax Title  | 911.00            |                   |
| Outstanding June 30, 2017 | <u>2,785.03</u>   | <u>241,324.32</u> |

Connection Loans - 2016

|                          |               |               |
|--------------------------|---------------|---------------|
| Outstanding July 1, 2016 | <u>200.00</u> | <u>200.00</u> |
| Payments to Treasurer    | <u>200.00</u> | <u>200.00</u> |

Connection Loans - 2017

|                           |                  |                  |
|---------------------------|------------------|------------------|
| Committed per Warrant     | <u>41,541.14</u> | <u>41,541.14</u> |
| Payments to Treasurer     | 41,461.14        |                  |
| Outstanding June 30, 2017 | <u>80.00</u>     | <u>41,541.14</u> |

Interest & Expense Liens - 2016

|                          |                 |                 |
|--------------------------|-----------------|-----------------|
| Outstanding July 1, 2016 | <u>1,000.00</u> | <u>1,000.00</u> |
|--------------------------|-----------------|-----------------|



|                       |                 |                 |
|-----------------------|-----------------|-----------------|
| Payments to Treasurer | <u>1,000.00</u> | <u>1,000.00</u> |
|-----------------------|-----------------|-----------------|

Interest & Expense Liens - 2017

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Committed per Warrant     | <u>8,700.00</u> | <u>8,700.00</u> |
| Payments to Treasurer     | 7,950.00        |                 |
| Transferred to Tax Title  | 500.00          |                 |
| Outstanding June 30, 2017 | <u>250.00</u>   | <u>8,700.00</u> |

Light Liens - 2016

|                          |               |               |
|--------------------------|---------------|---------------|
| Outstanding July 1, 2016 | <u>702.93</u> | <u>702.93</u> |
| Payments to Treasurer    | <u>702.93</u> | <u>702.93</u> |

Light Liens - 2017

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Committed per Warrant     | <u>2,832.93</u> | <u>2,832.93</u> |
| Payments to Treasurer     | 2,540.10        |                 |
| Transferred to Tax Title  | 131.50          |                 |
| Outstanding June 30, 2017 | <u>161.33</u>   | <u>2,832.93</u> |

Water Liens & Water Lien Charges - 2016

|                          |               |               |
|--------------------------|---------------|---------------|
| Outstanding July 1, 2016 | <u>311.85</u> | <u>311.85</u> |
| Payments to Treasurer    | <u>311.85</u> | <u>311.85</u> |

Water Liens & Charges - 2017

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Committed per Warrant     | <u>5,857.30</u> | <u>5,857.30</u> |
| Payments to Treasurer     | 5,231.21        |                 |
| Transferred to Tax Title  | 590.14          |                 |
| Outstanding June 30, 2017 | <u>35.95</u>    | <u>5,857.30</u> |

Trash Liens - 2016

|                          |              |              |
|--------------------------|--------------|--------------|
| Outstanding July 1, 2016 | <u>36.00</u> | <u>36.00</u> |
| Payments to Treasurer    | <u>36.00</u> | <u>36.00</u> |

Trash Liens - 2017

|                           |                 |                 |
|---------------------------|-----------------|-----------------|
| Committed per Warrant     | <u>1,710.01</u> | <u>1,710.01</u> |
| Payments to Treasurer     | 1,546.14        |                 |
| Transferred to Tax Title  | 51.75           |                 |
| Outstanding June 30, 2017 | <u>112.12</u>   | <u>1,710.01</u> |

Supplemental Real Estate Taxes - 2016

|                          |                  |                  |
|--------------------------|------------------|------------------|
| Outstanding July 1, 2016 | 5,651.99         |                  |
| Committed per Warrant    | <u>18,498.51</u> | <u>24,150.50</u> |
| Payments to Treasurer    | <u>24,150.50</u> | <u>24,150.50</u> |

Supplemental Real Estate Taxes - 2017

|                           |                  |                   |
|---------------------------|------------------|-------------------|
| Committed per Warrant     | 139,058.57       |                   |
| Refunded                  | <u>73.14</u>     | <u>139,131.71</u> |
| Payments to Treasurer     | 125,622.24       |                   |
| Outstanding June 30, 2017 | <u>13,509.47</u> | <u>139,131.71</u> |

Lieu of Taxes - 2017

|                       |  |                  |
|-----------------------|--|------------------|
| Committed per Warrant |  | <u>73,127.79</u> |
| Payments to Treasurer |  | <u>73,127.79</u> |

## **ASSESSORS' OFFICE**

Rosemary Scully, MAA - Principal Assessor  
James R. Dillon, MAA - Assessor  
Robert W. Fitzgerald, MAA, RMA - Assessor  
Janice R. Cross - Clerk Supervisor  
Kimberly L. Koontz - Assessor-Clerk/Data Collector  
Scott Bell - Data Collector  
Lori Anne Wall - Mapper

### **WELCOME TO THE HOLDEN ASSESSORS' OFFICE**

The Assessors' Office values all real estate (residential, commercial and industrial) and personal property in the Town of Holden for the purpose of "ad valorem" taxation. This process involves discovering, listing, and valuing almost 8,000 residential properties, which includes single-family homes, multi-family homes, condominiums, and apartment buildings. There are also 150 commercial and industrial properties and nearly 400 personal property accounts, which must be reviewed on an annual basis. The office also receives more than 19,000 motor vehicle excise records from the Registry of Motor Vehicles, which must be processed and committed to the Tax Collector.

In addition, the function of the Assessing Office includes updating tax map information in regards to property sales and subdivisions; tracking the yearly additions in value triggered by the building permit process and computation of "new growth;" monitoring and recording all changes in property ownership through information received from the Registry of Deeds; inspecting in a timely manner all properties sold in Holden; receiving and processing all real estate and personal property abatement applications within statutory timelines; representing the Town of Holden at the Appellate Tax Board or negotiating settlements with taxpayers before hearings; assisting realtors, appraisers, and taxpayers seeking information on Holden's 8,300-plus Real and Personal property accounts; and supplying the Board of Selectmen with all the information required in the setting of the tax rate at the annual classification hearing. This office provides quality service to all customers in the performance of the above described duties.

### **ACCESSING ASSESSMENT DATA ONLINE**

The public can access the Online Assessor Database from [www.holdenma.gov](http://www.holdenma.gov). The Town has contracted with Vision Government Solutions, Inc. to host this site. The Town reviews all property values on an annual basis. Values are updated based upon market conditions of sales of comparable properties in Holden. The current database values were finalized and the Massachusetts Department of Revenue approved the tax rate for

## ASSESSORS' OFFICE

Fiscal Year 2018 on November 14, 2017. The Fiscal Year 2018 tax rate for all classes of property is \$17.61 per thousand dollars of valuation.

### **HOLDEN GIS ONLINE**

The Town of Holden has a Geographic Information System (GIS) website that provides both GIS and Assessors' data for properties located within Holden. The public can access the GIS website at [www.holdenma.gov](http://www.holdenma.gov).

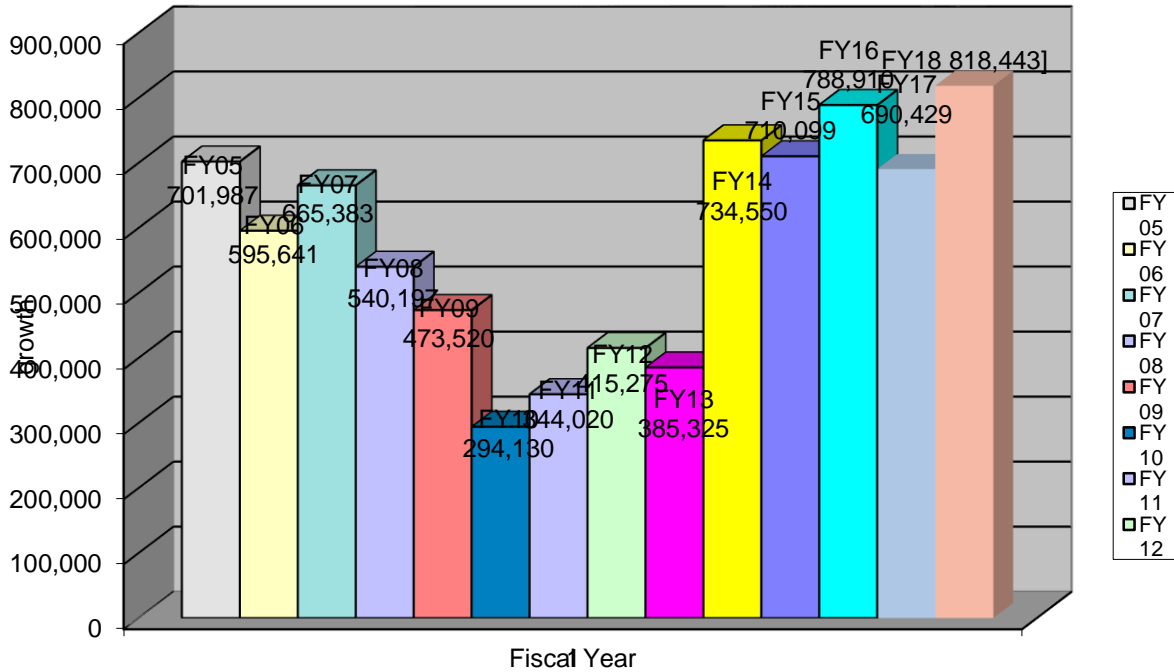
The Assessors' Office is available to offer the best in customer service and information. The staff will attempt to answer a wide variety of questions and issues ranging from abatements to exemptions, from property identification to motor vehicle excise tax issues. Visit [www.holdenma.gov](http://www.holdenma.gov) or call (508) 210-5515 for further assistance.



### **New Houses Built in 2017**

New construction, additions and alterations between July 1, 2016 and June 30, 2017 increased the total value of the Town by \$46 million dollars.

### NEW GROWTH CHART 2018



### ASSESSMENT DATA

#### VALUATION AND TAX LEVY

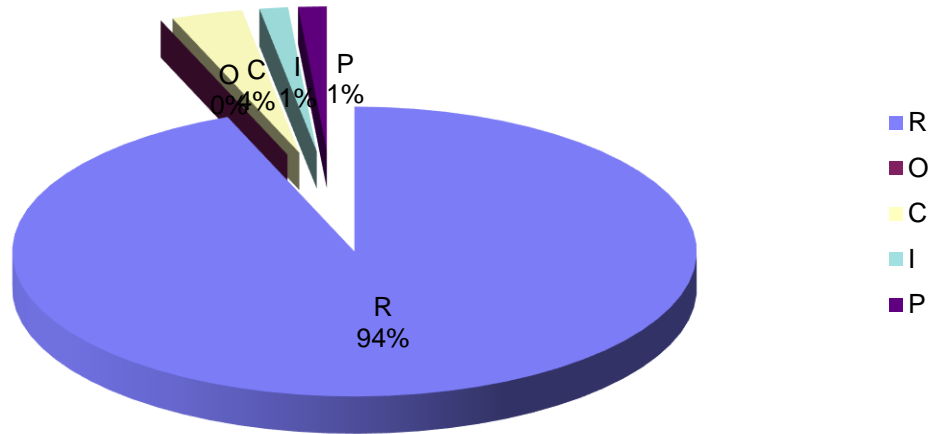
| FISCAL YEAR | ASSESSED VALUATION | TAX LEVY     | TAX RATE* |
|-------------|--------------------|--------------|-----------|
| 2018        | \$2,208,757,900    | \$38,896,227 | \$17.61   |
| 2017        | \$2,091,650,920    | \$36,792,139 | \$17.59   |
| 2016        | \$1,976,440,200    | \$34,093,593 | \$17.25   |
| 2015        | \$1,883,118,500    | \$34,122,107 | \$18.12   |
| 2014        | \$1,856,042,600    | \$32,944,756 | \$17.75   |
| 2013        | \$1,810,899,100    | \$31,455,318 | \$17.37   |
| 2012        | \$1,838,082,600    | \$30,383,505 | \$16.53   |
| 2011        | \$1,859,330,100    | \$29,098,521 | \$15.65   |
| 2010        | \$1,883,982,600    | \$27,882,942 | \$14.80   |
| 2009        | \$1,985,104,400    | \$27,076,824 | \$13.64   |

\*Tax Rate expressed in per thousand dollars of assessed valuation

**FISCAL YEAR 2017  
PERCENT OF TAX LEVY BY CLASS**

| CLASS | TYPE          | FY18  | FY17  | FY16  | FY15  | FY14  |
|-------|---------------|-------|-------|-------|-------|-------|
| I     | RESIDENTIAL   | 94.29 | 93.94 | 93.79 | 93.55 | 93.58 |
| II    | OPEN SPACE    | 0.00  | 0.00  | 0.00  | 0.00  | 0.00  |
| III   | COMMERCIAL    | 3.29  | 3.37  | 3.38  | 3.60  | 3.63  |
| IV    | INDUSTRIAL    | 1.16  | 1.35  | 1.38  | 1.47  | 1.52  |
| V     | PERS PROPERTY | 1.25  | 1.34  | 1.45  | 1.38  | 1.27  |

TAX LEVY SHARE FY 2018



**FISCAL YEAR 2018  
PROPERTY USE ASSESSMENTS**

| CLASS CODE    | CLASS TYPE        | PARCEL COUNT | TOTAL ASSD. VALUE      | % OF TOTAL REAL ESTATE |
|---------------|-------------------|--------------|------------------------|------------------------|
| 101           | Single Family     | 5938         | 1,829,610,800          | 82.83                  |
| 102           | Condominiums      | 735          | 133,057,100            | 6.02                   |
| 104           | Two Family        | 76           | 18,881,600             | 0.85                   |
| 105           | Three Family      | 19           | 5,052,00               | 0.23                   |
| 103,109       | Misc, multi dwell | 23           | 8,031,800              | 0.36                   |
| 111-125       | 4 or More Units   | 21           | 35,829,000             | 1.62                   |
| 012-043       | Mixed use         | 30           | 24,720,500             | 1.12                   |
| 130-132       | Vacant Land       | 837          | 33,445,900             | 1.51                   |
| 300-393       | Commercial        | 138          | 66,314,500             | 3.00                   |
| 100-452       | Industrial        | 25           | 25,400,700             | 1.15                   |
| CH 61         | Forest Land       | 17           | 41,230                 | 0.002                  |
| CH61A         | Agricultural Land | 46           | 245,400                | 0.01                   |
| CH61B         | Recreational Land | 13           | 579,910                | 0.03                   |
| 500           | Personal Property | 394          | 27,547,460             | 1.25                   |
| <b>TOTALS</b> |                   | <b>8,345</b> | <b>\$2,208,757,900</b> |                        |

**PROPOSITION 2 ½ “LEVY LIMIT” EXPLAINED**

“Proposition 2 ½” refers to an initiative statute adopted by the voters of the Commonwealth in November 1980. Its purpose was to stabilize municipal property taxes. It limits the amount by which the taxing capacity of the Town is allowed to increase each year. The allowed growth is 2.5 percent of the prior year’s *levy limit*. For FY2018 the levy is not being raised by 2.5%. This results in an excess levy capacity of \$2,025,572.38

| <b>Increase in Levy</b>                                                               |         |
|---------------------------------------------------------------------------------------|---------|
|                                                                                       | 664,927 |
|                                                                                       | 622,739 |
| <i>The levy limit rises each year automatically by 2.5% of the prior year’s limit</i> | 646,977 |
|                                                                                       | 501,452 |
|                                                                                       | 0       |
|                                                                                       | 0       |
|                                                                                       | 0       |

## ASSESSORS' OFFICE

Also, added to the levy limit computation is the levy increase attributable to “*new growth*.” This represents additions to the base of taxable property, typically as a result of new construction, renovation and minor alterations, or change of use.

Permitting the levy limit to be adjusted by “*new growth*” recognizes the fact that development creates pressures on Town services over the long term.

|                                                                                          | <b>New Growth</b> |         |
|------------------------------------------------------------------------------------------|-------------------|---------|
|                                                                                          | FY12              | 415,275 |
| <i>In addition, the tax levy attributable to “new growth” is added to the levy limit</i> | FY13              | 385,325 |
|                                                                                          | FY14              | 734,550 |
|                                                                                          | FY15              | 710,099 |
|                                                                                          | FY16              | 788,910 |
|                                                                                          | FY17              | 690,429 |
|                                                                                          | FY18              | 818,443 |

The assessment date for each tax year is the previous January 1. The Town has accepted the provisions of Section 40 of Chapter 653 of the Acts of 1989 regarding assessment date changes for new growth. This legislation allows communities to tax in the current fiscal year all new construction built between January 1 and June 30 of that year. The purpose of this local-option legislation is to reduce the delay that can occur between construction and taxation.

Total growth of the **levy limit** is therefore attributable to two factors, allowed growth, which is fixed (2.5% per year), and new growth that is variable and subject to economic conditions.



## ASSESSORS' OFFICE

| <b>EXEMPTIONS</b> |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |
|-------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Clause</b>     | <b>Persons who are eligible</b>         | <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Amount</b>      |
| 17D               | Surviving Spouse,<br>Minor, Aged Person | Total estate, both real and personal cannot exceed \$40,000 exclusive of any mortgage interest in any real estate included in total estate and exclusive of total value of domicile up to a 3-unit building of which one unit is owner occupied.                                                                                                                                                                                                                                                                                                 | 175.00             |
| 18                | Hardship                                | Any person who is so aged, infirm and poverty stricken that he or she is unable to contribute to public charges (Subject to M.G.L. Section 5A).                                                                                                                                                                                                                                                                                                                                                                                                  | No specific amount |
| 22                | Disabled Veteran                        | 10% or greater disability, Purple Heart, or widows or widowers of qualified veterans (as long as they remain unmarried) or parents of service men killed in action.                                                                                                                                                                                                                                                                                                                                                                              | 400.00             |
| 22A               | Disabled Veterans                       | Loss of one foot, hand or sight of one eye, or Distinguished Service Cross, Air Force Cross or Navy Cross.                                                                                                                                                                                                                                                                                                                                                                                                                                       | 750.00             |
| 22B               | Disabled Veterans                       | Loss of hands, feet or eyes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1250.00            |
| 22C               | Disabled Veterans                       | Specially-adapted housing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1500.00            |
| 22D               | Surviving Spouse                        | Veteran died from injuries due to being in a combat zone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Full               |
| 22E               | Disabled Veterans                       | 100% disability of incapable of working. Must file certification indicating inability to work.                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1000.00            |
| PARAPLEGIC        | Disabled Veterans spouse of paraplegics | Paralysis of lower half of body on both sides, surviving.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Full               |
| 37A               | Blind                                   | Legal Resident of Mass. Proof of blindness from the Mass. Commission of the Blind must be furnished each year.                                                                                                                                                                                                                                                                                                                                                                                                                                   | 500.00             |
| 41C               | Elderly                                 | Applicant must be 65 prior to July 1, be a resident of Mass. For 10 years and owned real estate in Mass. For 5 years. If single, income cannot exceed \$20,000; or if married, combined income of applicant and spouse cannot exceed \$30,000. Minimum social security deductions, if any, are allowed. If single, the whole estate cannot exceed \$40,000; or if married combined whole estate of applicant and spouse cannot exceed \$55,000. Value of domicile up to a 3-unit dwelling, of which one unit is owner occupied, is also included | 1000.00            |

| <b>DEFERRALS</b>                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory Reference</b>                                                                                                            | <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Ch. 59, Sec. 5, Cl. 41A                                                                                                               | An agreement allowing certain persons 65 years of age or over to postpone payment of all or a portion of real estate tax up to 50% of full, fair cash value of their property and no transfer of such property may occur unless the taxes, which would otherwise have been assessed, have been paid, with interest at the rate of 8% per annum. This interest is not compounded. Applicant's gross income from all sources in preceding calendar year cannot exceed \$40,000. |
| Ch. 80, Sec. 13B Sewer Betterment Deferral and deferral and recovery agreement, thereby deferring payment. Applica Recovery Agreement | Agreement allowing persons eligible under Clause 41A to enter into deferral and recovery agreement, thereby deferring payment. Applications should be filed within six months after notice of assessment. This is recorded as a lien on the property and no transfer as such property may occur unless the betterment assessment, which would otherwise have been collected has been paid, with interest at the rate prevailing on that contract.                             |

## PUBLIC SAFETY FIRE DEPARTMENT

John Chandler, III – Fire Chief (retired December 31, 2017)

Russell Hall – Deputy Fire Chief (Appointed Fire Chief December 2017)

The Holden Fire Department had a busy and rewarding year in 2017. Overall Department activity continues to be on the rise for both emergency responses and inspectional services. These increases are attributed to a healthy town economy and the fact that the Town of Holden is a desirable destination to live, work, and visit. The on-duty staff and on-call members of the Department work tirelessly to ensure that town residents and visitors alike are well cared for and protected in their time of need, regardless of the type of emergency.

Over this past year, the Department has had some changes in our command staff. The Department said goodbye to Captain Scott Charbonneau who retired after 39 years with the Holden Fire Department. With Captain Charbonneau's retirement, Lieutenant Joshua Poznanski was promoted to the rank of captain. Part of Captain Poznanski's new duties are to assume control of the Department's firefighter training program. The Department also added three new lieutenants to the ranks. These members were put through a 6 month promotional process that consisted of a written exam, resume/credential review and oral boards. At the end of the process, Firefighter Robert Connor was promoted to lieutenant and assigned to be the shift officer of Group 2. Firefighters Ryan Mouradian and Dennis Carlson were promoted to the position of call lieutenant and assigned to the headquarters and Chaffins station respectively. Finally, our current EMS Coordinator Firefighter/EMT-P David Russo resigned his position to pursue another endeavor, but is still with the Department as a firefighter/paramedic. The new EMS Coordinator named to take his place is Firefighter/EMT-P Ethan Naiman.

Over the last year, seven on-call and recruit firefighters left the Department for other opportunities. The Department has done a great job in recruiting six new auxiliary members who are interested in becoming firefighters. As with all of our members within the Department, they will be required to attend the Massachusetts Firefighting Academy to obtain their training and certification as firefighters.

Considering our increased activity level and the increased demands on training new on-call firefighters, as well as having call firefighters that are significantly less available to respond to calls during the day, the Holden Fire Department has never been as short-handed as we have been the last two years. Unfortunately, this appears to be the trend of all on-call/combo fire departments. Anyone who is interested in becoming a firefighter/EMT is urged to contact the Department for more information.

On a sad note, this year the Department lost a valued member with the passing of Lieutenant Michael Rosen. Lieutenant Rosen dedicated his life to the medical community and the emergency services and he will truly be missed by all.

## PUBLIC SAFETY FIRE DEPARTMENT



***(l. to r.) Captain Joshua Poznanski, Deputy Chief Russell Hall, Fire Chief John Chandler, Lieutenant Eric Fasshauer, and Firefighter/Paramedic Richard Johnson on Chief Chandler's last day.***

need for a new public safety facility that was approved by the citizens of Holden and which opened next door to the original fire station in 2010. Chief Chandler also ensured that aging fire apparatus and equipment was replaced and updated to give the Department firefighters



***Deputy Chief Russell Hall***

safe and up-to-date tools to do their jobs. After such great accomplishments throughout his career here at Holden Fire, we wish Chief Chandler well on his retirement and hope he enjoys his new found free time.

In November 2017, Deputy Fire Chief Russell Hall was introduced to the Town as the Department's next fire chief.

### **HOLDEN FIRE PERSONNEL**

The Fire Department command staff consists of 1 chief, 2 deputy chiefs, 2 captains, and 5 lieutenants. At the end of 2017, the Department roster had 17 full-time firefighters, 24 on-call firefighters, 1 firefighter recruit, and 1 auxiliary member, 2 administrative assistants, 1 chaplain, and a public information officer/photographer.

At the very end of 2017, the Department wished Chief Chandler goodbye as he retired after 41 years in the fire service. Chief Chandler came to Holden Fire in October 2006 and spent 11 years at the Department's helm. Over those years, the Chief worked on many projects to increase the capacities of the Holden Fire Department. He was instrumental in starting our ambulance service which included hiring full-time firefighters/EMTs and firefighters/paramedics to staff the Town's ambulances and allow for immediate fire response from the station in an era when fires double in size every minute. Chief Chandler was a driving force in the

## PUBLIC SAFETY FIRE DEPARTMENT

| MEMBER                | RANK                   |
|-----------------------|------------------------|
| John Chandler III     | Fire Chief/EMT         |
| Peter Bergstrom       | Deputy Chief/EMT       |
| Russell Hall          | Deputy Chief/Paramedic |
| David Chapin          | Lieutenant/EMT         |
| Eric Fasshauer        | Lieutenant             |
| Andrew Miller         | Lieutenant /EMT        |
| Joshua Poznanski      | Captain/Paramedic      |
| Sean Smith            | Captain/EMT            |
| Barry Tupper          | Lieutenant/EMT         |
| John Whipple          | Lieutenant             |
| Jake Annunziata       | Firefighter            |
| Amanda Beahn          | Firefighter/EMT        |
| Charles Borowy        | Firefighter/Paramedic  |
| Dennis Carlson        | Firefighter/EMT        |
| Brendon Connor        | Firefighter            |
| Robert Connor         | Firefighter/Paramedic  |
| Derryl Dion           | Firefighter/EMT        |
| David Eddy            | Firefighter            |
| Patrick Gagne         | Auxiliary              |
| Christopher Galkowski | Firefighter            |
| Luis Garcia           | Firefighter            |
| Pablo Gonzalez        | Recruit                |
| Kevin Harmon          | Firefighter            |
| Michael Himmer        | Firefighter            |
| Derek Hirons          | Firefighter/Paramedic  |
| Max Jette             | Firefighter/EMT        |
| Richard Johnson       | Firefighter/Paramedic  |

|                        |                                                         |
|------------------------|---------------------------------------------------------|
| Nicholas Kakelec, Jr.  | Firefighter/EMT                                         |
| Peter Lacy             | Firefighter/EMT                                         |
| Jeremy LaFlamme        | Firefighter/EMT                                         |
| Michael Lemoine        | Firefighter                                             |
| Tyke Lothrop           | Firefighter/Paramedic                                   |
| Christopher Montiverdi | Firefighter/Paramedic, Emergency Management Coordinator |
| Ryan Mouradian         | Firefighter                                             |
| Ryan Murphy            | Firefighter                                             |
| Ethan Naiman           | Firefighter/Paramedic, EMS Coordinator                  |
| Robert Nickerson       | Firefighter/Paramedic                                   |
| Bryan Patch            | Firefighter/Paramedic                                   |
| Ryan Pescaro           | Firefighter/EMT                                         |
| Paul Pierce            | Firefighter/Paramedic                                   |
| Andrew Rodriguez       | Firefighter                                             |
| Brian Rushlow          | Firefighter/EMT                                         |
| David Russo            | Firefighter/Paramedic                                   |
| Joseph Sposato         | Firefighter                                             |
| Ethan White            | Firefighter/Paramedic                                   |
| Leah Francese-Wood     | Full-time Senior Clerk                                  |
| Heidi LaFleur-McAlice  | Part-time Senior Clerk                                  |
| Rev. John Barber       | Chaplain                                                |
| Ira Hoffman            | Special Projects                                        |
| James Schakenbach      | Public Information Officer/Photographer                 |

The Fire Department maintains a busy schedule of training and education for members, along with recruit training programs for new auxiliary recruits entering the fire service. On-call fire recruits new to the Department attend a four-month training program at the Massachusetts Department of Fire Services to gain the knowledge and expertise to become certified as firefighters. During 2017, the Department had four on-call members obtain their Firefighter I/II certification through the Massachusetts Fire Training Council. This training adds value to the Fire Department as each member that completes the rigorous and time consuming training adds a level of depth to our emergency response to the Town.

## **PUBLIC SAFETY FIRE DEPARTMENT**

The Department has many existing members who continue to strive for educational opportunities to hone their skills and expertise in areas such as instructor training, officer training, fire prevention training, technical rescue training and advanced firefighter training. The Department also has dedicated members who attend training, on their own time, to enhance the service we provide by obtaining education and certification in fire service specialties.

Holden Fire is proud to have members who are part of specialized teams. Two of our firefighter/paramedics are certified Hazmat Technicians on the Massachusetts Department of Fire Services Hazardous Materials Team, in which they respond to emergencies around the state. The initial training for a Hazmat technician is 304 hours, followed by monthly drills on various subjects including chemicals, meters, and radioactive materials. Hazardous material encompasses many different aspects of our daily lives more so now than ever before. The state Hazardous Materials Team consists of six districts that cover the entire state and includes approximately 180 highly trained Hazardous Material Technicians. Holden's District 6 covers Holden to the New Hampshire border, to the North Shore which includes 80 cities and towns. The Hazmat technicians respond to everything from a small unknown substance, to an actively leaking 100,000 gallon tank of a highly toxic chemical, as well as drug labs of lethal substance. Locations dispatched can be at a fixed facility or a tractor trailer on the highway. Hazardous materials are a multi-faceted and a complex aspect of today's fire service.



The Department also has eight firefighters who are members of the Fire District 8 Technical Rescue Team. This team responds within the fire district, and as needed around the state, to emergencies which require specialized rescue. These rescues include rope/high angle rescues, confined space rescues, trench rescue or collapse rescue. Holden is extremely fortunate to have members with such a high level of training as they bring that expertise to emergency responses.

Holden Fire continues to look for qualified applicants for the On-Call Auxiliary Firefighter Program. This program helps build a strong foundation for on-call firefighters which allows the Department to maintain the needed staffing to respond to all emergency calls for service in the town 365 days per year.

### **FIRE PREVENTION**

The Fire Department remains committed to ensuring the safety of the Town of Holden through the enforcement of the fire prevention laws of the Commonwealth. Fire Department

## **PUBLIC SAFETY FIRE DEPARTMENT**

inspectors have been busy reviewing and learning the upcoming changes to both the State Building Code and the State Fire Code which are scheduled to take effect on January 1, 2018. With every update to these state-wide codes, inspectors learn new innovations in building and fire protection techniques which assist us in ensuring that buildings in town are up to date on safety and protection requirements.

In 2017, the Department continued to strengthen its relationship with the Department of Planning and Development which was started in 2016. Currently, the Department is reviewing and commenting on all building permit applications that require new or updated residential or commercial fire protection. This allows the Fire Department to be involved in the construction and remodeling projects in town from the developmental phase and ensures that our input on plans is an important part of the process. By being involved at the early stages, the Fire Department is able to ensure that homeowners and contractors have access to our inspectors to answer questions and review any changes or updates to plans. This streamlines the final inspection process for everyone since all of the planning and review has been completed prior to any installation of devices or systems. The Department has also expanded the number of inspections that it performs in a coordinated fashion with the Building Inspector. By inspecting places of public assembly, schools and commercial properties under construction or renovation with a team approach, it allows the Fire Department to see issues through both codes. As always, the Department has provided a significant number of permit inspections over the last year and those numbers are increasing with each passing year. During 2017, the Fire Department has provided 1,100 inspections. These types of inspections include those for the sale of residential structures, fire alarm systems, oil burners, above/underground storage tanks, liquid propane gas tanks, sprinkler systems, open brush burns, etc. In 2017, 1,026 permits were issued by the Department. Within the permit numbers are the brush burn permits eligible for use from January 15 through May 1. These permits add another dimension to the Fire Prevention Division as the total number of brush permit activations over the season tops 1,000. With these activations, the on-duty staff of the Department conducts spot checks of many permit fires each day. Along with the permit inspections, the Department provides plan review on all commercial and residential construction projects to ensure that fire protection systems and devices are installed in the proper locations for the safety of the building inhabitants.

The Fire Prevention Division is also responsible for inspecting commercial locations, medical facilities and places of public assembly. The Department provides safety inspections and fire drills for the business community of Holden as well as all the Wachusett Regional School District schools in town. In 2017, the Department made great strides in enhancing our commercial and public assembly inspection process as well as creating pre-fire plans for all places of public assembly, all schools, healthcare facilities and all restaurants in Holden. This type of planning has enhanced the emergency response by the Fire Department.

As always we encourage residents who would like a safety inspection of their home or have questions about their smoke or carbon monoxide detectors to contact the Fire Prevention

## PUBLIC SAFETY FIRE DEPARTMENT

Division. Remember to change the batteries in all of your detectors every six months to ensure that they are in proper working order.

### **HOLDEN EXPLORERS POST PROGRAM**

The Fire Department has proudly sponsored the Holden Fire Explorer Post 2012 under the direction of Senior Advisor/Firefighter David Eddy for the past 13 years. The Explorers are part of the Learning for Life Program through the Boy Scouts of America and is geared to youth ages 14-21 who are interested in fire science and/or becoming a firefighter. Explorer youth are introduced to basic firefighting knowledge and tactics (classroom and practical). The members of Holden Fire Explorer Post 2012 meet once a week and learn all aspects of fire, rescue, EMS, wilderness survival, as well as search and rescue. A main mission of Post 2012 is to support the mission of the Holden Fire Department.

Some of the current firefighters were a part of the Explorer Post at one time, and it has served as an important recruiting tool. The Explorers Post has active youth members and adults that are registered with the Mohegan Council and the Boy Scouts of America. Advisors to the Explorers Program include Tim Kelly, Jeremy LaFlamme, and Claudia Eddy who bring a combined experience of 40 years to the program. The liaison for the past 17 years to the Post and Mohegan Council is Howie Gellis. Chief Chandler served as the Executive Officer; however, upon his retirement in December 2017, the new Executive Officer will be Chief Russell Hall. As always, the Explorers welcome the training of Holden firefighters and would like to thank them for teaching and sharing their knowledge of all aspects of firefighting. If interested in joining the Explorer Post 2012, the program is open to any youth between the ages of 14 and 21. Please contact Firefighter David Eddy or Chief Russell Hall at (508) 210-5650 if you have an interest.

### **STUDENT AWARENESS OF FIRE EDUCATION (S.A.F.E.) PROGRAM**

The S.A.F.E. program is a state-wide initiative to teach fire safety education in our community. The purpose of S.A.F.E. is to provide fire and life safety education to school-aged children in order for them to be able to recognize the dangers of fire, and fire hazards that involve smoking-related materials. This year, the Fire Department was awarded the FY17 S.A.F.E. Grant. With these funds, our S.A.F.E. Coordinator and Educators taught fire safety/prevention education in grades kindergarten through Grade 5, as well as preschools/daycare centers. Topics covered were "Get Low and Go in Smoke," and "Once You're Out, Stay Out," and the importance of having a meeting place located on the street side of your residence where emergency responders will see the occupants. The Department also brought back the *Fire Escape Plan Poster Contest*. This contest was available to all students from all grades to participate. The goal was to have each family create a poster describing their own fire escape plan. The winners of the poster contest will be receiving a ride to school in a fire truck in spring 2018.

Holden Fire was also fortunate again to receive another state-wide grant to continue the Senior S.A.F.E. presentations. The Senior S.A.F.E. goals are to provide fire and life safety education to seniors in order for them to recognize the dangers of fire, poisoning, falls,



smoking-related materials, and other medical emergencies. The S.A.F.E. Coordinator/Educators conducted presentations at the Holden Senior Center aimed toward the responses the Fire Department receives for this age group. This year's presentation topic was "Beat the Beep." The goal was aimed toward replacing aging carbon monoxide and smoke detectors. Senior citizens were invited to bring in their old smoke and carbon monoxide detectors for new replacement detectors provided by the Senior SAFE Detector Exchange Program. The program also taught the seniors how to maintain and test their detectors to ensure that they remained safe year round. In addition to the exchange program, the Fire Department also presented the seniors with a fire extinguisher training which allowed them to use a real fire extinguisher to extinguish an actual fire. This program was very successful and incorporated more than 45 participants.

In addition to teaching fire prevention and education in school, the Fire Department also provides: numerous station tours for Girl/Boy Scout Troops, conducts station tours for residents, holds an annual Public Safety Day Open House, participates in the town-wide Big Truck Day, and provides fire education during the Holden Days community event.



**2017 Public Safety Day**

### **EMERGENCY MEDICAL SERVICES**

The Holden Fire Department EMS service has continued its dedication to providing the highest level of pre-hospital emergency care. In 2017, the Department answered 1,607 requests for emergency service with 71 of those calls originating from requests for mutual-aid. The Department averaged a 5.2-minute response time, which is well below the national 8-minute benchmark. The service continues to attract experienced providers who provide quality medical care to our patients. Additionally, the Department has continued to cultivate

EMTs and paramedics from within and have allowed them to become successful members of the ambulance service through the in-house mentoring program. Members of our service are provided ongoing continuing education, and 100% call review is completed by the EMS coordinator and Affiliate Medical Director to ensure we are providing the best possible treatment for all our patients.

The Department has three Class 1 ambulances all outfitted to the Advanced Life Support level. Currently, the Department staffs two of the ambulances to the ALS level 24 hours per day, seven days per week. The third ambulance is a spare unit which, if needed, is staffed on a recall of personnel. It also allows the Department to send vehicles out for maintenance without reducing our level of service. This year, thanks to the support of the Town, the Holden Fire Department has been able to place an order for a replacement of its oldest ambulance. The new ambulance replaces a 2009 GMC Ambulance. The Department is

excited to take delivery of a 2017 F-550 Class 1 ambulance, custom made by Horton Ambulance Manufacture. The ambulance will come loaded with the Department's first "Stryker Power Load" system, which is a fully automatic stretcher loading system. This decreases the risk of injury to the providers, while increasing patient safety.

The Department also purchased and implemented the use of three (3) CME Body Guard Twin Channel IV pumps that our paramedics will utilize to assist in the delivery of medication administration to our patients. These units are easy to operate, and provide additional safe-guards for patients by auto calculating dosages based on a patient's weight, then administering that dose over the correct time-frame.

The Department continues its commitment to making Holden "Heart Safe" by working with the schools and other town departments to certify staff in CPR and AED. Looking ahead, the Department anticipates widening its reach in 2018 to incorporate additional instructors to provide greater CPR learning opportunities for the citizens of Holden. Holden Fire continues to develop ways to make these classes more "hands-on," interactive, and provide real-time feedback. Additionally, we continue to provide Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) training for our paramedics.

The Holden Fire Department would like to recognize the efforts of Firefighter/Paramedic David Russo, Jr. who stepped down from the position of EMS Coordinator in July, after five years in that position. His dedication to EMS, our service, and our paramedics has been an invaluable asset.

As the Department closes out another successful year, we are reminded of the dedication and professionalism of all our EMTs and paramedics. We are fortunate to have a staff of experienced providers who work tirelessly to make Holden a safer place for its residents and visitors.

### **EMERGENCY MANAGEMENT**

Emergency Management for Holden is under the responsibilities of the Fire Chief. Emergency Management activities include membership in the South Wachusett Regional Emergency Planning Committee (SWREPC) of which, Chief Russell Hall is currently a member.

Our Community Emergency Response Team (CERT) is comprised of volunteers who help during emergencies. The CERT Team, which falls under Emergency Management, is another component of emergency preparedness and the response to emergencies that is handled by Fire Department personnel using Department equipment and special equipment purchased under the Emergency Management budget.

The primary focus of Emergency Management this year consisted of working closely with the Wachusett Regional School District and the surrounding towns to develop and test an all hazards school response plan. In addition to the school planning, a Federal Emergency Management Agency (FEMA)-approved Hazard Mitigation Plan was developed and adopted by the Town. Having this plan approved and adopted will allow the Town to seek federal grant funding through FEMA to make improvements to areas of town to reduce the risk of hazards during natural disasters. On top of the development of these plans, Emergency

Management continued to focus on training, operations, and capabilities of the Emergency Operations Center (EOC) located in the Public Safety Building; an assessment of the emergency preparedness training needs of town employees; the development of a Continuity of Operations Plan for town departments and an updating of the town's Comprehensive Emergency Management plan, Hazardous Materials Response plan, and sheltering plan. The Fire Department provided emergency preparedness material and training to town residents during Holden Days as well as during the Fire Department's Open House this past October.

As a reminder to residents, the Town implemented an additional method of providing emergency messages and information to town residents-an emergency broadcast AM radio station. In addition to the town website, Facebook pages and Twitter feeds, residents can tune in to the radio station at 1680 AM. This radio station will broadcast key public safety information such as road closings, power outage updates, and emergency shelter locations during damaging weather events and other natural disasters. The station will also be a valuable news resource during town-wide celebrations such as Holden Days so residents can receive information about detours and shuttle service to avoid being stuck in event-related traffic.



### **COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

Community Emergency Response Team (CERT) is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference. CERT members can provide immediate assistance to victims in the area, organize spontaneous volunteers who have not had the CERT training, and collect

disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster. All Holden CERT members are volunteers and are Incident Command (ICS) certified. ICS certification is not unique to CERT, but is a prerequisite to being an active responder to any disaster, at all levels. In addition, the CERT team is also the Disaster Animal Response Team (DART) for the Town of Holden.

Holden CERT furthered the partnership with the Boy Scouts by adding a Teen CERT component that will incorporate into the Venture Crew program but will have a Public Safety focus; it is one of two such programs in the state. Holden's Teen CERT is currently recruiting members. Currently there are three trained members.

During 2017 Holden participated with our regional partners in a two-day intensive "boot camp" training for new members. This training was made possible by a Massachusetts Emergency Management Agency (MEMA) grant that Holden CERT was awarded. Holden had four new members (Gene Cooling, Jen Cooling, Sean Carroll, Craig Gale) attend the training along with approximately 12 other attendees. West Boylston and Sterling CERT were also in attendance.

## PUBLIC SAFETY FIRE DEPARTMENT

Holden members Jen Brenner and Jim Schakenbach presented several preparedness presentations to attendees at the Holden Senior Center.

Currently, there are 21 members on the team. To date, 16 members are fully trained and credentialed, two members are HAM radio licensed (Ray Sherbourne – KC1CAW, Rebecca Evanoff – KC1CAV). Several members have been trained by MEMA in using WebEOC as the community liaisons in a disaster; these members work with Region 3-4 IMAT team during drills.

CERT members participated in a fire department small-vehicle and UTV driving training so that members can move vehicles, haul light and sign boards and assist fire personnel at incidents by freeing up resources.

During 2017, CERT responded to 14 missions. These were both emergency and non-emergency incidents, exercises, trainings and public information events in town, as well as assisting other towns when requested.

| Mission                                                         | Location                      |
|-----------------------------------------------------------------|-------------------------------|
| Fisher Road Fire - Rehab                                        | Holden                        |
| Moscow Road Fire – Rehab / After the Fire meeting with resident | Holden                        |
| Team Meeting                                                    | Holden                        |
| Safety Day                                                      | Holden                        |
| Team Meeting                                                    | Holden                        |
| Camp Meeting/ Planning                                          | Holden                        |
| Boot Camp                                                       | Holden                        |
| Fire – water                                                    | Holden                        |
| Santa photos – planning, set up, event, tear down               | Holden                        |
| Holden Days                                                     | Holden                        |
| Region 3/4 CERT meetings                                        | Various locations             |
| Liaison with CMDART                                             | Rebecca advisory board member |
| Sterling Fair – Public safety/traffic assistance                | Sterling                      |
| GRANT – awarded \$3,500.00 Holden CERT (training)               | Holden                        |

CERT maintains an information only Facebook/Twitter presence to help with public education; has a website at [www.holdencert.org](http://www.holdencert.org); and uses an on-line Google Calendar for meetings/trainings.



***Chief Tom Walsh (West Boylston) and CERT Coordinator Jim Emerton (Sterling) instruct trainees on how to backboard a patient with Holden member Adam Burch.***



# PUBLIC SAFETY POLICE DEPARTMENT

## **Chief's Report**

David A. Armstrong

In today's world, public safety is a prime concern. The need to address safety issues is a critical component in both planning and training on a daily basis at the Holden Police Department. While our priority centers on the schools in our Town, training includes several community components, such as corporate businesses and banking.



***Officer Andrea Bates gets sworn in as one of Holden's newest officers.***

In order to enhance our readiness for possible critical incidents in Town, the Holden Police Department has added the CEMLEC Special Response Team to aid us should critical emergencies occur. This organization is made up of police officers from local area departments that have special training in several areas, such as SWAT, K-9, accident and motorcycle reconstruction.

In 2017, we added a third town to our Wachusett Regional Communication Center. Adding the Town of West Boylston has lowered the cost of our operations and streamlined getting the necessary resources to the towns involved when emergencies occur. In 2017 we also successfully filled two new full-time police positions. Both officers graduated from the Worcester Police Academy, and both have completed field training. They are assigned to the Patrol Division and are doing a great job.



***Officer Sean McKiernan was also sworn in as a new officer in Holden.***

## PUBLIC SAFETY POLICE DEPARTMENT



***Selectman Anthony Renzoni swearing in Officer Ray Sherbourne as the Police Department's new sergeant.***

The Holden Police Certification Team has completed another three-year cycle and were assessed on January 18, 2018. Assessors were from the Grafton Police Department, the Westford Police Department, and the Boxborough Police Department. The lengthy two-day process is overseen by the Massachusetts Police Accreditation Commission. It is a tremendous undertaking, but our success puts us in an elite group of Certified Departments in Massachusetts.

The Holden Police Department continues to be the model for Community Policing, and we will strive to maintain this reputation during 2018. Our commitment to the welfare of the public includes traffic safety, programs for schools, and elderly education.

Our officers receive tremendous community support, attesting to their high level of professionalism. We will continue to serve with respect and integrity.



***Dispatcher Jay Sherblom being honored by Board of Selectmen and Town Manager Peter Lukes***

In April, several members of the Holden Police Department were recognized by the Board of Selectmen for their professionalism during an emergency call.



***Officers Anthony Gribbons (l) and Jonathan Santimore (r) being honored by the Board of Selectmen and Town Manager Peter Lukes***

# PUBLIC SAFETY POLICE DEPARTMENT

## **Animal Control**

Michael S. Sendrowski, ACO/SPO (Full-time)  
Thomas S. Walsh, ACO (part-time), Animal Inspector

The total number of calls the Animal Control Office had in 2017 fell to 425, a significant reduction compared to the 531 calls received in 2016 and the 554 calls received in 2015. This seems to be a bit of an anomaly when you consider that Holden has been in a steady population growth mode. Historically calls had been trending upwards from 2010 through 2012 before falling during 2013 and again in 2014, but then increasing again in 2015 and 2016. Animal Control feels this 2017 decrease is more of an aberration and not what the Town can expect to see moving forward. The major areas Animal Control serviced in 2017 are summarized below.

## **Wildlife**

In 2017, Animal Control received 88 wildlife-related calls. However, this area did see a very significant reduction of 43% when compared to the 154 calls the office received in 2016. This reduction is a bit surprising when you consider the home building taking place, which can result in wildlife being displaced. In most situations nothing needs to be done with these animals other than to chase them from your property by making loud noises or waiting until they leave on their own. Animal Control has been continuously educating the public on this over the years and reminds residents that if an animal appears sick or injured or otherwise presents a public safety hazard they should call Animal Control at (508) 210-5649 or 911 immediately.

## **Lost And Found**

Situations involving domestic dogs and cats that are either lost or found were the second most numerous call Animal Control received in 2017. These calls numbered 81 in 2017 as compared to the 107 calls the office received in 2016, a decrease of 24%. Animal Control reminds residents that it keeps a Lost & Found listing at the Public Safety Building Dispatch Center, so please call either the Animal Control Office or the police/fire general business line so the pertinent information concerning a lost or found pet can be put on the listing.



### **Loose Dogs**

Animal Control received 65 calls in 2017 concerning unconfined or unrestrained nuisance dogs. These types of calls ranked third, but the 65 calls we received in 2017 reflected a 17% decrease compared to the 78 calls received in 2016. Holden has a 24-hour leash law that essentially requires all dogs to remain on their owner's or keeper's property and be leashed when on a public way. Animal Control issued only six citations for leash law violations in 2017 compared to the 10 citations issued in 2016, as most people respond favorably to the verbal warnings Animal Control tries to apply first.



### **Cats**



The number of calls concerning domestic cats ranked fourth in 2017. Animal Control saw a 45% decrease when compared to 2016; there were only 18 calls for service in 2017 as compared to the 33 calls for service in 2016. People usually call expressing concern that a cat is stray or abandoned. Occasionally, calls will involve other areas such as bites, feral cats, or welfare concerns.

### **Barking Dogs**

Dogs incessantly barking and disturbing someone's peace was the only major area Animal Control saw an increase in 2017. Although this area experienced a 38% increase as compared to 2016, the overall number of 18 calls received for 2017 stayed relatively low (13 calls received in 2016). Over the years Animal Control has encouraged people to speak with their neighbors and try to work things out amongst themselves first before requesting an official response from Animal Control. When this does not work there are steps Animal Control can take to address this up to and including a hearing before the Board of Selectmen pursuant to Massachusetts General Law Chapter 140, Section 157. However, this office has found most situations can be resolved without these hearings taking place.

The aforementioned areas are the most common areas handled by Animal Control. However, the public should note that there are other areas of significance the office handles on a less frequent basis, including but not limited to: animal cruelty investigations, animal welfare checks, animal bites, livestock/farm animal calls, and exposure or possible exposure to rabies. Holden Animal Control typically does not handle calls concerning wild animals in homes, but the office can refer people to outside resources that are ready to help for a fee.

The Animal Control Office falls under the jurisdiction of the Holden Police Department and is located within the Holden Public Safety Building at 1370 Main Street.

**PUBLIC SAFETY  
POLICE DEPARTMENT  
Traffic Division**

Sgt. Richard Horrigan

As the sergeant overseeing the Traffic Division of the Holden Police Department, it is my job to ensure that our Department utilizes the personnel and technology available to us to keep the roads of our increasingly busy town as safe as possible.

Traffic volume, paired with the issues of driver impatience and inattention, present increasing challenges for traffic safety and enforcement. Reflecting this, accidents and citation numbers were up in 2017. In 2017, the Department issued 25% more citations than in 2016, and reportable accidents numbered 292 in 2017 compared with the previous year's 276.



To help us accurately focus our efforts, we continue to offer an opportunity for drivers to request specific enforcement at particular areas of concern to them via our online Traffic Enforcement Request. This form has become popular for residents and an effective communications tool for the Department. The form may be used to request radar locations, signal enforcement, and stop sign observation, for example. In addition, space is provided for additional comments, which we read carefully in order to most effectively target our efforts. To access the Traffic

Enforcement Request Form, visit the following web page:

<http://www.holdenpd.com/trafficrequest.htm>

In addition, we continue to assign our patrol officers to areas known for specific violations, in order to encourage safer driving. In particular, we have been focusing our efforts on traffic problems at Wachusett Regional High School. Use of the breakdown lane is prohibited at all times, and this will continue to be enforced. Buses are underused, which significantly contributes to the traffic volume and resultant safety problem, especially in the morning. The Department continues to work with the Wachusett Regional High School administration to ease the traffic, but until parent drop-off reaches more reasonable levels, expect traffic to remain heavy.

## PUBLIC SAFETY POLICE DEPARTMENT

In large part, our enforcement efforts center on our most dangerous drivers: operators under the influence of alcohol or other drugs. It's true that even "buzzed" driving poses a danger to innocent drivers, passengers, and pedestrians. Frequently, unsafe operation is called in to our dispatch center by observant citizens. In many cases, these calls result in an Operating Under the Influence (OUI) arrest. At other times our patrolmen pull over vehicles they have observed weaving, randomly slowing or stopping, or disregarding traffic signals, the conclusion of which is an OUI arrest. Encouragingly, OUI arrests were down in 2017. HPD is strongly committed to arresting and prosecuting violators of OUI laws strictly and consistently.

In conclusion, thank you to the residents of Holden for their continued support and we appreciate the time you take to report unsafe situations to us. We will continue to do our very best to respond in a timely and effective fashion.

## **PUBLIC SAFETY POLICE DEPARTMENT**

### **Detective Bureau**

Det. Sgt. Adam Porcaro

Det. Todd Ventres

The Holden Police Department's Detective Bureau is responsible for following up on preliminary crime reports resulting from investigations by patrolmen and serious crimes such as sexual assaults, robberies, and death investigations. To accomplish this task, the specially trained officers assigned to the Detective Bureau work closely with the patrolmen of the Department, as well as other law enforcement agencies and detectives throughout New England.

Since criminals and crimes are not restricted to municipal boundaries, detectives participate in highly specialized organizations including, but not limited to, the Worcester County Counter Crime Task Force, the Worcester Police Street Violence Prevention Group, the New England State Police Information Network, the National White Collar Crime Center (NW3C), and the International Association of Financial Crime Investigators. The detectives also participate in a number of training seminars provided by District Attorney Joseph Early's office, Municipal Police Training Council, State Police and the Municipal Police Institute.

The Holden Police Detective Bureau has implemented two new systems to track and prevent crimes in targeted areas. Employing this type of technology is just one way we continue to ensure the safety of the community we serve. In 2017, we were fortunate to observe a decrease in property crimes that require lengthy investigations. However, fraud, identity theft, and money scams continue to be more than a nuisance to many residents. An alcohol compliance operation was conducted and all violations were promptly addressed. As we look to the future, we hope to see a decline in opioid addiction and related crime. An increased awareness of this issue and the implementation of early intervention strategies and treatment programs across the state should have a positive impact.

In 2018 we will continue to work on strengthening our relationships with the members of the community and other agencies. The support from our residents and fellow police officers is an essential part of solving crimes and keeping the community safe. As criminals find new ways to commit crime, our goal remains to stay ahead of the trends by implementing plans, partnerships and technology that are current and effective.

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
PLANNING – BUILDING INSPECTION – TRASH/RECYCLING –  
HEALTH – CONSERVATION – ZONING**

Pamela Harding – Director/Planner

David Lindberg – Building Commissioner/Zoning Enforcement Officer

Carol Perkins – Senior Clerk

Denise Monteiro-Senior Clerk

Glenda Williamson-Conservation Agent

The Department of Planning and Development is responsible for the regulatory review and analysis of the numerous development proposals brought before various town boards and commissions. Building Inspection, Planning, Conservation, Zoning, Health, and Historic Preservation are the main program directions for the department. The Department also administers the Residential Curbside Recycling and Trash Collection Program.

The town has in place a streamlined permitting process that provides clear and concise information to applicants, provides a mechanism for technical review prior to the submission of an application, and allows for timely review by various town departments and committees or boards. Subdivisions of land, new housing developments, and site plans for commercial development are subject to this process. These projects are planned and completed in a highly regulated environment designed to provide the community with projects that respect the environment, minimize the impact on town resources and services while complementing the fabric and character of Holden.

The Town of Holden is in the fourth year as a partner in the Regional Alliance for Board of Health Services. This regional effort includes Worcester, Holden, Shrewsbury, Leicester, and West Boylston. By regionalizing these services each town gets the benefits of a much larger staff with each member of the staff having expertise in a specific area of public health rather than having one agent who may not have training or education in all of the areas required in today's complex public health environment.

The Department has also worked cooperatively with the Department of Public Works to expand on the People GIS and online based form system to create one comprehensive guide for property records. This system continues to be utilized for all building related permitting and inspectional requirements and is continually expanded upon and fine-tuned. The system is also utilized to create inspection reports for the Conservation Commission, keep record of Board of Health complaints and is expected to be expanded upon continuously.

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
PLANNING BOARD**

Pamela Harding - Director

John Michalak – Chairman

Robert Ricker – Vice-Chairman

Otto Lies

Tina Stratis

Scott Carlson

William Ritter

Jeffrey Head

Liz Fotos – Recording Secretary

Related Committee/Commission Memberships

Otto Lies- Central Massachusetts Regional Planning Commission (CMRPC)

**Responsibilities**

The general purpose of the Planning Board is to provide for and guide the orderly growth and development of the community. This is accomplished primarily through development of a Master Plan for the Town, the Zoning Bylaw, and the Planning Board’s Rules and Regulations Governing Subdivision of Land. The purpose of these administrative duties is to ensure the public safety, interest, and welfare of the residents of the Town within the Planning Board’s functional areas as mandated by statutes and local bylaws and regulations. The Planning Board is responsible for the administration of the Subdivision Control Law pursuant to Massachusetts General Laws Chapter 41 and its Rules and Regulations, to provide ways that are safe and adequate for pedestrian and vehicular access. The Board conducts meetings and public hearings in compliance with Massachusetts General Laws to review and consider subdivision plans and Approval Not required plans. The Planning Board also makes recommendations on the laying out and acceptance of public ways. Another important function of the Planning Board is to consider and prepare amendments to the Town’s Zoning Bylaw. The Board conducts public hearings on amendments drafted by the Board and on amendments that are submitted by citizen petition or landowners.

**Subdivision Control Regulations**

Subdivision Control Regulations provide design guidelines and construction standards for new roadways constructed within Town to ensure adequate and safe access. The Board conducted various administration and oversight of active subdivisions approved in previous years.

**Approval Not Required**

In 2017, the Planning Board reviewed eight plans entitled to endorsement when subdivision “approval is not required.” These plans generally are for lot line adjustments, easements, and the creation of new building lots, which meet frontage and area requirements under zoning and are located on existing roadways.

**Preliminary and Definitive Subdivisions**

The Planning Board held a preliminary hearing for a four lot, conventional single-family subdivision referred to as Danielle Lane, located off Wachusett Street. The subdivision was

## DEPARTMENT OF PLANNING AND DEVELOPMENT PLANNING BOARD

approved with various conditions and will require a definitive subdivision application. The Planning Board also conducted a definitive subdivision to extend Torrey Lane for the creation of a cul-de-sac and four new residential lots.

### **Street Acceptance**

The Planning Board recommended the acceptance of roadways within the Bullard Estates subdivision which included the remaining portion of Preservation Lane. The Planning Board also recommended the acceptance of St. Mary's Drive extension and all roadways within the Stoney Brook Estate Subdivision. This acceptance indicates all conditions of approval had been satisfactorily completed and the roadways were constructed to Town standards. The Town Meeting vote approved the Board recommendations.

### **Regulation Amendments**

Subdivision Control Regulations are regulations adopted by the Holden Planning Board which establish both design guidelines and construction standards for the installation of public roadways. In 2017, the Planning Board began working with the Director of Planning and Development and the Department of Public Works Engineering Office to conduct a comprehensive rewrite of the existing regulations. The Regulations are expected to update engineering practices and provide alternative Low Impact Design standards to reduce environment impact.

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
PLANNING BOARD**

**HOLDEN ACTIVE SUBDIVISIONS**

| <i>Name of Subdivision</i> | <i>Date Approved</i> | <i>Lots</i> | <i>Homes Built</i> | <i>Acres</i> |
|----------------------------|----------------------|-------------|--------------------|--------------|
| Wachusett Woods            | 4/2006               | 39          | 39                 | 18           |
| Oak Hill Subdivision       | 10/8/2013            | 55          | 36                 | 84           |
| Red Tail Estates           | 9/12/2015            | 7           | 7                  | 7.58         |
| Wachusett Valley Estates   | 2/9/2016             | 36          | 18                 | 47.9         |
| Parsons Rest               | 11/29/2016           | 6           | 0                  | 10.6         |

**Special Permit/Site Plan Review**

The Planning Board held four public hearings for site plan review/special permit applications. Site Plans allow for the review of specific site conditions related to public safety, lighting, traffic flow, landscaping etc.

There was also a Special Permit/Site Plan approval for Jed’s Hardware located at 450-454 Main Street, this approval permitted the construction of a new stand-alone building serving as apparel retail space.

A Site Plan/Special Permit approval was granted to the Holden Youth Soccer organization for the construction of two new soccer fields abutting the Mayo Elementary School located at 351 Bullard Street. Holden Youth Soccer has been working cooperatively with the Town of Holden for numerous years to acquire land from the Town to service the Youth Organization, as well as the recreation department.

McDonald’s conducted major revisions to the restaurant located at 638 Main Street. The Board conducted a hearing to amend the existing site plan to approve various façade improvements to the exterior of the facility, enhancing the interior improvements. The Village at Westminster received an extension of time for a Continuing Care Retirement Community located on Newell Road, consisting of 125 units.



## DEPARTMENT OF PLANNING AND DEVELOPMENT PLANNING BOARD

### **Zoning Bylaws**

Holden's Zoning Bylaws establish regulations about various land uses throughout the Town. Amendments to the Town Zoning Bylaws require the Planning Board to conduct a public hearing and provide a recommendation at Town Meeting. Zoning articles require a 2/3 vote at Town meeting to pass. In 2017, the Planning Board proposed Temporary Moratoriums prohibiting the creation of Recreational Marijuana Facilities. This moratorium will expire on June 30, 2018. The moratorium was accepted at Town Meeting and the Board will continue working on a permanent bylaw into 2018. The Planning Board also conducted a public hearing on a citizen petition to allow the sale of used cars throughout the Town of Holden. The Board recommended against the bylaw and the zoning amendments did not receive the required 2/3 vote. There was also a citizen petition for the Special Town meeting conducted in November to amend the Zoning District at 160 Shrewsbury Street from residential to commercial. The applicant withdrew their request on the Town Meeting floor.

### **Master Plan Implementation and Planning**

The Planning Board also began evaluating the existing Village Zoning District located in the Jefferson area of Holden. The Central Massachusetts Regional Planning Commission spearheaded this study with the Board and analyzed existing and proposed land uses, identifying possibilities for expansion and amendments to the bylaw. The study was the first step in a three step process with the ultimate outcome of a significant zoning amendment creating a mixed use area.

In addition to these duties, regular business of the Planning Board includes the review of applications to the Zoning Board of Appeals and Zoning Administrator for variances and special permits, and participation in the Central Massachusetts Regional Planning Commission (CMRPC).

## DEPARTMENT OF PLANNING AND DEVELOPMENT BUILDING INSPECTION AND CODE COMPLIANCE

David Lindberg – Building Commissioner/Zoning Enforcement Officer

Carol Perkins – Senior Clerk

Denise Monteiro – Senior Clerk

Paul Kathman – Inspector of Wires

Peter Liddy - Alternate Inspector of Wires

Tom Reardon – Part-Time Building Inspector

George Mioglionico – Plumbing/Gas Inspector

Dennis Harney - Alternate Plumbing/Gas Inspector

Robust construction activity kept the Building Department busy again in 2017. Holden continues to attract new residents who are drawn here by our excellent school system, well-managed town government, and the quality of our housing stock. Seventy new houses were permitted, along with scores of residential additions, improvements, and swimming pools. Among the more visible commercial projects: Jed's Hardware constructed a second building of retail space, McDonald's underwent an exterior facelift that compliments the interior retrofit they had done the previous year, and Meola's Ice Cream renovated a building on Main Street that is scoop-ready for the upcoming ice cream season.

We welcomed long-time resident George Mioglionico aboard as the new Plumbing/Gas Inspector. George brings many years of experience as a local plumbing contractor to this position and has proven to be a great addition to our inspection team. Again this year we thank Paul Kathman and Tom Reardon, electrical and building inspectors, respectively, for their dependable service. With the multitude of new building materials and ever changing technologies in construction and mechanical systems, Holden is fortunate to have such a qualified team of inspectors. Many thanks also to Carol Perkins and Denise Monteiro for the great job they do staffing the office and high-level of customer service they provide.

Zoning enforcement and land use issues consume large amounts of time and tend to be the most rewarding and frustrating functions of this office, simultaneously. Helping a prospective property owner find the right location or working with a business owner to match their needs to the appropriate zoning district is very fulfilling. Repurposing a vacant or underutilized property is a win for the new owner/tenant as well as for the Town. On the other hand, bylaw violations and zoning enforcement can be more frustrating, more drawn out, and typically involve patience and tact. As we make our way into the spring, it is clear that construction activity will be brisk again this year. Holden has much to offer, as permitting for housing starts and commercial development continue to prove.

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
BUILDING INSPECTION AND CODE COMPLIANCE**

| <b>Type of Permit</b> | <b># of Permits</b> | <b>Construction Cost</b> | <b>Permit Fees</b>     |
|-----------------------|---------------------|--------------------------|------------------------|
| Building              | 675                 | \$34,961,696.69          | \$ 153,432.00          |
| Electrical            | 414                 | \$700,911.50             | \$34,220.00            |
| Plumbing              | 313                 | \$256,811.00             | 36,270.00              |
| Gas Fitting           | 203                 | \$51,051.50              | \$1,715.00             |
| Sheet Metal           | 50                  | \$382,400.00             | \$3,120.00             |
| <b>Totals</b>         | <b>1655</b>         | <b>\$36,352,870.69</b>   | <b>\$36,352,870.69</b> |

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
ZONING BOARD OF APPEALS**

David Lindberg – Building Commissioner/Zoning Enforcement Officer

Carol Perkins – Senior Clerk

Ronald Spakauskas – Chairman

Silvio Annunziata

Roy Fraser III

Fred Lonardo

James Deignan

Robert Butler (1<sup>st</sup> alternate)

Carol Perkins – Part-Time Secretary

The Zoning Board of Appeals (ZBA) has the authority to hear appeals of building permit denials by the Zoning Enforcement Officer, to grant variances for circumstances where zoning requirements cannot be met, and to grant special permits based on use where required by Holden's bylaws. Cases which do not involve any change in the building footprint are handled by the Zoning Administrator who is appointed by the ZBA and confirmed by the Board of Selectmen. This position is held by the Senior Planner and frees up time for the ZBA to offer a higher level of service to residents.

In 2017, the ZBA conducted 24 hearings. The Board approved 16 variance applications and six special permit applications. One special permit was denied and the decision on a variance appeal was upheld.

**Zoning Board of Appeals Cases Heard in 2017**

|          |                          |                                                                                                     |
|----------|--------------------------|-----------------------------------------------------------------------------------------------------|
| January  | 69 Summit St.            | Variance Administrative Appeal of the Cease & Desist Order issued on October 14, 2016               |
| February | 78 Holden St.            | Variance for relief from side yard setback requirements for a garage                                |
|          | 64 Greenwood Parkway     | Variance for relief from side yard setback requirements for an addition of an accessory apartment   |
|          | 64 Greenwood Parkway     | Special permit for an accessory apartment                                                           |
| March    | 19 Autumn Cir.           | Special permit for an accessory apartment                                                           |
|          | Wachusett Valley Estates | Variance from Phased Growth Bylaw to increase the number of building permits allowed in 2017 & 2018 |
| April    | 66 Wilde Willow Dr.      | Variance for relief from rear and side yard setback requirements for a shed                         |
|          | 69 Lexington Cir.        | Variance for relief from area requirements in the R-1 zoning district                               |
|          | 29 Hickory Cir.          | Variance for relief from rear setback requirements for a pool                                       |
| May      | 789 Wachusett St.        | Variance to operate and expand a business on non-permitted use in the IQ zoning district            |

|           |                       |                                                                                                                                |
|-----------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------|
|           | 35 Winthrop Ln.       | Variance for relief from side yard setback requirements for an addition                                                        |
|           | 38 Preservation Ln.   | Variance for relief from rear yard setback requirements for a pool                                                             |
| June      | 46 Longmeadow Ave.    | Special permit for an accessory apartment                                                                                      |
|           | 28 Arizona Ave.       | Variance for relief from the front yard setback requirements for a garage                                                      |
| July      | Torrey Ln.            | Special permit to allow 2-family dwelling units on 4 lots in an R-10 zoning district extending Torrey Lane                     |
|           | 17 Birch Hill Rd.     | Variance for relief from rear setback requirements for an above ground pool                                                    |
| September | 1665 Main St.         | Variance Extension request for Permit granted in 2005                                                                          |
|           | 1665 Main St.         | Special Permit Extension request for Permit granted in 2005                                                                    |
|           | 198 Meadow Wood Dr.   | Special permit for an accessory apartment                                                                                      |
|           | 198 Meadow Wood Dr.   | Variance for relief from side yard setback requirements for a garage and relief from rear yard setback requirements for a pool |
|           | 432 Quinapoxet St.    | Variance for relief from side yard setback requirements for a garage                                                           |
| October   | 103 General Hobbs Rd. | Variance for relief from front yard setback requirements for a pool pavilion                                                   |
|           | 377 Bailey Rd.        | Variance for relief from front yard setback requirements for a garage                                                          |
| November  | 211 Doyle Rd          | Special permit to expand an allowed use of a florist shop with the addition of a landscaping business                          |

## DEPARTMENT OF PLANNING AND DEVELOPMENT CONSERVATION COMMISSION

Glenda Williamson - Conservation Agent

Elizabeth Fotos - Recording Secretary

Robert Lowell, Chair

Kenneth Strom, Vice Chair

Michael Scott

Michael Krikonis

Anthony Costello

Luke Boucher

David Nyman (appt. 11/2017)

\*Matthew Kennedy – (resigned 8/2017)



The Holden Conservation Commission is a seven-member board that is appointed by the Town Manager with the approval of the Board of Selectmen. The Commission is responsible for administering the Massachusetts Wetlands Protection Act, M.G.L. 131 Section 40, and the Town of Holden Wetlands Protection Bylaw. The Commission meets on the first Wednesday of the month and the public is welcome to attend.

The Conservation Commission created a local Wetlands Bylaw adopted at Town Meeting in 2000. The local bylaw authorizes the Commission to implement a 100-foot buffer for all vernal pools, both certified and non-certified. The bylaw also places a 25-foot upland buffer zone adjacent to all resource areas, excluding Riverfront Area and Buffer Zone. All placement of fill or disturbance of land area within 100 feet of a bordering vegetated Wetland and within 200 feet of a perennial stream must file and receive approval from the Commission.

In 2017, the Commission held 12 public hearings for: 14 Notice of Intents, 2 Extensions of Time, 5 Requests for Determinations of Applicability, 24 Certificates of Compliance, one amendment to Orders of Conditions and one ANRAD. In addition, the Commission reviewed 5 Forest Cutting Plans under Chapter 132 of the Forest Cutting Practices Act.

## DEPARTMENT OF PLANNING AND DEVELOPMENT CONSERVATION COMMISSION

In addition to conducting public hearings and monitoring permitted projects, the Commission is responsible for managing town-owned open space and recreation lands.

The Commission regularly cooperates with local land conservation organizations to preserve open space parcels with high recreational/natural value for the enjoyment of the public. The Holden Conservation Commission was recently awarded a grant from the Land and Water Conservation Fund for the purchase of an additional 24 acres of the Holbrook property located off Salisbury Street. The acquisition of this parcel provides a vital access point and will expand upon an existing open space corridor. The Greater Worcester Land Trust (GWLTL) and the White Oak Conservation Land Society (WOLCS) will hold the conservation restriction jointly.



**DEPARTMENT OF PLANNING AND DEVELOPMENT  
BOARD OF HEALTH**

Denise Monteiro – Senior Clerk

**Central Massachusetts Regional Public Health Alliance**

Phil Leger - Supervisor

Michael Mendez – Food and Housing

Julie Vanarsdalen - Title V

**Board of Health Members**

Amy Kendrick - Chair

Mark Johnson

Michael Mazloff

The Board of Health promulgates guidelines and regulations concerning the safety and well-being of the public. The Board also engages in public health emergency preparedness planning, communicable disease control, community health improvement planning, immunizations, solid waste and recycling, on-site sewage disposal, recreational camp and public pool inspection, food safety and protection, housing and nuisance type complaints such as noise, dust, and odor. The Board is a three-member appointed board with each member serving a term of three years.

In 2013, the Town of Holden entered into an inter-municipal agreement with the City of Worcester’s Division of Public Health (WDPH) in order to provide an even wider array of public health services to the community. Worcester is the lead agency of the Central Massachusetts Regional Public Health Alliance (CMRPHA) which consists of the towns of Grafton, Holden, Leicester, Millbury, Shrewsbury and West Boylston who work cooperatively to create and sustain a viable, cost-effective, and labor-efficient regional public health district serving a total population of 283,664 residents. Member communities are provided a range of services through a single organization managed by WDPH. The inspiration to develop a regional health district arose from the considerable disparity in size, available resources and types of resources offered by each municipality.

In 2015, CMRPHA conducted a comprehensive Community Health Assessment (CHA) in Holden and surrounding Alliance communities in order to determine priority areas for health improvement. After analyzing local and state data as well as reviewing the qualitative data garnered from community forums, the Alliance identified nine key areas of public health. Those areas are the foundation for the 2016 Greater Worcester Community Health Improvement Plan (CHIP) which has the vision of creating the “Healthiest Region in New England by 2020” #healthy2020.

WDPH/CMRPHA achieved a major goal in 2016 by becoming the first nationally accredited health department in the Commonwealth and the first multi-jurisdictional health department in the country (out of approximately 5,000 health departments in the United States). This five-year accreditation marks a new culture within the CMRPHA; working creatively and collaboratively to achieve excellence and sustainability with a focus on constant quality improvement.



## DEPARTMENT OF PLANNING AND DEVELOPMENT BOARD OF HEALTH

During this past year, CMRPHA began to work on creating a new strategic district-wide plan as a way to set short-term and long-term goals. The mission and vision will be refined inviting key stake holders and focus groups from the regional health district to provide input into the plan. It will be released in February 2017.

With a total workforce of 25 public health professionals and a myriad of community partners, CMRPHA communities can rely on public health expertise and experience as described within this annual report.

### **Environmental Health**

Public Health regional staff help ensure businesses and residents comply with numerous environmental health regulations. Most recognized is the food protection program, in which staff conducts routine and follow-up inspections of more than 70 food establishments in the Town of Holden. In addition, staff will review plans and specifications for new food businesses, investigate complaints and conduct administrative hearings with the Director and/or the Board of Health to address non-compliant businesses. Regional Public Health Specialists (RPHS) conduct inspections for semi-public swimming pools, tanning facilities and recreational camps for children, and investigate complaints related to housing, lead paint, illegal dumping, the release of oil or hazardous materials, and nuisances in accordance with the following regulations: Chapter V of the State Sanitary Code: Minimum Standards for Swimming Pools, 105 CMR 435.000; Chapter VII of the State Sanitary Code: Minimum Standards for Bathing Beaches, 105 CMR 445.000; Recreational Camps for Children and family style campgrounds, motels, mobile home parks and cabins; and annually issue licenses for these facilities, M.G.L. c.140, ss.32B and 32C; and Chapter IV of the State Sanitary Code: Sanitary Standards for Recreational Camps for Children, 105 CMR 430.000.

A review of inspections conducted during the calendar year did not yield any significant trends or discrepancies. However, the CMRPHA region has witnessed an increase in Farmer's Markets within its communities and neighboring municipalities.

Below is a summary of the types and number of inspections conducted in the town of Holden during the calendar year 2017:

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
BOARD OF HEALTH**

| <u>Category</u>                          | <u>Number of Inspections</u> |
|------------------------------------------|------------------------------|
| New Food Establishment Plan reviews      | 1                            |
| Low Risk Food Inspections                | 39                           |
| Medium Risk Food Inspections             | 47                           |
| High Risk Food Inspections               | 37                           |
| <b>Total Routine Food Inspections</b>    | <b>123</b>                   |
| <b>Total of Re-inspections conducted</b> | <b>28</b>                    |
| <br>                                     |                              |
| Housing Complaints                       | 10                           |
| Food Safety Complaints                   | 4                            |
| Nuisance Complaints                      | 16                           |
| <b>Total Complaints Investigated</b>     | <b>30</b>                    |
| <br>                                     |                              |
| Pool Inspections (2 public pools)        | 2                            |
| Camp Inspections (2 camps)               | 2                            |
| Training Facility Inspections            | 0                            |
| <br>                                     |                              |
| Perc Soil Testing                        | 17                           |
| Septic Plan Reviews                      | 33                           |
| Well Reviews                             | 18                           |
| Tobacco Inspections                      | See Community Health         |
| Animal Complaints/Quarantine Quarters    | TBD                          |
| Barn Inspections                         | TBD                          |

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
BOARD OF HEALTH**

**Communicable Disease/Nursing**

Under Massachusetts General Laws, Chapter 111, suspected and/or confirmed cases of diseases dangerous to the public's health are reportable to the local Board of Health and/or the Massachusetts Department of Public Health. Reporting disease occurrences enables the Public Health staff to monitor trends, detect and control outbreaks, and evaluate prevention activities. WDPH/CMRPHA regularly collects important information on all reported diseases in the Town of Holden as part of routine epidemiological disease investigations.

The following is a summary of the reported diseases in Holden during 2017:

| <b><u>Reportable Disease</u></b> | <b><u>Number of Cases</u></b> |
|----------------------------------|-------------------------------|
| Babesiosis                       | 1                             |
| Campylobacteriosis               | 1                             |
| Giardiasis                       | 1                             |
| Group B Streptococcus            | 1                             |
| Hepatitis B (chronic)            | 2                             |
| Hepatitis C (acute)              | 4                             |
| Hepatitis C (chronic)            | 15                            |
| Human Granulocytic Anaplasmosis  | 5                             |
| Influenza                        | 11                            |
| Lyme Disease                     | 34                            |
| Mumps                            | 1                             |
| Salmonellosis                    | 2                             |
| Shiga toxin producing organism   | 1                             |
| Varicella                        | 1                             |
| Viral Meningitis                 | 1                             |
| <b>Total</b>                     | <b>81</b>                     |

**Influenza**

Influenza clinics were not held in the town since the Massachusetts Department of Public Health is no longer supplying influenza vaccine for insured adults. A small supply of influenza vaccine was ordered for use with children (regardless of insurance status) and uninsured adults at the weekly influenza clinic held at the City of Worcester/CMRPHA offices. To date, no Holden residents have availed themselves of this service.

## DEPARTMENT OF PLANNING AND DEVELOPMENT BOARD OF HEALTH

### **Tuberculosis**

4 LTBI (confirmed/suspect)

2 Active TB cases (revoked)

### **Community Health**

The Town of Holden is a member of the Worcester Regional Tobacco Control Collaborative, which provides enforcement of Mass General Laws and local regulations around youth access and environmental tobacco smoke. Youth access compliance checks, which involves a trained youth between the ages of 16-17 attempting to purchase a specific tobacco product in a permitted tobacco retail establishment, are conducted one or two times per fiscal year, as determined by the Massachusetts Tobacco Control Program in the collaborative communities. Retailer education visits are also conducted to ensure all applicable permits and signage are displayed, humidors are locked, and Massachusetts tax stamps are on tobacco products, all tobacco products are behind the counter and out of the customer's reach and the importance of checking identification. During 2017, there was no underage sales of tobacco products by retailers in the Town. With the assistance of the WDPH/CMRPHA staff, the Board of Health updated existing youth access regulations, and increased the minimum age to purchase tobacco products from 18 to 21. Numerous presentations were made to the Board of Health on tobacco policy, regulations and substance use.

In June 2016, the CMRPHA released the 2016 Greater Worcester Community Health Improvement Plan. The plan provides a framework that will lead our region to become the healthiest region in New England by 2020. The new CHIP outlines a strategic plan for nine priority areas which include: access to care, access to healthy food, cultural competency, economic opportunity, mental health, physical activity, racism and discrimination, safety, and substance abuse. The CHIP was based on data from CMRPHA Community Health Assessment, which was released in November 2015 and highlights data from communities across the alliance. CMRPHA staff have been working with local community members to identify representatives from all alliance towns to participate in working groups for each priority area of the CHIP. During the summer we provided health education and information to our communities and tabled at Holden Days. CMRPHA Staff also supported the DA's Task Force Community Forum at Wachusett Regional High School in October. At the event we provided resources regarding youth and substance use prevention to parents and concerned citizens.

## DEPARTMENT OF PLANNING AND DEVELOPMENT BOARD OF HEALTH

Holden is part of the Massachusetts Opioid Abuse Prevention Collaborative (MOAPC) which is a regional coalition that worked on collecting data and developing a regional plan on how to reduce or prevent opioid overdoses. The Coalition always welcomes residents and other key partners to participate in this important work. The Central Massachusetts Regional Public Health Alliance in partnership with the Regional Response to Addiction started the Youth Health Action Committee (YHAC). The YHAC is a new initiative comprised of young people from the Central Massachusetts area interested in driving social change efforts to promote healthier communities. Comprised of youth ages 15-18 from the towns of Grafton, Holden, Leicester, Millbury, Shrewsbury, West Boylston, as well as the city of Worcester, YHAC members will develop the skills to be effective community health organizers by exploring health equity and health disparities.

### **Public Health Emergency Preparedness**

WDPH has once again been awarded the Region 2 Health and Medical Coordinating Coalition (HMCC) grant by the Massachusetts Department of Public Health (MDPH) Office of Preparedness and Emergency Management (OPEM) with the goal of supporting regional multi-disciplinary emergency planning and response initiatives throughout the 74 cities and towns located in the MDPH Emergency Preparedness Region 2. A major component of this initiative is the development of a regional emergency support function (ESF-8) structure. As such, the City of Worcester now serves as an after-hours Duty Officer for all 74 municipalities and healthcare facilities that reside in those towns. Beginning in January of 2016, the City of Worcester piloted this with the towns in the Central Massachusetts Regional Public Health Alliance.

In October 2016, WDPH emergency preparedness staff attended a monthly Board of Health meeting to review and update the Town's Emergency Dispensing Site (EDS) plan. This is an annual review of the Town's comprehensive, written plan that facilitates the request, receipt, distribution, and dispensing of medical countermeasures quickly and efficiently based on a worst case scenario. In addition, staff continued to attend the South Wachusett Regional Emergency Planning Committee (REPC) meetings as scheduled to provide both local and regional public health and healthcare planning updates to the Town. Holden responded to all quarterly MDPH WebEOC drills last fiscal year with the support of WDPH emergency preparedness staff. The WebEOC system is an online network funded by MDPH that provides local, regional and statewide situational awareness during emergencies. Participation in quarterly drills is an MDPH requirement that Holden routinely fulfills.

There are currently 20 Holden residents listed in the MAResponds volunteer database. These 20 residents are part of the Worcester Regional Medical Reserve Corps. (WRMRC) which currently has more than 400 area residents. All WRMRC volunteers are available to the Town during an emergency situation such as a shelter or EDS activation or during more routine events such as yearly flu clinics or community events.

## DEPARTMENT OF PLANNING AND DEVELOPMENT SOLID WASTE/TRASH COLLECTION AND RECYCLING

Holden continues to operate one of the most innovative curbside recycling and residential trash collection programs in the Commonwealth. Partnering with Casella Waste Services for the collection of trash and recyclables, and the processing of recyclable materials, the Town continues to recycle more than one third of the residential waste. In 2017, the program collected 6,382.44 tons of residential solid waste from approximately 5,700 single family homes. Of this amount, 4,465.12 tons was residential trash disposed of at the Wheelabrator Trash to Energy Facility in Millbury, Mass. at a cost \$67.14 per ton for a total cost of \$299,788.16. The cost of collection of trash and recyclables for the year was approximately \$715,209.60 for weekly trash collection and bi-weekly recyclables collection. Casella conducted more than 444,600 stops in Holden. Holden residents recycled 1,917.43 tons of material during 2017 at a cost of \$30 a ton.

### **Wachusett Watershed Regional Recycling Center**

Holden is one of seven communities who are members of the Wachusett Watershed Regional Recycling Center. The mission of the Center is to promote recycling and reuse for a healthy watershed community through the Wachusett Watershed Regional Recycle Center

The Wachusett Watershed Regional Recycle Center opened in 2010 and is completely operated by volunteers. The organization accepts items that are not easily disposed of and uses various methods to reuse the material, appliances, television furniture and mattress material are all accepted and disposed of to varying facilities for recycling.

In 2013, the Recycled Resource building was completed to provide free items for education, arts or household use. The Recycled Resource building incorporates the former Recycle Center, established in the 1990s by Karen Shapiro at Wachusett Regional High School in Holden, Mass. The Recycle Center (then resurrected by Wachusett Earthday) moved to several Holden locations before closing at Oriol Health Care in 2010. Wachusett Watershed Regional Recycle Center is operated by Wachusett Earthday volunteers.

Due to popular demand starting in 2017, the Center continued to conduct six household hazardous collections and four free document shredding events.

## DEPARTMENT OF PUBLIC WORKS

### ADMINISTRATIVE DIVISION

John R. Woodsmall, III, P.E. - Director of Public Works

Brenda J. Harvey - Office Manager

Maureen Burke - Senior Clerk

The Holden Department of Public Works (DPW) is comprised of six Divisions: Administration; Engineering; Highway; Equipment Repair; Building & Grounds (B&G), and; Water & Sewer (W&S). The Department is responsible for the planning, design, operations and management of the Town's public works infrastructure and assets and provides professional technical and management expertise to other municipal departments and town officials. Holden's infrastructure includes roads, sidewalks, bridges, guard rail and street signs; storm water, catch basins, culverts and outfalls; cemeteries, parks and playgrounds; town-owned buildings including four historical ones; the closed town landfill; town-wide fleet and equipment maintenance; public water supply including its storage, pumping and distribution; public sewer collection and pumping stations; winter snow & ice operations; and management necessary to provide safe and reliable transportation systems for each of our municipal public safety operations, residents, businesses and visitors.

### Mission Statement & Focus

The principal mission and focus of the Holden Department of Public Works is to enhance the quality of life for all residents, businesses and visitors of Holden through responsible and sound management, innovation, teamwork and vision, and to provide dependable, high quality, responsive public works and utility services at reasonable costs.

### Personnel



***Water Operator Kenneth Dunn (center) was recognized by the Board of Selectmen for his outstanding response to an incident at a water treatment station.***

2017 was again a year of change and growth the DPW. Eleven individual personnel changes occurred. Many of these were related to people earning promotions and new personnel being hired to replace those newly opened positions. The DPW welcomed Mark St. Fleur, Michael Comforti and George Hayes into their new positions. Chris DeMoranville, Jason Putnam, Jeremy Glynn, Phil Waldo, and George Hayes received promotions in the calendar year. The DPW also saw Dennis Griffin leave for a higher level position with a different town. Steven Jenkins, from the Highway Division, retired after more than 30 years of service.

Water Operator Kenneth Dunn, a 30-year veteran of the Water & Sewer Department received two statewide awards this year for his outstanding response to an incident at a

## DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE DIVISION

water treatment station. Mr. Dunn received the Distinguished Operator award from the Massachusetts Department of Environmental Protection and the Water Works Pride Award from the Massachusetts Water Works Association for his swift and proper response to this incident in March. As a Department, we are proud of Mr. Dunn's actions and the recognition he received on a statewide level.

### Operations



The Holden Department of Public Works had a very successful year. The winter of 2016-2017 was a relatively normal winter, with an average number of snow and ice events. The winter of 2017-2018 started off with early season snows in November and December. In 2017, 28 snow and ice events occurred, with six of those requiring more

than one call-out, for a total of 34 responses. December also ended with a period of bitterly cold temperatures. Weather also affected the Water & Sewer Division's operations. A drought which had been in effect for most of 2016 came to a close in the spring of 2017. This allowed the DPW to end the water use restrictions that had been implemented in 2016.

The Department continued to undertake a number of capital improvements in 2017. For the Water & Sewer Division, the replacement of 6-inch water mains on Main Street, from Shrewsbury Street to the Worcester City Line was completed by the end of June. Additionally, the Avery Heights Water Storage Tank re-painting project was completed and the tank placed back online on February 1. The Buildings & Grounds Division demolished two outdoor picnic pavilions at the Trout Brook Reservation and constructed new ones in their place. Working with the Engineering Division, the Buildings & Grounds Division also began the permitting process to allow for the future dredging of Trout Brook Pond, a manmade pond at Trout Brook. A large number of private subdivisions continued to be constructed, requiring extensive inspections by the Engineering Division. For the Highway Division, it completed the work remaining in the Wachusett Woods subdivision on Highland Street, using the bond money left behind by the original developer.



**DEPARTMENT OF PUBLIC WORKS**  
**ADMINISTRATIVE DIVISION**

Including those above projects, the Department also successfully completed its annual road and sidewalk paving program, and continued its sound maintenance of the Town's buildings, grounds, vehicles and equipment, and the water and sewer infrastructure.

The Department continued to assist the Department of Public Works Facility Committee with the development of a new home for the DPW. Significant progress was made in 2017. On July 1, the Town took possession of the property at 18 Industrial Drive. This property was donated to the Town by PCC Specialty Products of Delaware. Subsequent to this, Gary Kaczmarek was appointed the Owner's Project Manager for this project. At a November 27, 2017 Special Town Meeting, money was appropriated to demolish the buildings at 18 Industrial Drive, and to begin the schematic design process for a new facility on the site. The Department greatly appreciates the support that the citizens of Holden have shown by supporting this project at several Town Meetings.

Holden is fortunate to have such a talented and hard working group of public works professionals who strive to deliver the highest level of customer service and satisfaction under the most challenging conditions and on a constant basis. I am very fortunate and proud to be surrounded by such a talented and dedicated group of public works professionals.

## DEPARTMENT OF PUBLIC WORKS

### ENGINEERING DIVISION

Isabel McCauley - Town Engineer

Christopher DeMoranville - Civil Engineer II (promoted on 3/8/17)

Mark St. Fleur - Civil Engineer II (hired 6/5/2017)

### SEWER PERMITTING

The Department of Public Works (DPW) - Engineering Division continues to provide critical information to the residents about municipal sewer availability, connection procedures and required fees. To ensure proper sewer service installation the Engineering Division provides the inspections of installed sewer laterals prior to the contractor's backfilling the trench. Fifty new sewer connections were witnessed for 2017. All sewer lateral locations and depths of burial information as well as the permit applications are available in the DPW - Engineering Division office located in the Town Hall.

### WATER QUALITY & SUPPLY

The DPW - Engineering Division inspected 48 new water service connections. New water meters were installed by the DPW - Water & Sewer Division for each of these new services.

The DPW-Engineering Division continued the management of the Town's compliance with its National Pollutant Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer System (MS4) General Permit, as administered by the Environmental Protection Agency (EPA). The DPW-Engineering Division continued the Town's representation in the Central Massachusetts Regional Stormwater Coalition (CMRSWC). Additionally, the DPW-Engineering Division through the CMRSWC continued the Town's representation in the Statewide Municipal Stormwater Coalition which is formed by regional storm water coalitions across the Commonwealth in order to facilitate collaboration and promote more effective and efficient management of storm water.

### SUBDIVISIONS

The DPW - Engineering Division routinely assists the Planning Board, Conservation Commission and Zoning Board of Appeals with the review of site plans; preliminary and definitive subdivision plans; Approval-Not-Required (ANR); and "as-built" plans, and offers professional technical review of hydrology and hydraulic modeling and studies for Site Plan and Definitive Subdivisions applications approval.

The Division is responsible for inspections of all utilities and roadway construction for all subdivisions. The inspections are performed routinely throughout the construction process to ensure proper construction methods are employed and that all utilities are installed in accordance with the approved plans and details. Post-construction inspections are performed by the Division as well as the witnessing of

## **DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION**

water and sewer main testing to ensure that the systems are free of any deficiencies. The Division also coordinates all work and procedures associated with other DPW

Divisions, namely the Highway and Water & Sewer Divisions during proposed street acceptances.

At the November 27, 2017 Special Town Meeting, the remaining section of Preservation Lane in the Bullard Estates subdivision was accepted. The streets in the Stoney Brook Estates subdivision, Joel Scott Drive, Teresa Drive, Colleens Way, and Candlewood Drive, were also accepted.

The Division provided inspections on a number of subdivisions, including Stoney Brook Estates (located off of Reservoir Street), Fisher Terrace (located off of Fisher Street), Bullard Estates (located off of Bullard Street), Oak Hill (located off of Salisbury Street), Wachusett Valley Estates (located off of Bullard Street), Red Tail Estates (located off of Nola Drive), Parson's Rest (located off of Salisbury Street).

### **STREET OPENING PERMITS**

One-hundred-three roadway opening applications were permitted for 2017. These permits include any and all excavation within the public right-of-way for utilities, driveways and new subdivision roadways. Inspections are required before and after the permits are issued to ensure compliance with the street entry requirements.

### **PROJECTS**

The Division oversees and manages contracted services for all post-closure monitoring activities for the Town-owned landfill on River Street. In 2017, the Town continued to conduct additional Comprehensive Site Assessment (CSA) activities as required by the Massachusetts Department of Environmental Protection (MassDEP). These activities included the assessment of the condition of the cap, installation of three additional monitoring wells, sampling and monitoring groundwater wells, and sampling of surface water and sediments within the leachate seeps along the Quinapoxet River banks.

The Division manages and maintains the Town's Geographic Information System (GIS) online mapping system and a web-based management system for the administration of data, assets and time resources for each of the DPW Divisions. Public service calls are managed using an online work order system. As part of maintaining the Town's GIS website, the Division manages the annual parcel map updates for compliance with the MassGIS Level 3 Standard.

The Division manages and maintains a local master address database and periodically notifies local, state and federal agencies of new addresses.

The Division continued its management of street line painting operations. The entire Town had existing street lines re-painted.

## **DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION**

The Division mapped and developed an inventory of bridges and culverts located within the Town's right of way. One-hundred-eleven locations were mapped, photographed and a basic assessment of the culvert conditions was recorded. The Division plans to incorporate this data into the Town's GIS website in 2018.

The Division managed contracted services for the development of the pavement management system and sidewalk and curb cuts inventory. The Division plans to maintain this system for the selection of roads for annual maintenance.

The Division developed a Complete Streets policy which was adopted by the Town.

### **PROJECT SUPPORT**

As an integral part of the Department of Public Works, the Engineering Division provided support to various levels of municipal Town operations throughout 2017 including drainage repairs and improvements, construction supervision, water main breaks/repairs, and Chapter 90 State-Aid and Town-funded road, sidewalk and drainage construction projects.

## DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION

Christopher DeMoranville - Supervisor of Operations (promoted 3/8/17)  
John Whipple - Highway Working Foreman  
Stephen Jenkins - EO III (retired 11/3/17)  
Gregory Rozak - EO III  
Jon Scott - EO III  
Philip Waldo - EO III (promoted 11/4/17)  
John DiPerrio - EO II  
Steven Stewart - EO II  
Justin Kublebeck - EO II  
Jason Putnam - EO II (transferred from B&G Division on 12/12/17)

### **2017 HIGHLIGHTS**

The winter of 2016-2017 was a relatively normal winter, with an average number of snow and ice events. The winter of 2017-2018 started off with early season snows in November and December. In 2017, a total of 28 snow and ice events occurred, with six of those requiring more than one call-out, for a total of 34 responses. December also ended with a period of bitterly cold temperatures.

A significant drainage project was completed on the outlet pipe and outfall for the storm-water system on General Hobbs Road in the spring. More than 100-feet of 30-inch drainage pipe was replaced, and several new precast drainage structures were installed to repair erosion that had occurred at this location. Following the completion of that

work, the Highway Division moved to the Wachusett Woods subdivision, off of Highland Street. New sidewalks, curbing, and curb cut ramps were installed, and the roadway's final layer of pavement was installed. This work was completed using the remaining bond money that was given up when the original developer of this project abandoned the project. Following this, the Highway Division spent the remaining portions of the year working on Town wide road and sidewalk paving projects, which included numerous repairs and adjustments to drainage structures.



***Wachusett Woods sidewalk, curbing, and curb cut ramps project. The Highway Division also installed the final layer of pavement.***

## **DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION**

### **GENERAL OPERATIONS**

Snow removal remains a top priority of the Highway Division, in order to provide the safest possible road and sidewalk conditions during the winter months. This task is undertaken by the combined efforts of the DPW - Highway, Equipment Repair, Water & Sewer, and Building & Grounds Divisions. The Town does not contract outside snow plowing or salting services and all work is performed in a very cost-effective and professional manner utilizing dedicated town employees.

To provide reliable, safe and timely snow plowing and salting services - the Highway Division reminds Holden residents not to plow, shovel, or snow blow snow onto the public ways. Depositing snow onto a public way is a violation of a Holden "by-law" and fines may be assessed to violators. To assist our equipment operators during plowing operations and to minimize damages to private property - residents are advised to install snow stakes at the edge of the street to identify walls, fences and/or other related private assets covered by snow. It is also recommended that mailboxes be secured and set back from the roadside to prevent damage from the snow that is displaced during the snow plowing operations. The majority of resident mailbox-related damage customer requests can be avoided if residents make necessary repairs and secure their mailboxes prior to the commencement of the winter season. Similarly, it is the property owner's responsibility to clear snow in front of their mailbox and at the end of their driveways. Property owners are also advised to place snow on the roadside end of their driveways on the downward side of the travel lane of their driveway aprons to reduce large deposits of snow resulting from snow plowing operations.

Members of the Highway Division have many years of experience dealing with winter weather conditions. During snow events it important to note that when traveling - residents and commuters alike - can assist our snow plow equipment operators and avoid collisions/minimize windshield damages - by keeping a safe distance of at least 300 feet behind Town-equipment at all times. Our trucks make frequent stops and turns to provide safe and reliable public roads (and sidewalks) for our residents and businesses. Your patience, courtesy, and stopping to think goes a long way in making winter driving safe for all.

In the spring, the Highway Division solicited bids for a variety of roadway treatments, including: cold-planing (or milling); reclaiming (or pulverization); micro surfacing; crack sealing, and; new hot mix asphalt. During the construction season, nine different streets received some sort of surface treatment, representing approximately 7.5-miles of road. Not including crack sealing, more than 3.7-miles of road received either micro surfacing or new hot mix asphalt. Each of these resurfacing projects was completed in a cost-effective and timely manner by utilizing the DPW - Highway Division acting as the General Contractor. The Highway Division also completed many smaller highway-related projects throughout the Town during the construction season and responded to numerous customer-related service requests.

**DEPARTMENT OF PUBLIC WORKS  
HIGHWAY DIVISION**

The leaf composting and brush chipping facility was staffed during various times throughout the year by Highway, Equipment Repair, and Building & Grounds Division employees. This service is a very popular operation for the residents of Holden. The materials generated from this program are processed by the DPW and used on soccer fields, baseball fields, and numerous town-wide DPW projects. The Highway Division maintains a small quantity of compost materials at the DPW Facility at Adams Road for residents to use for potting soil etc., and at no charge. Woodchips are also made available for resident use at no charge. For winter use by residents, the DPW maintains a small quantity of winter sand/salt mix at our DPW Adams Road Facility.

We would like to thank all employees of the DPW – Highway and Buildings & Grounds Divisions that worked on these projects.

**LOCAL ROADS  
2017 – HIGHWAY MAINTENANCE**

**Sidewalk Maintenance and Construction**

Routine “town-wide” sidewalk patching and repair was performed to existing sidewalks.

**Service and Dig Safe Requests**

The Highway responded 290 service requests.

**Drainage**

Storm drainage work included the installation, replacement and/or repair of drain manholes, catch basins, and pipes of various sizes on all streets that received new hot mix asphalt overlays.

**2017 – COLD PLANING  
WITH  
TWO (2) INCH – HOT MIX ASPHALT OVERLAY PROJECTS**

| <b>Street</b>    | <b>From</b>     | <b>To</b>      |
|------------------|-----------------|----------------|
| Wachusett Street | Highland Street | Manning Street |

**2017 – RECLAIM (PULVERIZE), RE-GRADE, AND PAVE  
WITH  
4.5-INCHES OF HOT MIX ASPHALT PROJECTS**

| <b>Street</b>    | <b>From</b>   | <b>To</b>    |
|------------------|---------------|--------------|
| Apple Tree Lane  | Entire Length |              |
| Chapel Street    | Malden Street | Brice Circle |
| Chapin Road      | Entire Length |              |
| Harrington Drive | Entire Length |              |
| Twinbrooke Drive | Entire Length |              |
| Wyndhurst Drive  | Entire Length |              |

**DEPARTMENT OF PUBLIC WORKS  
HIGHWAY DIVISION**

**2017 – MICROSURFACE PROJECTS**

| <b>Street</b>      | <b>From</b>   | <b>To</b> |
|--------------------|---------------|-----------|
| General Hobbs Road | Entire Length |           |
| Nichols Street     | Entire Length |           |

In summary, the Highway Division completed a total of 3.7-miles of public road surface improvements, representing approximately 3-percent of the total miles of public roads in Holden.

**2017 – CRACK SEALING PROJECTS**

| <b>Street</b>   | <b>From</b>   | <b>To</b> |
|-----------------|---------------|-----------|
| Alden Hill Road | Entire Length |           |
| Blair Drive     | Entire Length |           |
| Brice Circle    | Entire Length |           |
| Bullard Street  | Entire Length |           |
| Malden Street   | Entire Length |           |
| Mason Street    | Entire Length |           |
| Red Barn Road   | Entire Length |           |
| Thayer Circle   | Entire Length |           |
| Tyler Drive     | Entire Length |           |
| Quaker Road     | Entire Length |           |

**GENERAL MAINTENANCE**

General maintenance activities completed during 2017 includes:

- Cleaning and inspecting numerous drainage structures.
- 118 miles of roads were swept, plowed, sanded and/or inspected for defects.
- 20 miles of sidewalks were swept and plowed.
- Public schools including Dawson, Mayo, Davis Hill, and Mount View Schools were plowed, sanded and swept.
- Each of the public building facilities were plowed, sanded, and swept.
- Numerous street and warning signs were repaired and/or replaced town-wide.
- Approximately 30-tons of asphalt patching performed
- 200-feet of berm repaired
- 13,680' of new asphalt berm installed
- More than 130 manholes and catch basins were repaired and/or adjusted
- 220' of existing drainage pipe were replaced in various locations



## DEPARTMENT OF PUBLIC WORKS

### **BUILDINGS & GROUNDS DIVISION**

Jeremy Glynn - Working Foreman (promoted 12/22/17)

Dennis Griffin - Working Foreman (resigned 12/8/17)

Gary Kaczmarek - Facilities Manager (part-time)

James Ringgard - EOIII

Daniel Deptula - EOIII

Adam Hickey - EOIII

Jason Putnam - EO II (transferred to Highway on 12/12/17)

Gary Gauthier - Laborer-Buildings

Michael Comforti - Laborer-Buildings

George Hayes - Laborer-Grounds

### **YEAR 2017 HIGHLIGHTS**



The Building & Grounds (B&G) Division of the Department of Public Works is responsible for the maintenance of all Holden municipal properties, including the various cemeteries and all recreation areas. Daily janitorial services are also provided at the Town Hall, Starbard Building, Library and the Senior Center. The daily operations of the physical plant at the Dawson recreation area are included in the Division's duties from May through September. Dennis Griffin, Jim Ringgard, and Adam Hickey are each licensed certified pool

operators.

The B&G Division completed several significant projects this past year. Repainting of the Planning and Development Office, and the Town Manager's Office was completed at the beginning of the year. Using a contractor, new rugs were installed in portions of the first floor, and all of the second floor, of the Town Hall. Rugs were also installed in the Senior Center. A major project was completed at the Trout Brook recreation area. Two existing wood picnic pavilions which were in a state of disrepair were demolished. Using in-house forces, the pavilions were replaced entirely. Additionally, the B&G Division worked with the Engineering Division to prepare the necessary applications to allow for the future dredging of the pond on the property. The B&G Division also demolished the abandoned Water & Sewer Division Muschopauge Pond Water Pump Station.

A cleaning contractor was used to provide custodial services at the Recreation Building, Starbard Building, Town Hall, Gale Free Library, and Senior Center. The use of this

**DEPARTMENT OF PUBLIC WORKS  
BUILDINGS & GROUNDS DIVISION**

contractor has allowed B&G Division staff to perform more work with existing manpower, while still accomplishing the daily cleaning activities necessary in these heavily trafficked buildings.

**PARKS, RECREATION AREAS & SCHOOL FIELDS**

Trout Brook Reservation Lodge received continued daily attention and weekend coverage throughout each of the seasons. The Lodge facility is used regularly for rentals by various church and civic groups and is well received by those who used the facility. Mayo Elementary School, Davis Hill Elementary School, Mountview Middle School, Dawson Elementary School and Recreation Area, and Jefferson Field were primarily maintained by Jason Putnam. Spring and fall turf maintenance for each of these areas are performed with the assistance from other B&G Division employees. George Hayes maintained each of the other smaller park areas with assistance from Gary Gauthier and Michael Comforti. This work also included grass mowing at the Town Hall, Starbard Building, Damon House, Hendricks House & Barn and the Senior Center.

Mason Park, Jefferson Park, Kimball Park and Winthrop Oaks Park were well-maintained on a regular basis throughout the growing season and all baseball and



***Holden DPW crews remove the cover to the Holden Pool.***

soccer fields received necessary field repairs throughout the season. As part of the Mountview Middle School project, the B&G Division participated in the re-building of the infields of the existing ballfields at the school. Also, the various mini-

parks along Main Street were also maintained throughout the year to provide beautification to Main Street.

In conjunction with our Highway Division personnel, all roadway shoulders and intersections were mowed from May through October using our roadside tractor Boom Flail Mower operated by Adam Hickey. The Christmas tree program proved useful and was very well received. Numerous smaller projects were completed in Town buildings throughout the year. The combined cooperative efforts of the B&G and Highway Divisions resulted in the cost-savings and timely completion of numerous important behind-the-scenes projects and day-to-day tasks. All told, the B&G Division responded to 276 requests for service.

**DEPARTMENT OF PUBLIC WORKS  
BUILDINGS & GROUNDS DIVISION**

**CEMETERIES**

Grove Cemetery and Park Avenue Cemetery together with the Historic Cemetery were maintained by Daniel Deptula - an extremely large and busy task - but one that is managed well and which receives many compliments each year for the outstanding level of work performed. In 2016, 17 cremation burials and 10 full burials occurred. We would like to thank each of the talented, hardworking and dedicated members of the DPW – Buildings & Grounds Division for another successful year.



## DEPARTMENT OF PUBLIC WORKS **MECHANICS DIVISION**

David French - Mechanic Foreman

Paul DiNoia - Mechanic

Robert Schwartz - Mechanic

The DPW - Equipment Repair Division maintains all DPW, Municipal Light, Fire, Police and general municipal vehicles, in addition to servicing each of the 28 sewer pumping stations, generators and fuel storage tanks – to assure that all equipment is ready, reliable and safe for day-to-day and emergency-related use. The work completed this year included the complete overhaul of various Town vehicles in addition to providing day-to-day preventative maintenance and/or repairs for more than 120 pieces of Town-owned heavy equipment, vehicles and construction-related equipment. We are appreciative of the dedication and hard work performed by our talented equipment repairmen and mechanics.

The activities of the Equipment Repair Division in 2017 included:

- All DPW, Fire, Police, Light Department and general municipal vehicles were serviced and maintained.
- Continued to provide assistance to all Town Departments throughout the year on various projects.
- Monitored and maintained the fuel dispensing system and record-keeping aspects for all Town vehicles.
- Responded to three hundred and four requests for service.



**DEPARTMENT OF PUBLIC WORKS  
WATER & SEWER DIVISION**

Ryan S. Mouradian, P.E. - Water & Sewer Superintendent  
Maureen A. Burke - DPW Senior Clerk  
Adam T. Perkins - Water & Sewer Foreman  
Kenneth J. Dunn - Water & Sewer Operator (WO) III  
Justin M. Pedersen - WO III  
Joseph R. Kenney - WO IV  
Jesse M. Riedle - WO IV  
Jeremy Glynn WO IV (Promoted to Buildings & Grounds on 12/22/17)  
Alan Horstman - WO II  
Luis Garcia - WO II

**2017 HIGHLIGHTS**

Water Operator Kenneth Dunn, a 30 year veteran of the Water & Sewer Department received two awards this year for his outstanding response to a potential issue. Mr. Dunn received the Distinguished Operator award from the Massachusetts Department of Environmental Protection and also the Water Works Pride Award from the Massachusetts Water Works Association for his swift and proper response to a water treatment incident in March. Mr. Dunn's experience and knowledge proved to be critical in making the correct decision. Congratulations to Ken!

Working with the Buildings & Grounds Division, the abandoned water pump station for Muschopauge Pond was demolished. This removed a possible attractive nuisance from the neighborhood.

Two major projects were completed in 2017. The first was the repainting of the Avery Heights water storage tank. The second was the replacement of new water main in Main Street, from the Shrewsbury Street intersection to the Worcester City Line.

The Avery Heights water storage tank holds one million gallons (1 MG) of finished water, and helps to regulate pressure throughout the Town's water system. Both the interior and exterior of the tank was sand blasted, cleaned, and three (3) new coatings of paint installed. Additional safety devices were also installed. This project required much coordination between the W&S Division, its engineering consultant, the contractor, and AT&T cellular services, due to the cellular antenna service installed on the tank. The tank was placed back online on February 1, 2017.

The South Main Street water project involved the replacement of over 4,300-linear feet of existing 6-inch cast iron water main with new 8-inch ductile iron water main. It also included the replacement of existing water services from the main to the curb stop, and installation of new hydrants. This work began in September of 2016 and completed in June of 2017. The trench within Main Street is scheduled to be paved in the Spring of 2018.

## **DEPARTMENT OF PUBLIC WORKS**

### **WATER & SEWER DIVISION**

The W&S Division saw relief from the drought conditions that were experienced through much of 2016. 2017 saw precipitation approximately 2-inches above average and only enacted the regular seasonal water use restrictions. The Division would like to thank all users of the water system for their corporation during the 2016 drought.

In the early spring, a contractor for the W&S Division began a sewer Inflow/Infiltration (I/I) evaluation project. I/I is clean water that enters into the sanitary sewer system, and is transported away for treatment. It represents an additional cost to the Division, and is beneficial to remove. The work this contractor was conducting involved the cleaning and inspection of approximately 35,000 linear feet of sewer pipe. These inspections will be continued in 2018 and the findings will be combined to create a construction project where any necessary repairs will be completed.

Beginning in September of 2017 the Division began a Town-Wide water main flushing program. This program is a regular maintenance program where a large amount of water is moved through the water main pipes using the hydrants to remove anything that has settled or attached to the inside of the pipes. Approximately 75% of the town was flushed in 2017, and the remainder will be completed in the spring of 2018. CodeRED messages were used to notify residents where their area was going to be flushed, and will be continued to be used for the remainder of the flushing.

Using an outside contracted service and in-house personnel and devices, the W&S Division continued to conduct leak detection within the water distribution system. The in-house ability to conduct leak detection is a major step towards reducing the amount of leaks within the water distribution system. Additionally, an American Water Works Association (AWWA) M36 Level 1 Water Audit was conducted using grant monies from the Massachusetts Department of Environmental Protection (MADEP). This audit looked at all facets of the water system including pumping data, billed data and financial data. The Division just received notice that they were selected for a second grant to complete a level II audit which will start in the spring of 2018.

The Town has continued with ongoing litigation against the City of Worcester and the Massachusetts Department of Conservation and Recreation (DCR). This litigation process has been ongoing since May of 2013. The litigation is in regards to the unfair charges paid by the Town for the transport of sewage through the City, to the Upper Blackstone Water Pollution Abatement District. The litigation process will take several years before it reaches a conclusion. However, given the extremely unfair sewer transport rates charged to the Town by the City, the potential exists for substantial cost savings in the Water & Sewer Enterprise fund, if the litigation is successful. In December, a decision on the various Motions for Summary Judgements was released by the Court. The decisions put the Town's case in a favorable position, and allows the case to proceed to trial, which is expected to occur in 2018.

**DEPARTMENT OF PUBLIC WORKS  
WATER & SEWER DIVISION**

**GENERAL OPERATIONS**

During Calendar Year 2017 the DPW - Water & Sewer Division personnel continued to diligently operate and maintain the water and sewer systems. Twenty-eight (28) water system breaks or leaks were identified and repaired (by the Division or private contractors). A total of forty-eight (48) new water service connections were made with new water meters, and a total of fifty (50) new sewer service connections were made.

The Division responded to a total of four hundred and forty-one (441) requests for service in 2017.

In addition to providing diligent service to the Town of Holden during normal business hours, Water & Sewer Division personnel were essential in providing twenty-four hour a day on-call coverage for emergency calls from both police dispatch and automated water and sewer system alarms. Water & Sewer Division Personnel also provided staffing seven days a week over the course of the year to conduct all required daily activities, including all weekends and holidays.

Many thanks go out to the very dedicated, hardworking and talented DPW – Water & Sewer Division team, whose combined efforts made for a very productive, safe and successful year, delivering excellent service to the residents and rate payers.

**WATER SUPPLY**

Holden produced 344.707 million gallons of water (or 71-percent of the total supply) from our four well fields; Holden purchased 149.907 million gallons of water (or 29-percent of the total supply) from the City of Worcester through the Brattle Street and Salisbury Street Interconnections. In 2017, the total quantities of water produced and purchased are as follows:

| <b>Wachusett Street Water Treatment Plant<br/>(Includes Quinapoxet Wells and Mill Street Well Field)</b> |                                |             |
|----------------------------------------------------------------------------------------------------------|--------------------------------|-------------|
| Quinapoxet Wells                                                                                         | 165.871 million gallons        | 34%         |
| Mill Street Well Field                                                                                   | <u>99.792 million gallons</u>  | <u>21%</u>  |
| Mason Road Well Field                                                                                    | 34.340 million gallons         | 7%          |
| Spring Street Well                                                                                       | 44.703 million gallons         | 9%          |
| <b>Worcester Interconnections</b>                                                                        |                                |             |
| Salisbury Street                                                                                         | 27.027 million gallons         | 6%          |
| Brattle Street                                                                                           | <u>113.880 million gallons</u> | <u>23%</u>  |
|                                                                                                          | 149.907 million gallons        | 29%         |
| <b>Total (produced/purchased)</b>                                                                        | <b>485.614 million gallons</b> | <b>100%</b> |

**DEPARTMENT OF PUBLIC WORKS**  
**WATER & SEWER DIVISION**

The Town currently operates four (4) groundwater well fields, four (4) water storage tanks, two (2) interconnections with the City of Worcester, four (4) booster pump stations, four (4) pressure reducing/flow control vaults, and over one hundred and eight (108) miles of water mains of various types, sizes and ages with approximately twenty-five (25) miles of cast iron water mains, forty-five (45) miles of asbestos cement water mains and thirty-five (35) miles of cement lined ductile iron water mains.

The Town's water supply sources include the Spring Street Well which is a gravel-packed well that produces approximately 120,000 to 140,000 gallons per day; the Wachusett Street Water Treatment Facility which is comprised of the Quinapoxet two (2) gravel-packed wells and Mill Street well field that produces approximately 700,000 to 800,000 gallons per day; and lastly, the Mason Road Well which is a tubular well field that produces approximately 90,000 to 130,000 gallons per day. Each of the wells is treated with Potassium Hydroxide that raises the pH to make water less corrosive and Sodium Fluoride for dental protection. Holden also purchases and treats water from the City of Worcester to supplement its water supply.

**WASTEWATER DISPOSAL**

The Town of Holden maintains twenty-eight (28) sewer-pumping stations, one (1) sewer flow meter, and over seventy-eight (78) miles of sanitary sewer mains. More than half of the Town remains on the municipal sewer system – of which 67% of the sanitary sewer mains are tributary to our sewer-pumping stations, 31% discharge directly into the Rutland-Holden Trunk and Relief Sewer (RHTRS), and 2% discharge into West Boylston, through the Parker Avenue sewer flow meter. The Town of Holden does not treat its own sewage and all sewage flows are transported into Worcester to the Upper Blackstone Water Pollution Abatement District (UBWPAD) treatment facility through the RHTRS and the Parker Avenue sewer flow meter.

The Town of Holden's wastewater is transported into the Department of Conservation & Recreation (DCR) – Commonwealth of Massachusetts sewer trunk line through the Rutland-Holden Trunk and Relief Sewer (RHTRS), through the City of Worcester and eventually to the Upper Blackstone treatment facility located in Millbury, Massachusetts. In doing so, the Town of Holden makes annual payments to: DCR for the use of the RHTRS trunk line; the City of Worcester for the use of their sewer main system; and the Upper Blackstone Water Pollution Abatement District for the final treatment of the Town's wastewater.

Each of these payments makes up the majority of the Town's sewer expense line items in the sewer budget and in turn results in an increase to our customer's sewer bill. In total, these three expenses total \$2.30 million in the FY2017 projected expenditures which accounts for over 34-percent of the projected expenditures in the Water & Sewer Enterprise Fund Budget.



**DEPARTMENT OF PUBLIC WORKS  
WATER & SEWER DIVISION**

During 2017, the town conveyed approximately 496 million gallons of sewage to the City of Worcester system for ultimate treatment at the UBWPAD treatment facility and a total of fifty (50) new sewer connections were inspected and approved by the DPW – Engineering Division.

**Upper Blackstone Water Pollution Abatement District Facility**

The Upper Blackstone Water Pollution Abatement District (District) has provided wastewater treatment to its member communities for over 35 years. In 2017 the treatment facility continued to discharge the cleanest water to the Blackstone River in its history. The District continued to serve its members and the greater community by operating cost-effectively to provide advanced treatment for nutrient removal.

The District continues to face the challenge of satisfying more stringent federally mandated regulatory permit limits (some of the most stringent limits in the country). The District’s previously contested 2008 National Pollutant Discharge Elimination System (NPDES) Permit limits became effective on October 10, 2012.

The mission of the Upper Blackstone Water Pollution Abatement District remains “to provide environmentally responsible, high quality, cost effective services to its customers in the Worcester area of Central Massachusetts while protecting the water quality and uses of the historic Blackstone River”.

# HOLDEN MUNICIPAL LIGHT DEPARTMENT

## Select Board/Light Commissioners

Robert Lavigne - Chairman  
Geraldine Herlihy – Vice Chairman  
Anthony Renzoni – Clerk  
Timothy Ethier  
Jeremy Kurtz

## Municipal Electric Power Advisory Board

John Shepherd - Chairman  
Scott Carlson  
Peter Elkas  
Gary Harrington  
Thomas Runstrom  
Steven Sendroski  
Joseph Sullivan

### **History**

The Holden Municipal Light Department was established by Town Meeting on September 5, 1911 and delivered its first electricity on January 26, 1912. On 1911, \$600 was approved to “*install an electric lighting system in the Town Hall, Damon Memorial, two engine houses, the Rice School and the School house in Jefferson.*” Since then, the Department has expanded to provide reliable and efficient electric power and services to more than 7,900 customers within the Town with annual revenues exceeding \$14 million and about 110 million KWH. The Board of Selectmen acts as Light Commissioners and are assisted by the Municipal Electric Power Advisory Board, which is consulted on various Department matters. During the year, Peter Elkas and Steve Sendroski joined the Board, bringing it to its full complement of seven members.

### **Looking Back**

2017 was a busy year for the Light Department. In addition to successfully achieving our three top priorities – (1) worker and public safety, (2) reliable service delivery and (3) reasonable and attractive electric rates; we replaced over 1,000 of our street lights with energy efficient LED fixtures, provided critical mutual aid assistance to the U.S. Virgin Islands in the aftermath of Hurricanes Irma and Maria and seriously explored hosting a production scale photovoltaic system in the town.

LED Street Light Replacement – In 2016, the Board authorized the Light Department to participate in the state’s LED Street Lighting Accelerator Program. The program commenced in mid-2017 and all of the eligible lights have been replaced. Once all project costs have been determined, the cost to the Town for street lights is expected to be reduced by about \$40,000 per year.

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

Mutual Aid – In September 2017, Hurricanes Irma and Maria devastated much of Florida and all of Puerto Rico and the U.S. Virgin Islands. New England public power entities were requested to provide mutual aid to the Virgin Islands. As part of a large New England Public Power Association (NEPPA) contingent, the HMLD sent linemen and vehicles from early October through mid-December. Our crews worked very long hours in oppressive weather. They excelled and became the “go to” guys and have an excellent reputation for a strong work ethic, knowledge and adaptability

Renewable Energy Project – An opportunity arose that could have provided the Town with a significant amount of renewable solar energy at an attractive long term price. Unfortunately, the project did not proceed due to several factors, the key one being the high likelihood that the project would not be in service by a critical date in the spring of 2018, when a state financial incentive program is due to expire. The effort has prepared us for the time when we look to install a similar system(s) in Town in the coming years.



### Delivering the Power

The Town’s electric distribution system is connected to National Grid’s 69,000 volt (69 KV) transmission system. At the Department’s two substations, Chaffins and Bullard Street, the power is “stepped-down” to the system’s primary voltage of 13,800 volts (13.8 KV). From there, the network further reduces the voltage to levels that support the needs of residential, commercial and industrial customers.

The Light Department is a member of the Massachusetts Municipal Wholesale Electric Company (MMWEC), a public joint action agency that owns and operates two power plants, is a joint owner of several others, manages and brokers its members' bulk power supply and acts as an advocate among regional and federal power authorities.

The entire New England electric system operates under rules and requirements of ISO New England, a regional transmission organization under the jurisdiction of the Federal Energy Regulatory Commission. Since ISO New England was established over 20 years ago, the wholesale electricity market has become increasingly complex and, on several occasions, subject to dramatic price volatility.

Withstanding the many changes to the industry, public power has remained a very good value for Holden customers. The Light Department is always monitoring opportunities to purchase power through contracts and/or joint ownership arrangements.

Maintaining a secure, diverse, reasonably priced and carbon-neutral portfolio is a top priority.

The most recent additions to our generation portfolio has been wind. The Light Department is a member of the Berkshire Wind Power Cooperative that owns a 15 MW wind energy facility consisting of ten 1.5 MW wind turbines located on Brodie Mountain

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

in Hancock, Mass. The project went into service in 2011. Holden's share is 6.8% or 1,022 KW. In December 2016, the Light Department also began receiving power from the Hancock Wind Project in Maine under a long term, fixed price contract.

Over the past several years, the Light Department was able to lock in a significant portion of its power needs through 2021 at very attractive prices. Since about 80% of the Light Department's costs are purchased power, these arrangements will assist in our objective of keeping rates stable going out in time.

### Rate Study and Power Cost Adjustment

A comprehensive cost of service study and rate analysis was completed in 2009 and went into effect in October of that year. One component of the Light Department's rate structure is an adjustable component that tracks the cost of purchased power. This power cost adjustment (PCA) was reduced three times in 2010, resulting in an overall reduction in the cost to customers by 12% to 14%. Rates were reduced again in January 2011 to eliminate the temporary surcharge that was put in place following the ice storm in December 2008. The PCA rate was reduced again in August 2013. However, in July 2014, the PCA rate was increased by 1.0 cent per KWH to provide for the recovery in increased power expenses from the winter of 2013-14. With those costs fully recovered and the future cost of power projected to decline, the PCA rate was reduced in January 2016. Through the end the 2017, the cumulative effect of the rate reductions have lowered billings to customers by \$15.8 million since 2010.

### **Renewable Energy / Solar Photovoltaic (PV) Projects**

Since 2010, the Light Department has actively supported local renewable energy projects through an attractive net metering program and membership in the Massachusetts Clean Energy Center (CEC). At the end of 2017, there were over 70 photovoltaic (PV) systems in place in Holden, the majority of which are individual residential systems. In addition to the residential systems, there are PV systems in place at the Senior Center, the Light Department office, the Recreation Department and the new Mountview School. A commercial scale system is in place at the City of Worcester's water treatment plant in the southwest corner of the Town.

### **Major Projects**

2011 was the first year of a multiyear program to replace aging equipment and strengthen the electric system. In 2011, two new large transformers were installed at the Bullard Street substation, replacing the old refitted units. The new units are larger and much quieter.

Several switching systems at the Chaffins substation were updated or replaced in 2011 and 2012. Several aging vehicles, which are the backbone of day to day operations, have been or are being replaced.

About \$220,000 is being spent annually reinforcing several of our major electric circuits, making them stronger and less likely to be damaged during weather events. The experiences of Tropical Storm Irene in 2010, the October snow storm in 2011, Hurricane Sandy in 2012 and the multiple heavy snow storms in 2014-15 have shown the value

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

of strengthening the overhead circuits, in that there was not a great deal of damage to our system in either storm. (Power was lost to the Town, however, as transmission lines, not owned or operated by us, failed in 2011 and 2012.) Another valuable asset is having our own fully dedicated tree crew, which supports a robust tree trimming program.

### **Payments to Town**

The Department is fully committed to supporting services provided by taxpayer dollars. Each year, the Department reimburses the Town for services rendered from various departments. In 2017, that amounted to more than \$287,000 for services rendered by the Treasurer/Collector, Accounting, Town Manager, Information Technology, Public Works and Police Departments as well as for the Town's CodeRED system and new holiday wreaths along Main Street.

The Department also makes a payment in lieu of taxes to the Town each year, based on the net value of HMLD's plant in service. Payment in lieu of taxes for 2017 was \$142,555.

### **Ongoing Initiatives**

In addition to providing high quality, reliable electric service to all its customers, the Department operates several ongoing programs of note:

- **Energy Conservation** – The Department continued to offer the Residential Conservation Service Program, a statewide consumer/energy conservation effort. The program provides consumers with free information on home energy conservation, provides a telephone information line for energy conservation questions, conducts home energy audits, and makes referrals to a host of additional energy conservation services available to customers. A conservation program for commercial customers was implemented in 2013.
- **Appliance and Home Energy Efficiency Rebate Programs** – A variety of programs encourage customers to purchase energy efficient appliances and make energy efficiency improvements to their homes.
- **School Outreach** – Educational safety and conservation programs at the Town's three elementary schools were continued. More than 700 students in Grades K, 3 and 5 participated.
- **Key Accounts Program** – The Department continued, through the assistance of a consultant, to develop our business relationships with our largest customers or our key accounts. In general, our a few dozen large manufacturing/industrial and commercial customers represent 20% of our annual electric sales. It is in the best interests of the Department and the Town to foster productive working partnerships with our key customers and to address their unique needs.

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

- CodeRED – CodeRED is the Town’s emergency notification system that replaced the old Reverse 911 system that was in place for several years. CodeRED is an Internet-based system that notifies residents very quickly via home and cell phone, email and text messaging. It was put in place just prior to Tropical Storm Irene in August 2011 and have been used effectively during power outages as well as to advise residents of certain town DPW work activities

### **Community Outreach**

During Public Power Week in October, the Light Department again sponsored a senior luncheon at the Holden Senior Center. Department staff had an opportunity to serve and dine with Holden seniors to become better acquainted and to promote increased communication between the Department and its senior customers. Once again the Senior Center staff, DPW staff and friends assisted in providing a delicious meal.

The Department works closely with customers who need assistance with paying their electric bills. Staff can also provide referrals to residents who may wish to apply for direct assistance through other local or state agencies. In 2017, the Department once again included envelopes in monthly bills to solicit donations to the Town’s Help at H.O.M.E./Welcome Aldrich Relief Fund, a source of direct assistance administered by the Help at H.O.M.E. Committee and the Holden Council on Aging. Donations help residents in need to pay their utility and other essential bills. Over the years, the response has been overwhelming.

### **Looking Ahead**

The plan for 2017 is a continuation of the past several years. Solid electric sales in recent years with modest growth anticipated in the next several years, coupled with stable power supply costs, support solid and predictable revenues and expenses. A heightened emphasis on renewable and clean energy may challenge to our fuel supply and diversity portfolio and could impact our rates if not carefully managed.

Clean Energy Standard – In response to the state’s Global Warming Solutions Act, the focus on renewable energy has moved into high gear. Legislatively, several renewable energy and clean energy bills are under review in both the House and Senate. Hearings were held in September which became a rally for increasing the Renewable Portfolio Standard (RPS). Several bills call for 100% of all electricity to come from renewable sources by 2050. Several specifically include municipal light plants (MLPs) including Holden.

On the regulatory front, the Department Of Energy Resources (DOER) and Department of Environmental Protection (DEP) are moving aggressively on increasing renewable energy in the electricity sector. How these initiatives impact the MLPs remains to be seen and the strong expectation is that MLPs will participate to some degree.

The MLPs, through MEAM (Municipal Electric Association of Massachusetts), are developing a plan to participate in which MLPs will get credit of existing clean energy sources, but also proceed along a path of additional renewable sources. The challenge

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

is to agree to a plan that will be voluntary for each MLP and will not be seen as a requirement.

The Light Department is closely monitoring this activity and it is premature to determine what impact this may have on Light Department expenditures and revenues in the coming years.

In addition to attending to the evolving power supply environment, we are looking to upgrade and retrofit our two distribution substations. While our Bullard Street substation is new and 10 years old, the Chaffins substation is in need of critical systems upgrade and or replacement. In 2018, we will commence a multi-year program to further improve the strength of our electric system.



### **Dedicated Staff at Holden Light**

We would like to acknowledge our very capable operations and office staff. Our operations staff, which was led by General Foreman Barry Tupper, is made up of line crew members, a forestry team and meter reader. You will see them often out in the field or perhaps working in your neighborhood repairing overhead and underground facilities, maintaining or upgrading the many miles of electric distribution facilities (more than 134 miles of overhead distribution lines), trimming and removing trees or reading meters. We thank them for their dedication and recognize the talents they bring to a job that sends them out in all kinds of weather conditions, and calls upon them to do emergency work – year round, 24 hours a day. In 2017, Bob Oliver our longstanding senior meter reader, retired after 30 years of service. We thank Bob for his capable service to both the Department and our customers.

Our helpful and knowledgeable staff in the office, led by Teresa Montoya, continues to serve you. The in the office handles a wide-range of duties and responsibilities, not the least of which is the development, processing, and mailing of more than 90,000 utility bills each year and the maintenance of all customer accounts. The staff manages and maintains water, sewer and trash service billings in addition to electric service. Thanks to our entire office staff for their hard work and team spirit.

# HOLDEN MUNICIPAL LIGHT DEPARTMENT

## **Administration**

Jim Robinson - General Manager  
Barry Tupper - General Foreman  
Teresa Montoya - Business Office Manager  
Lori Ensom - Financial Consultant (part-time)

## **Office Staff**

Paula Howell - Senior Customer Service Representative  
Rob Gorton - Customer Service Representative/Collections  
Kim Brunell - Customer Service Representative/General  
Marlene Whipple - Customer Service Representative/General  
Rich Mattson - Principal Bookkeeper  
Rick Grensavitch - Custodian (part-time)

## **Line Personnel**

Brian Hickey - Service Foreman  
Mike Griffin - Construction Foreman  
Larry Josti - Line Foreman  
Joe Hand - First Class Lineman  
Nate Campaniello - First Class Lineman  
Eric Horn - Second Class Lineman  
John Mahaney - Second Class Lineman  
Derek Peto - Second Class Lineman  
Paul Granger - Third Class Lineman  
Shane Lavoie - Meter Technician  
Ben Smith - Forestry Foreman  
Jon Harris - Forestry Apprentice  
Randy Doiron - Forestry Apprentice



# HOLDEN MUNICIPAL LIGHT DEPARTMENT

## MISSION STATEMENT



The mission of the Holden Municipal Light Department is to provide reliable and cost effective energy services in a responsible and courteous manner, which meets the current and future needs of our customers. In support of the mission, the Department is committed to the following:

**Customers.** The Department will continually strive to remain customer-focused and always seek to improve the way in which we deliver services to our customers.

**Employees.** The Department will maintain a safe and positive work environment and provide the opportunity for professional and personal development. Employees will be properly trained for their responsibilities and regularly updated in current developments in their disciplines. The Department strives to ensure that employees interact in a courteous, professional manner with their fellow employees, other Town staff, and the community.

**Power Supply.** The Department has developed and will maintain a secure, diverse, reasonably priced and carbon-neutral portfolio.

**Rates.** The Department will deliver energy and associated services at competitive rates that are fair to all customers and based on a reliable delivery system and sound financial management.

**Physical Plant.** The Department will engineer, construct and maintain an electrical distribution system and related facilities and equipment, which will meet current and future customer needs and requirements. The latest technology and methods will be explored and evaluated to achieve this objective.

**Environment.** The Department will meet or exceed applicable environmental regulations, keeping customers informed of the progress and costs involved.

**Efficiency.** Education programs will provide information to customers in energy efficiency and the wise use of energy.

**Community Service.** The Department will participate in community outreach and education programs to promote good public relations and serve customers.

## HUMAN SERVICES VETERANS' SERVICES

Bradford Sherblom – Veterans' Service Officer

The Veterans Services Department is under the direction of Chapter 115 of the General Laws of the Commonwealth of Massachusetts. Local veteran service officers direct the veterans' benefits program, which is a joint program with the Commonwealth and the Town of Holden to deliver financial benefits for qualified veterans and/or their dependents. The office also assists and advises veterans and/or their dependents with questions and applications concerning their federal and other state benefits.

During this past year, the budget for the Veterans Service Department has remained consistent with the budget the year before. Veterans with limited income are encouraged, if qualified, to file for a permanent income from the Veterans' Administration ([www.va.gov](http://www.va.gov)) or Social Security. For those seeking employment, veterans are encouraged to contact the Veterans Representative at the local Workforce Development Office, 340 Main Street, Suite 400, Worcester. Veterans wishing to file for health care benefits can do so at the VA Medical Facility, located at 605 Lincoln Street, Worcester. We hope to assist some veterans, their families or widows of veterans with their monthly expenses only temporarily. Any veterans benefits expended through the Town are reimbursed by the state at a rate of 75 %.



## HUMAN SERVICES DEPARTMENT SENIOR CITIZENS SERVICES

Jacquelyn Kelly/Peter Lukes – Town Manager and Director of Human Services

Louise Charbonneau – Director, Senior Services

Maureen Buffone – Secretary

Mary Sloan – Transportation Coordinator

Clare Nelson – Activities Coordinator, Part-Time

Paula Earley – Outreach Worker, Part-Time

Cynthia L. Smith – Outreach Worker, Part-Time

Gregg Tivnan – Van Driver, Part-Time

John Bianco – Van Driver, Part-Time

George Warden – Van Driver, Part-Time

Robert Giannotti – Van Driver, Part-Time

The Holden Council on Aging assists seniors and their families by providing services and activities that will enable them to stay independent and living in their own homes for as long as possible. Information and referral services and support groups are available.



***(l. to r.) Susan Sullivan, Council on Aging Board Chairman; Helen Holmes, Lifetime Achievement Award Recipient; and Louise Charbonneau, Senior Services Director***

education; computer classes; information and entertainment; and a book discussion group.

Special events included: The weekly Morning Glory Cafe; Valentine's Day party; St. Patrick's Day party; VNA Wellness Services; Senior Prom; Strawberry Social; annual picnic; Summer Social; Public Power Week Luncheon; home cooked meals; Volunteer Recognition; Best of Friends Craft Fair; Veteran's Luncheon/Recognition; Christmas party and New Year's Eve party. The Senior Center received generous donations from the Friends of the Holden Council on Aging to enhance these programs for Holden's elders and generous support from the Holden Cultural Council and the Holden Women's

The Senior Center is a focal point for Holden's 60-plus population. Seniors come for socialization; meals; education; health and legal clinics; exercise programs; special events and cultural programs. Programs include: knitting; Pitch; Bridge; Mah Jong; Cribbage; Billiards; Meals on Wheels; Congregate Luncheon Program; movies; blood pressure clinics; free legal, tax, and insurance counseling programs; health clinics; strength training; yoga; transportation; friendly visitors; RUOK; Book Express; outreach; activities and recreation; arts & crafts classes; piano lessons; community referral; walking; day trips;

## HUMAN SERVICES DEPARTMENT SENIOR CITIZENS SERVICES

Club. We partnered with the Holden Fire Department to obtain a grant from the Massachusetts Department of Fire Services to provide a S.A.F.E. for Seniors program.

Intergenerational programs included our pen-pal program. This year we matched 88 Mayo Elementary School third graders with 88 seniors. They exchanged letters bi-monthly and met twice during the school year. In the fall, the elders traveled to the Mayo School and thanks to the generosity of the Friends of the Holden Council on Aging for subsidizing buses, the children visited the Senior Center in June. The Friends of the Holden Council on Aging co-sponsored, with the Mountaineer Volunteers from Wachusett Regional High School, to provide a "Senior Prom" dinner dance for area seniors. We have also been fortunate to have the Holden Professional Firefighters offer a home-cooked lunch for Holden Elders a few times throughout the year.

Outreach programs included: free legal, tax, and insurance counseling; blood pressure clinics through the generosity of volunteer nurses; a Flu Shot Clinic courtesy of Walgreen's Pharmacy; and the Book Express in cooperation with the Gale Free Library. We coordinated with the Holden Police Department to offer our telephone reassurance program. Also, each month a special distribution day for seniors was held at the Wachusett Food Pantry.



***Firefighters from Local 4557 - Holden Professional Firefighters hosted a lunch for seniors in July.***

We once again partnered with the Holden Fire Department in obtaining grant monies through the Department of Fire Services to offer a SAFE for Seniors series. The grant provides for fire safety-related informational programming, staffing and fire-related handouts.

This year volunteers provided roughly 16,832 hours of service saving the Town of Holden approximately \$286,144. Volunteer positions include: activity leaders; craft instructors; Meals on Wheels drivers; kitchen workers; board members; computer consultants and teachers; tax consultants; attorneys; nurses; friendly visitors; Book Express and food pantry deliveries; entertainers, and pen pals, to name a few.



## HUMAN SERVICES DEPARTMENT SENIOR CITIZENS SERVICES

The Senior Center can always use volunteers of any age and would welcome new volunteers at any time.

We were honored to host a Safety Symposium offered by Sheriff Lew Evangelidis and the Worcester County Reserve Deputy Sheriff's Association. Several keynote speakers participated covering many subjects i.e., public safety and wellness tips; keeping your brain healthy and sharp with humor and tips for staying healthy and strong as you age. Participants were given handouts, a delicious lunch and played "senior safety" bingo with prizes. We sincerely thank Sheriff Evangelidis for bringing this important and informative seminar to Holden.



***(l. to r.) Susan Sullivan, Council on Aging Board Chairman; Wayne Howard, Volunteer of the Year Award Recipient; and Louise Charbonneau, Senior Services Director***

Besides the Town budget monies, we received a Formula Grant of \$35,840 from the State Executive Office of Elder Affairs. These monies were used to subsidize the salaries of our town van drivers, and allowed us to add extra outreach hours; pay dues to professional organizations, supplement van rides to the meal site and for participation in Senior Center events/classes, volunteer recognition events and provide education and training for the staff. We also received considerable support from the

Friends of the Holden Council on Aging. Their funding went to paying for half of the postage for our monthly newsletter as well as special events and programming. Our Friends group works very hard to raise funds used to enhance our programs. Our thanks also go to the WRTA who provide \$35,721 in funding for the operation of a van; Oriol Healthcare who generously sponsored a fitness class call Oriol Fitness, the

Massachusetts Department of Fire Safety; the Holden Professional Firefighters, the Holden Cultural Council, Holden Municipal Light Department; the Students and Staff of Mountview Middle School, the Mountaineer Volunteers at Wachusett Regional High School; the Holden Women's Club, and the Wachusett Area Rotary Club for their generosity in sponsoring special events for Holden's elders.

The Board and Staff of the Holden Council on Aging would like to thank the community for its continued support of the Senior Center and Elders of Holden.

## HUMAN SERVICES DEPARTMENT SENIOR CITIZENS SERVICES

### **SERVICES PROVIDED FOR 2017**

|                                |        |
|--------------------------------|--------|
| Holden's Elder Population 60+* | 4,023  |
| Elders Served                  | 1,334  |
| General Information*           | 12,000 |
| Food Shopping                  | 1,093  |
| Health Screening & Services    | 528    |
| Fitness/Exercise               | 5,647  |
| Intergenerational*             | 4,370  |
| Educational Programs           | 3,609  |
| Congregate Meals               | 6,401  |
| Meals on Wheels                | 10,570 |
| Transportation                 | 3,834  |
| Newsletter*                    | 22,080 |
| Recreation                     | 15,003 |
| Tax Help                       | 90     |
| Volunteer Hours 2017           | 16,832 |

\*Approximate Numbers

## HUMAN SERVICES RECREATION DEPARTMENT

Denise M. Morano – Recreation Director

Wendy J. Nickel – Recreation Leader (retired February 2017)

Angela T. Greene – Recreation Leader (hired February 2017)

Teresa Brown - Senior Clerk (hired March 2017)

The Recreation Department was busy this past year offering a lot of classes in the studio and the conference room. The move to this facility has given us the opportunity to offer classes during the days and evenings, including weekends. The Recreation Department had 460 people register for classes in the building, and an additional 140 registered in the two classes offered in the Mayo Elementary School gymnasium because of the need for a larger program space. The Recreation Department has been very fortunate finding extremely talented, independent contractors willing to teach a variety of classes, whether it's yoga for a 2 year old in the Lil Yogi class or yoga for the 85 years young in the Gentle Hatha Yoga class.



For those interested in more physically active classes, the Holden Recreation Department offered Barre, CCYo, Butts & Guts and Hula Hoop Fitness - to name just a few. The Recreation Department held several workshops in the conference room that were well received, most of them reaching maximum capacity. The babysitting training, photography, wreath making, teen jewelry making, and the adult/child gingerbread classes were sold out.

The Before and After School Programs continue to be successful. The Holden Recreation Department is licensed by the Department of Early Education and Care in the three elementary schools - Dawson, Mayo and Davis Hill. The license is for 52 children in the mornings and afternoons. The Recreation Department provides safe, nurturing, high-quality and affordable programs to 312 children daily. The staff who care for these children are second to none - they are thoughtful, caring and loving individuals who enjoy spending time with a group of rambunctious 5 – 12 year old children.

## HUMAN SERVICES RECREATION DEPARTMENT



The Holden pool is the place to be during the summer months. The classes, programs, and activities that are offered are popular and often sell out. The “Learn to Swim” classes had 775 children registered in the 11 different levels offered – from the baby water adjustment classes to the lifeguarding emergency water safety classes. The overall number of children registered for classes was 1,581, making for a fun-filled summer for our young people. Holden Recreation had more than 39,000 people visit the pool.

The Recreation Department has a Facebook page. “Like” us so that you can get the up-to-date list of classes and programs that are being offered.

The goal of the Recreation Department is to provide the vehicle necessary to engage children and adults into life-long activities that help promote good health. Holden Recreation strives to help an individual reach his or her full potential by offering a variety of programs and classes that help build on the physical, emotional and social benefits that are necessary for every individual. Holden Recreation offers high-quality, low-cost classes for all populations. For more information, please call (508) 829-0263.



# HUMAN SERVICES RECREATION DEPARTMENT

## Seasonal and Part Time Staff

### HEAD LIFEGUARDS

Liz Ebbrecht  
Amanda Hoffey

### WSI/LIFEGUARDS

Becca Galvin  
Emily Gardner  
Conor Hanlon  
Alexis Hoffey  
Katie Horrigan  
Will Horrigan  
Jake Michalowski  
Christian Paredes  
Caroline Schaper  
Grant Woodin

### LIFEGUARDS

Margaret Burnham  
Dulce Marchand  
Kathryn Morris  
Kara Moulton

### PASS CHECKERS

Celia Hanlon  
Alexis Stone  
Patrick Toole  
Alison Jankowski  
Amanda Toole  
Alyssa Valentine

### GAMES GALORE

Kathryn Putnam

### CRAFTS

Lottie Flionis  
Sarah Matys

### DRAMA

Allie Zeena

### HALF DAY PROGRAM

Carter Bergeron  
Catherine Elkas  
Izzy Jacobson  
Olivia Lucchesi  
Kyle Mayou  
Ben Miller  
Sydney Straub  
Haley Woodward

### ALL DAY PROGRAM

Cara Cammuso  
Cece Fitzgerald  
Brenda French  
Olivia Gibbs  
Amelia Hirtle  
Lizzy Nadeau  
Emily Oliver  
Tyler Rosseland  
Maria Russo

### BASKETBALL

Jack Grogan

### TENNIS

Kyle DeNorscia  
Abby Head  
Greta O'Brien  
Ben Post

### SNACK BAR

Britt Alexson  
Tommy Chisholm  
Julia Lucchesi  
Madison Oliver  
Rachel Perry

# HUMAN SERVICES RECREATION DEPARTMENT

## **BEFORE and AFTER SCHOOL PROGRAM STAFF**

|                 |                  |
|-----------------|------------------|
| Anne Atkins     | Lexie Atkins     |
| Maria Behonick  | Carter Bergeron  |
| Beverly Berthel | Marie Clemente   |
| Nancy Corrigan  | Georgia DeWitt   |
| Patty DiPietro  | Ailish Doherty   |
| Lisa Ericksen   | Cece Fitzgerald  |
| Lottie Flionis  | Brenda French    |
| Paula Gaudette  | Timmy Gauthier   |
| Judi Gluck      | Amelia Hirtle    |
| Donna Horsfall  | Izzy Jacobsen    |
| Ginger Kopeski  | Carol Leslie     |
| Olivia Lucchesi | Cindy Maki       |
| Kyle Mayou      | Caitlin Mott     |
| Lizzy Nadeau    | Madison Oliver   |
| Liz Prescott    | MaryJane Quist   |
| Tyler Rosseland | Caroline Schaper |
| Muriel Ventres  | Haley Woodward   |
| Allie Zeena     |                  |

## **NEW CLASSES & INSTRUCTORS**

|                                  |                         |
|----------------------------------|-------------------------|
| Barre/Bell; Unwind & Flow Yoga   | Paula Sheehan           |
| Hula Hoop Fitness; Lil Yogis     | Beth Peterson           |
| KinderMusik; Teen Jewelry Making | Cheryl Faletra-Mogavero |
| Photography                      | Michael Hendrickson     |
| Make Your Own Scrub              | Tracy Goitein           |
| Special Needs Summer HipHop      | Alicia Phaneuf          |
| Kids Yoga                        | Kelly Mahoney           |

## **ONGOING CLASSES & INSTRUCTORS**

|                                      |                  |
|--------------------------------------|------------------|
| CCYo; Yoga for Everybody             | Marty French     |
| Hatha Yoga; Holiday Candlelight Yoga | Marty Twomey     |
| Beginner's Golf                      | Holden Hills     |
| Men's Basketball                     | Mark Haynes      |
| Women's Volleyball                   | Marcia Sherbourn |
| Barre; Barre P90X                    | Paula Sheehan    |
| Butts & Guts; Time Out               | Kristen Mercurio |

## CULTURE GALE FREE LIBRARY

Susan Scott – Director

The Gale Free Library has consistent growth each year and maintains a vibrant and current collection that reflects the community. The library belongs to the Central/Western Massachusetts Automated Resource Sharing network, known as CW/MARS. This network allows library users access to hundreds of Massachusetts Libraries' materials. These materials can be reserved from any computer or device with Internet access and a library card. The library also recently added digital magazines to our collection which can be viewed on any device, as well.

Computer usage is always increasing due to limited resources at home and the introduction of new databases. The library purchased several laptops and is now able to offer computer classes to the public, the classes have a wide array of topics from basic to more advanced material. The Gale Free Library is a destination for those who own their own mobile devices and those who have no Internet access. A new wireless upgrade has given the library access points on all three floors, making access throughout the building easier.

The Reference Department is always eager to assist patrons with any kind of questions and can also answer a broad range of technical questions. Local history questions and genealogical research is popular and supporting databases are widely used.



The Children's Department has an excellent collection of books, DVDs and audio books which reflect the current curriculum of the school district, as well as popular titles for pleasure reading. In addition to serving those who visit the library, the children's librarian visits individual classes in the elementary schools to promote reading and library use. The Gale Free Library is committed to educating children about the various ways reading and libraries can affect success.

The Children's Department also provides year-round programs for children ages newborn to 12 years. Among those programs offered are morning and evening story times, a winter reading program, family dinner and movies nights, crafts activities and scavenger hunts. The Summer Reading Program encourages reading over the summer and engages almost 500 participants each year.

## CULTURE GALE FREE LIBRARY

The Gale Free Library is also committed to creating a vibrant and engaging adult collection. Fiction and non-fiction bestsellers are purchased in multiples for maximum availability.

The Friends of the Library and other volunteers are the backbone of the library. The Book Cellar bookstore continues to thrive and has raised much needed money for library programming. This year the Friends once again funded the very popular museum pass collection, cooking club, author series, genealogical databases and a language learning platform. The Friends of GFL create a community spirit and enhance the role the library plays in the community. The



fundraising done by the Friends of the Library is vital to the diversity of Gale Free Library's programming. Other programs that continued this year were Cooking Club, Classic and Contemporary Book Clubs, Art Exhibits, Local History Tours and Book Express which lends to the homebound in cooperation with the Senior Center.

The Board of Trustees is made up of elected officials who serve on the governing board of the library. They support the annual budget request, address the needs of the library and keep policy current. Their meetings are on the third Thursday of the month.

The library could not function without many people; the library wishes to thank the Board of Selectmen and the Finance Committee for continued support of the library's services and forward-looking vision for Holden. The library also would like to recognize Town Manager Peter Lukes for his support. The Director, staff, and trustees would also like to highlight the dedicated work of the Department of Public Works Buildings and Grounds crew who assist in tasks around the building, keeping us looking good and feeling safe.

Thank you to our dedicated staff and trustees who contribute daily to the betterment of our library and our community



# CULTURE GALE FREE LIBRARY

## **Gale Free Library Staff**

Jennifer Rhoades - Assistant Director/Head of Reference

Beverly Dinneen - Head Children's Librarian

Veronica BeJune - Head of Collection Management

Rachel Mimms - Head of Circulation

Kathleen Cargill, Kim Challenger, Julia Kelly, Christine McKernan, Barbara Oberlin,

Carolyn Passey, Spencer Perry, Nancy Richards, Magda Szemiot, Mary Turner,

Danielle Yanco, and Kathleen Youngs

## **Board of Trustees**

Stephanie Borg - Chair

Stephanie Adams

Alan Degutis

Richard Maurer

Nina Mazloff

Virginia Powell-Frasier



## CULTURE CULTURAL COUNCIL

Mary Copeland – Chair  
Jane Becker  
Nancy Rocheleau  
Jessica Chase Milliken  
Sheila Sykes

The Holden Cultural Council is a five to seven member commission appointed by the Board of Selectmen. Its goal is to promote community access to education, diversity and appreciation of and through the arts, humanities and sciences. Grants given by the Council to organizations and individuals are intended to be used to improve the quality of life for all Holden residents and to encourage successful applicants to continue with their careers or missions.

The Holden Cultural Council receives its funding from the Massachusetts Cultural Council (MCC) in one lump sum every year. Although the Council accepts grant applications from submitters from Holden and throughout the region, projects funded must ultimately benefit the Holden community. The submission deadline is October 15 and is advertised through public notices and the local media. Applications for funding can be found on-line at <http://www.mass-culture.org>.

One public meeting was held by the HCC in late fall for the Council to review and awards grants. This meeting was advertised through public notices and local media.

Types of grants funded include: an artist sponsored by and providing a service to a Holden organization; individuals and organizations can apply for money to bring programs, groups, instructors or performers to Holden or a Holden organization.

### **2017 Specifics**

This year Holden's allocation from MCC together with money not used in prior cycles and reverted back to the HCC was \$5,637. Of the 20 applications received, the HCC approved in full and partial four grants totaling \$5,637. This approval was based on the content of the application and new programs. As in past years, the Council chose to fund a variety of population sectors. Following are samples of the grants approved:

Gale Free Library – “Libraries Rock”  
Eric Johansen/Mountview – 1975-1976 Bicentennial Tile Mural  
Melanie Cataldo/WRHS – “Cut Paper & Printer with Peter OZierlein”  
250<sup>th</sup> Permanent Gift Committee – 2018 Holden Bandstand Concert Series”

# HOLDEN COMMUNITY TELEVISION

Jay Brunetta – Public Access Director  
Evan Schakenbach – Production Assistant

Cable Advisory Committee  
Lawrence Popple – Chairman  
Patricia Popple  
Hank Ouellette  
Christopher Hugo  
Beth Axelson  
Louis Tilson

Holden Community Television (HCTV) was busy making upgrades and working on various video projects this year. At the HCTV studios the station automation equipment was upgraded to an HD playback system. Our government channel 192 was moved from Holden Town Hall to our studio which will give us the ability to properly maintain the channel. With the upgrade of the automation, HCTV programming will be ready for HD broadcast when the HD channels are allocated.

Holden's Own  
Community Television

**Keep on Top**  
of What's Been Happening in Holden

Holden Community  
Television  
**191**  
HCTV

Tune In To  
**Hometown Holden**  
Featuring an interview with Greg White, Chief Staff/  
General Counsel for the office of Consumer Affairs  
and Business Regulation for Massachusetts  
Airing on Holden Community Television Channel 191

Visit our website [HoldenTV.com](http://HoldenTV.com) for complete listing of our shows and information on how you can get involved.  
800 Main Street, Suite 8, Holden, MA 01520 • 508-829-6185 • [HoldenTV.com](http://HoldenTV.com)

HCTV also enhanced the streaming and on demand capabilities of our video server. This adds our video streams and PEG channel 194 to our online viewing options. This also gives HCTV the ability to stream our education channel beyond the broadcast areas of Holden.

HCTV continues to produce a wide variety of programs. The third season of "Wachusett Now" hosted by Wachusett Regional School District Superintendent Darryll McCall continued. Each episode of Wachusett Now spotlighted a different school in the district and highlighted the unique characteristics of the school and the diverse opportunities provided at each school. "On the Road" with Jen Stanovich enters its 13th

season. And in the studio, "Chaka Kreyol" resumed for its third season. This community created series highlights Haitian American life in Central Massachusetts. HCTV continues to broadcast all Holden Board of Selectmen meetings, Wachusett School Committee meetings and other town events, such as the Holden Memorial Day Parade,



## HOLDEN COMMUNITY TELEVISION

Holden Days, The Good Neighbor awards, The Madrigal Dinner, the Mountview Middle School graduation, the seasonal musicals at the Wachusett Regional High School, and lectures and seminars taped at the Holden Senior Center. For the second year in a row, we filmed and aired the State Little League Championship.

Holden Community Television is thankful to our committed volunteers who have contributed to the continued success of our public access facility. A majority of our locally produced, original programs can be viewed on our website at [www.HCTV11.com](http://www.HCTV11.com).

Certified producers and volunteers are always needed to help with all HCTV productions. If you or someone you know would like to receive free training in video or television production, you can contact HCTV at (508) 829-6185.





## CULTURE HISTORICAL COMMISSION

Charles Skillings – Chairman  
Ida Nystrom  
Louise Hugo  
James Brantl (resigned March 2017)  
Janice Gage  
Steven Cook

The chief goals of the Commission this year were for historic preservation and historical education.

### **Building Inventories**

Members of the Commission continue to work to update the historic building surveys (B Forms). Commission members are trying to create a detailed list of each owner of every historic building in Holden. The computerization of the inventory forms is on-going.

### **Hendricks House**

The Holden Historical Commission is pleased to be working in cooperation with the Holden Historical Society in many areas of local history. Volunteers from the Holden Historical Society allow the Hendricks House to be open most Saturdays throughout the year.

Third grade classes from the Mayo and Davis Hill Elementary Schools visited the Hendricks House as part of their local history studies at school. Two local Cub Scout Packs were also given tours of the house.

The Hendricks House is open most Saturday mornings and hardly a week goes by that we greet someone who has never been to Hendricks House before. This has been accomplished through the efforts of a small group of dedicated volunteers.

The Holden Garden Club and its dedicated volunteers continue to tend the gardens along the driveway and in front of the house.

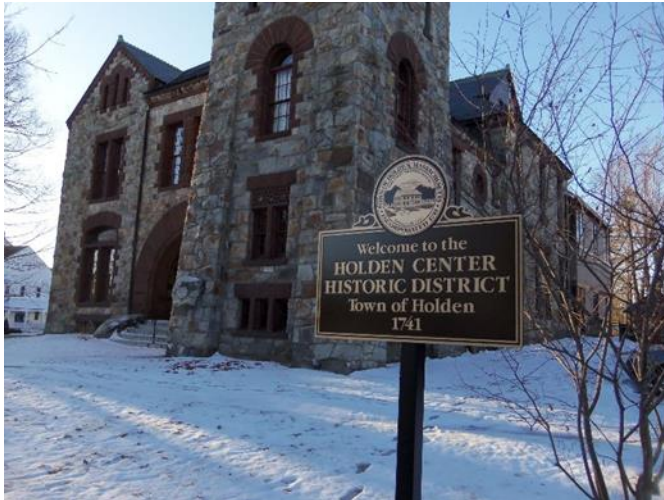
### **Holden Historical Commission Meetings**

The Holden Historical Commission meets the third Wednesday of each month at 7 p.m. at Hendricks House, 1157 Main Street. The public is invited to attend.

## CULTURE

### HISTORIC DISTRICT COMMISSION

Larry Kowalczyk-Chair  
Lance Lazar-Vice-Chair  
Susan Kowalczyk-Secretary  
Nicholas Langhart  
Karen Clickner  
Joseph Clancy, Jr.  
Matthew Vajada



The Holden Historic District commission (HHDC) presides over the structures, grounds, and monuments within our town's two designated districts: Holden Center and Boyden Road. We review applications for maintenance and changes seen from the public way. Three types of applications are available: a Certificate of Appropriateness, Non-Applicability, and Hardship. One of these certificates must be obtained prior to proceeding with any maintenance issues or changes within the district. The specific boundaries of the districts

and our procedures are reviewed within Holden's town website ([www.holdenma.gov](http://www.holdenma.gov)) and literature is available at both the Town Hall and the Gale Free Library.

The HHDC was pleased to welcome new business owners Amy Farrar and Shelley Aston-Briggs of Pathways to Wellness Associates located at 1161 Main Street to the district.

Two applications were received in 2017. The first was an application submitted by the owners of 1161 Main Street to add signage to the front of the property. This application was approved.

The second was an application also from the owners of 1161 Main Street proposing to replace the exterior light fixtures. This application was approved.

The members of the HHDC enjoyed the annual walk about Holden's Historic District in August. The public is welcome to join us for the annual walk of the historic districts as well as any of our scheduled meetings.

## COMMITTEE REPORTS

### 250<sup>TH</sup> ANNIVERSARY PERMANENT GIFT COMMITTEE

Marilynn Foley – Chairman

Roy Fraser III

Jane Becker

Emma Riffelmacher

The 250<sup>th</sup> Permanent Gift Committee was created at the conclusion of Holden's 250<sup>th</sup> Anniversary in 1991. The goal was to decide on a permanent gift to the Town of Holden in celebration of that anniversary. The Bandstand was constructed in part from leftover funds raised for the anniversary. Many people donated time and materials for the construction of the bandstand.

Concerts have been held on Sundays in July and August from 6-8 p.m. since 1992. The Committee begins planning the summer concerts in the late fall and early winter, and has relied on community sponsors to fund the concerts. In case of inclement weather, the concerts are held in the Senior Center. The Committee passes the "hat" at each concert to help with additional funding for concerts. Each December, a Christmas tree is donated and placed in the center of the Bandstand. The Committee also raises funds through the Light-a-Light program each Christmas where donors light a light in memory or honor of someone or in support of the Bandstand. Those donors are listed at [www.holdenma.gov](http://www.holdenma.gov). The Committee is also very grateful for the generous grant received from the Holden Cultural Council.

The Bandstand Concert Series is promoted in local papers, both the Bandstand sign and light-up board on Main Street, as well as on the Town of Holden website. The Bandstand is also used for events throughout the year such as weddings, Girl/Boy Scout programs, nursery school graduations and Holden Days events, as well as other special community events.

The Committee is looking for members to join us in future planning of our fun. As we look forward to our 25<sup>th</sup> year of presenting Sunday concerts, the Committee is very thankful of the community support of the Bandstand and our loyal audiences.

**COMMITTEE REPORTS**  
**250<sup>TH</sup> ANNIVERSARY PERMANENT GIFT COMMITTEE**

**Holden Bandstand 2017 Summer Concert Schedule**  
**Concerts are from 6-8 p.m., at the Bandstand. In case of rain, concerts will be held in the Senior Center.**

July 9 Singing State Trooper Sgt. Dan Clark  
Musical selection of favorite songs

July 16 Wachusett Community Band  
Marches, show tunes, classical, and patriotic music

July 23 Illusions  
5-piece band playing music for all ages

July 30 The Main Event, Las Vegas Variety Show  
Music from Frank Sinatra, Dean Martin, Bobby Darin, Frankie Valli & more

August 6 Cool Change  
Your favorite music old & new

August 13 Slo Grass  
Accoustic Americana and Blue Grass

August 20 Holdin Back  
Classic Rock & Roll, Oldies, Sing Along Tunes

The Holden Bandstand was built as a permanent gift to the Town of Holden in honor of Holden's 250th Anniversary. The Bandstand Committee was created in 1991 and constructed the Bandstand in 1992 with money left over from the 250th Anniversary events. Since 1992, the Bandstand Committee has held concerts each Sunday during the summer. The concerts are sponsored by businesses and organizations in Holden. The Bandstand Committee, since its inception, has been nonprofit and does not use tax dollars for its events and upkeep. We "Pass the Hat" at the concerts and also raise money through Light-a-Light during the holiday season.

## COMMITTEE REPORTS AGRICULTURAL COMMISSION

Steven D'Aquila – Chairman  
Eileen Charbonneau  
James Dunn  
Maleah Gustafson  
Chris Hugo

The Agricultural Commission of Holden, the AgComm, is charged to advise the Select, Planning, Zoning, Appeal, Conservation, and Health boards on projects and activities related to agriculture, and to advise on town acquisitions related to agriculture. It also serves to promote the business, activities, tradition, and the preservation of farming, as well as present programs and serve at community events.

2017 began with the active participation of Jim Dunn, Maleah Gustafson, Eileen Charbonneau, and Steven D'Aquila. Our select board representative has been Tim Ethier. During the year we added Christopher Hugo, a member of the nonprofit Red Barn Committee, as an additional member of the group.

At this year's Town meeting, provisions of MGL Chapter 40, which explicitly permits Agricultural Commissions to manage town owned land, was accepted. With this it was recommended by town consul to remove the alternate seats from the committee and replace them with permanent seats. The number of active seats was raised from 5 to 7 members.

Guests of the Commission included Isabel McCauley from the town planning department who spoke on digital geographical mapping of the town lands to help better catalogue our prioritization efforts for future potential town Chapter 61 "first right of refusal" purchases. Thomas Walsh, the towns animal control officer, came to speak on animal control, and barn inspections. He helped the committee to better clarify his role in relation to the town's Zoning board of Appeals, and the Health Department. Michael Mendez, et al, as regional public health specialist, spoke of his contracted role in relation to Holden's health department and board of Health, as well as on regulations and fees.

In 2017, the commission embarked on a series of popular educational related agricultural talks. Topics included a "Poultry Talk" and a "Raising goats" in the spring and fall, respectively. These publically presented talks were taught by local experts at the Red Barn site.

The commission worked with the town and the Holden Farmers Market Association to better represent local providers of food.

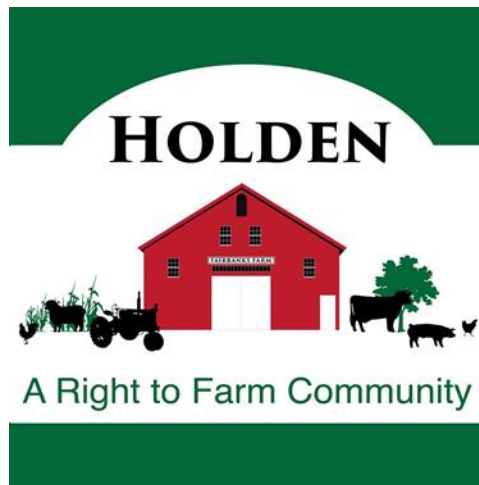
This year, no properties came up in our first right of refusal review.

The AgComm worked with the town to establish the open space preservation fund. Mr. James Dunn pressed the BOS and FinComm to increase earmark monies for the Open Space Fund which received \$50,000 in 2017, with earned interest, for the use of purchasing lands by the town, in hope for providing open space in the face of increased building and the taxing of our existing town infrastructure.

## COMMITTEE REPORTS AGRICULTURAL COMMISSION

The AgComm has produced, on a semi regular basis a newsletter to be distributed at town events and through social media. The AgComm has maintained strong ties with local farm support organizations, such as Central Mass Grown, and the Farm bureau, as well as local community food cooperatives.

The AgComm hopes to see an increase of agricultural activities in our town in 2018. We would hope that more money can be earmarked in this coming budget to properly act upon available open space, perhaps with the help and cooperation of private conservation groups like White Oak, as they become available.



## COMMITTEE REPORTS COMMUNITY GARDEN COMMITTEE

Marcia Hastbacka – Chairperson  
Jessica Cosenza  
Ryan Fahey  
Tanya Lewis  
Michael Trigiano  
Michael Mazloff (resigned October 24, 2017)

During the past year, the Holden Community Garden Committee accomplished a great deal in its major task of getting the property at 175 Highland Street ready for planting gardens. In early summer (with the assistance of the Department of Public Works), the land was “stumped,” many large rocks and debris was removed, compost was added and the area was leveled out making a blank slate for the committee to plan a layout for future garden plots. In the summer, the DPW put down one application of lime to enrich the soil and in the fall put down a second application, as well as planted a cover crop of winter rye. Because no monies from the FY2017-2018 budget were allocated toward this project, we want to thank Town Manager Peter Lukes for his guidance, DPW Director John Woodsmall, DPW Supervisor of Operations Christopher DeMoranville, and the DPW crew who assisted us with all the work done this past year. We appreciate all their efforts and could not have accomplished all this work without their help.

In July, we rented space for a booth at Holden Days. One of our members, Mike Trigiano, donated more than 100 pots of herbs that were used as giveaways. The Committee’s booth was very successful and we made many contacts with interested gardeners who indicated they would like to assist and/or plan to have a garden plot.

In the fall, we enlisted the assistance of Girl Scout Troops 30811 and 64549. These scouts will be planting and maintaining the area near the Spiral Herb Garden. They are planning to add donated perennials and pollinators in their “zen garden” that will be visually attractive as well as fulfill our original plan for a butterfly garden. There will also be a Gold Award Bridge for Troop Bridging Ceremonies where girl scouts who achieve a high level of scouting will be recognized. They have already planned the layout for the perennial beds and have laid out cardboard shapes and covered the cardboard with wood chips to be ready for spring planting.

In the coming year, the Committee’s main task will be to add loam & compost to the area we have designated as phase 1 for the garden beds. Each plot will be 10 ft. x 18 ft. with enough room for walkways between each bed. The Committee also plans to have some raised beds for those gardeners who are handicapped or have some limiting physical condition.

At the present time, we are actively seeking two new members to serve on our Committee and assist with the development of the community garden. We also welcome any town residents to come to our meetings. If you have an interest in gardening or want to serve

## COMMITTEE REPORTS

### COMMUNITY GARDEN COMMITTEE

the town, we can use your help. This community garden can and will be a beautiful asset to our town.

#### **Jessica Cosenza – Liaison to Davis Hill Community Garden**

The Holden Community Garden Committee assisted the Davis Hill School Community Garden to coordinate and complete a project funded by the Holden Garden Club. The school was awarded a \$500 grant, which allowed for the recently completed rainwater harvesting system. A catchment area was designed and built onsite by community members Jessica Cosenza, Michael Kendrick, Patrick McGary, and Kevin Barry.

The water cisterns on-site were donated by the Town of Holden during the early onset of the project. These cisterns were previously filled with water through a hose feed from the school. Our ultimate goal with this project was to create a model of sustainability by establishing a rainwater collection system for the garden. Now with this system in place, we can allow for experiential learning of the water cycle and water filtration, discuss the science, environmental and community aspects of sustainable practices, and allow for student involvement in planning through application of the scientific method. The project has been a tremendous success, and we are thrilled to have the support of the Holden Garden Club, the Community Garden Committee, and community volunteers. We also want to thank the Department of Public Works for providing the cisterns, delivering many truckloads of wood chips to the site and all their assistance.

The Davis Hill Elementary School has been working with the Holden Community Garden Committee for the past two years in a joined effort to establish a working children's garden on the school property.

With the help of many community members and the school staff and students, raised beds have been built, seeds have been planted, observations have been recorded and discussed, composting systems are installed onsite and have been set up in the classroom (worm composting), and a perimeter fence has been erected. A large group art project allowed students to create a banner for the site, and a class group field project allowed the site to be designated as a Certified



National Wildlife Habitat. In, addition, Eagle Scout projects have been completed by Steven and Spencer Braithwaite to allow the site to have picnic style tables and additional raised beds on the school property designated for kindergarten use.



## COMMITTEE REPORTS

### DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE

Daniel Nason-Chairman  
James Kempton-Vice Chairman  
Dawn Michanowicz-Secretary  
Mark Johnson-Member  
John Cross, Jr.-Member  
Chris Lucchesi-Member (appointed August 2017)  
Scott Sundin-Member (appointed August 2017)  
Eugene Stirchak-Member (resigned July 10, 2017)  
William Randell-Member (resigned July 7, 2017)

In 2015, the Town Manager created and appointed the Department of Public Works (DPW) Facility Committee (the “Committee”). The Committee was established to select a site and develop a plan to build a municipal DPW Facility in the Town of Holden. The DPW Facility Committee will work closely with consultants, and other officials to develop a plan that will accommodate the long-term garaging, office, and other physical plant needs of the DPW.

The Town Manager’s Charge to the Committee is to:

The Committee will prepare a preliminary design based upon input from DPW, other Departments, and officials as well as a project cost estimate and timetable for implementation.

FUNCTION: The Committee shall:

1. Review available information and data relative to modern public works facilities and conduct site visits at other municipalities’ public works facilities as necessary. The data would include information on all aspects of modern public works operations, customer service areas, private offices, garaging, storage, open yard requirements, salt sheds, fuel depots, safety standards and accessibility issues, materials and construction, and other issues related to successful DPW Facilities.
2. Meet with other Town boards, committees, citizens, and professionals as needed to receive input and comment.
3. Examine available sites within the Town of Holden including ownership, neighborhoods, convenience of location, safety and security, parking availability, accessibility, traffic, environmental impacts, etc.
4. Prioritize and select the most effective site for the development of the facility. Particular attention shall be devoted to site availability and readiness.
5. Engage the services of qualified consultants as necessary to assist the Committee in the following:

## COMMITTEE REPORTS

### DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE

- a. Identification, review and selection of the optimum site for the facility;
  - b. Development of a preliminary design using state-of-the-art design methods and materials;
  - c. Creation of a detailed project cost estimate including site preparation, demolition (if necessary), construction, and landscaping, as well as an estimate of future operating costs, if any.
  - d. Determination of the future status of the existing DPW Facility on Adams Road.
6. Develop a recommendation to the Town Manager including detailed budget costs and impacts, legal planning, environmental, and zoning considerations if any, and a project implementation timetable. The Committee's recommendation is to be completed within six months of the beginning of deliberations.
7. Upon completion of an agreed upon final plan and budget for the facility have been agreed upon, the Committee shall act as project advocate by holding public informational meetings, conferring with Town boards and committees, community groups and other organizations, preparing visual and other promotional materials for dissemination through various media, and presenting the project to voters at Town Meeting.

Geraldine Herlihy and David White were designated the non-voting Liaisons from the Board of Selectmen and the Finance Committee, respectively.

John Woodsmall, Director of Public Works, serves as ex-officio Committee member without a vote. Maureen Burke, Senior Clerk provides administrative support to the Committee and Gary Kaczmarek is the Owner's Project Manager.

In 2017, the Committee met on January 19<sup>th</sup>, February 2<sup>nd</sup> and 21<sup>st</sup>, April 18<sup>th</sup>, June 26<sup>th</sup>, July 10<sup>th</sup> and 24<sup>th</sup>, August 14<sup>th</sup> and 28<sup>th</sup>, October 2<sup>nd</sup>, 17<sup>th</sup> and 30<sup>th</sup> and November 8<sup>th</sup>. The June 26<sup>th</sup> meeting was a site visit and detailed walk-through of the 18 Industrial Drive property. The November 8<sup>th</sup> meeting was a joint meeting with the Board of Selectmen and Finance Committee.

The Committee worked diligently throughout the year to develop and advance the DPW project. With the help and guidance of Town Counsel and the Town Manager, the Committee was able to negotiate an agreement to acquire the property at 18 Industrial Drive with associated structures. This property was the highest-ranked site suitable for the new DPW Facility as determined through a detailed site selection process completed the previous year. Additionally, the committee continued working with its consultant to characterize the required size of the facility based on the garage needs (suitable for

## COMMITTEE REPORTS

### DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE

the quantity, type and size of vehicles) as well as the necessary office space to properly house the staff.

The Committee also studied the savings of building a new facility on the 18 Industrial Drive property versus rehabilitating portions of the existing structure on this property and demolishing the remaining. This analysis illustrated a substantial savings in building new versus using portions of the existing structures on the property.

At the Special Town Meeting held on November 27, 2017 the Town voted the funds essential to prepare the 18 Industrial Drive property for redevelopment including removal of the hazardous materials and demolition of the existing structures. These funds also covered the design and architecture consulting services and Owner's Project Manager (OPM) fees. This important funding enabled the Committee to advance the project with the guidance of the OPM as well as fully clean the site for use.

After much deliberation the Committee significantly reduced the size of the proposed new facility. Back in 2015 Weston and Sampson Engineers (WSE) prepared a draft needs assessment for the Committee that indicated approximately 74,000 of square feet would be required to house the DPW's offices, staff areas, workshops, vehicle and equipment repair areas, and the DPW's vehicles and equipment. The Committee, after viewing the existing DPW facility, observing the more modern facilities at other towns, and discussions with DPW staff, arrived at a lower value for the recommended space needs of a new DPW facility. In 2016, the Committee recommended a total of approximately 64,000 square feet for a new facility. The DPW currently uses approximately 56,000 square feet of space for its operations. Continued development of the project and after multiple iterations of conceptual designs, the committee voted in 2017 to further scale the size of the building down to 50,065 square feet including mezzanine and outdoor canopy areas.

The DPW Facility Committee looks forward to advancing this important project while working with town officials to bring forth a project with a budget perceived as palatable to the public.

## COMMITTEE REPORTS EAGLE LAKE COMMITTEE

Gerald Kersus – Chairperson  
Steven Isabelle – Vice-Chairperson  
Mark Aucoin – Secretary  
Sarah Edmonstone  
Dan Marinone  
Earl Nezuch  
Mark Taubert

The purpose of the Eagle Lake Committee is to review the current state of Eagle Lake (“the lake”) along with existing and potential recreation areas and to provide the Town various possible options to develop, fund and utilize the lake and recreation area for the citizens of Holden. Additionally the Committee is to develop a report with options for funding development of the existing recreation area, cleaning and maintenance of Eagle Lake and ownership and maintenance of the Eagle Lake Dam.



Eagle Lake, purchased by the Town in 1985 for \$50,000, encompasses 55 acres and is a unique four-season recreation resource for fishing, canoeing, kayaking, skating and hiking. Additionally, the Town of Holden and the Environmental Protection Agency invested significant financial resources (more than \$200,000) in 1993 to repair the dam and safeguard the Town’s lake. In June 2017, the Holden Conservation Commission

voted to allow one of the Eagle Lake dam owners to permanently lower the level of Eagle Lake by 4 ½ feet. Since this would reduce the size of Eagle Lake from 55 acres to approximately 19 acres and would leave only about 12% of the water in the lake, this will have a significant impact on Eagle Lake recreation.

The committee has been meeting regularly since it was created in October 2017 and has solicited input from Holden residents. More information can be found on the committee’s Face Book page: <https://www.facebook.com/ELCcommittee/posts/136076117008199>.

## COMMITTEE REPORTS EAGLE LAKE COMMITTEE

The committee has been working to:

- Assess the present recreational uses for Eagle Lake and to identify new potential recreation opportunities.
- Assess the condition of the Town's Eagle Lake Recreation Area, identify specific work and materials needed to restore the area so it can be fully used and provide cost estimates for the restoration
- Identify periodic maintenance costs for the Recreation Area as well as Eagle Lake itself
- Identify costs associated with making dam repairs as ordered by the Massachusetts Office of Dam Safety and identifying on-going dam maintenance costs
- Address the key issues of future dam ownership, as well as a standing requirement for a Phase II Study of the dam by the current owners.

The results of the Committee's work is expected to be presented to the Selectmen in February 2018 and documented in a report shortly thereafter.





## COMMITTEE REPORTS

### EDUCATION OPTIONS REVIEW COMMITTEE

The Holden Board of Selectmen established a committee to review possible options for the funding of the Holden schools. The charge of the Committee follows:

The Board of Selectmen hereby creates the Education Options Review Committee.

**PURPOSE:** The purpose of the Education Options Review Committee (the “EORC” or “Committee”) is to review the current state of Holden’s educational funding, staffing and quality in the Wachusett Regional School District (“WRSD” or the “District”) and to provide the Town various possible options designed to offer the children of Holden the best educational opportunities available.

Additionally, the EORC will develop a report designed to provide the Board of Selectmen, Town Manager and residents of Holden various options for delivering the best and most effective education possible to the children of Holden. The report will include costs and benefits associated with implementing various recommendations, along with a current state analysis.

**FUNCTIONS:** The Committee will meet regularly to review and analyze data, meet with appropriate persons, develop a cost benefit analysis and discuss various options in order to develop and present a comprehensive written report to the Board of Selectmen.

The Committee will reach out and meet with Town boards, committees, citizens, WRSD administration and professionals, and others as needed to receive input, comment and assistance to encourage their participation in the development of recommendations to be submitted in the report.

The Committee shall hold ample public meetings to receive input on the activities and plans.

The Committee will keep the Board of Selectmen and Town Manager apprised of their activities, solicitations, and expenditures.

The Chair of the EORC will be required to submit a final report to the Board of Selectmen and Town Manager that will summarize the results of the Committee’s research and include any proposals or recommendations based on the Committee’s work.

**DUTIES:** Meetings: The Committee shall maintain proper records of their meetings and shall notify the Town Clerk in accordance with the applicable Annotated Laws of the Commonwealth of Massachusetts at least 48 hours prior to the scheduling and commencement of any meetings. Meetings shall be open to the public and allow for appropriate public input.

**ORGANIZATION:** The EORC shall consist of five members appointed by the Board of Selectmen who shall serve for the duration of the project representing the following:

- 5 Members from the Public at Large
- 1 Ex-Officio Member of the Board of Selectmen
- 1 Ex-Officio Holden Member of the WRSC

The Committee shall organize and select a chairman and other officers as it sees fit.

Members of the Committee may be removed with notice for: (a) undue absenteeism (b) no longer residing in the Town of Holden (c) prolonged illness.

The Board of Selectmen sought volunteers from the community, held interviews in public sessions and chose the following Committee:

Brian Allen  
Liam Dempsey  
Christopher Larsen  
Laura Puleo (later withdrew from the Committee)  
Lauren Salmon-Garrett  
Susan Sullivan  
Kristin Turner  
Thomas Curran, Ex-officio, Wachusett Regional School District Committee  
Timothy Ethier, Ex-officio, Holden Board of Selectmen

At the first organizational meeting, Susan Sullivan was elected Chair, Brian Allen, Vice-Chair, and Liam Dempsey as Secretary. The Committee has followed all provisions of the Open Meeting Law and has approved minutes, which, once approved, have been filed with the Holden Town Clerk.

The Committee met several times during 2017 and focused on the following areas:

- Brainstorming Activity
- Review of the Current Funding via the Wachusett Regional School District
- Review of the Brainstorming Activity & Prioritization of Ideas
- Review of the Amended Wachusett Regional School District Agreement
- Review of the Lease Agreement Between the Town of Holden and the Wachusett Regional School District
- Review of the Current State of Holden's Educational Funding, Staffing, and Quality
- Review of the Past Minutes of Holden Pupil Population Study Task Force

The Committee next formed recommendations and submitted those recommendations to the Holden Selectboard. Following that submission, the Committee was disbanded. The Committee thanked the Holden Selectmen for giving it the opportunity to meet and explore the various options available in order to support the education of Holden students within the Wachusett Regional School District. A full and comprehensive report can be found at [www.holdenma.gov](http://www.holdenma.gov).

## COMMITTEE REPORTS HELP AT H.O.M.E. COMMITTEE

Brian Bullock – Chairperson

Faye Ellis

Marty Holman

Susie Marsh

Jim Robinson

Joe Sullivan

Since Help at H.O.M.E. was launched in 2008, more than \$172,000 has been received in donations and \$130,800 has been disbursed (76%), and 250 disbursements have been made.

This past year (July 1, 2016 to June 30, 2017), Help at H.O.M.E. raised \$17,520 and disbursed \$10,660 to 32 Holden households (\$333/household). Most of the funds disbursed went to pay for utilities (electric and heating oil). Donations received in excess of disbursements are held to assist future recipients.

In addition to the assistance listed above, Holden families were also provided with information about other resources in the community, particularly, the Wachusett Food Pantry, Food Stamps, Housing, In Home Services and Fuel Assistance.

The Help at H.O.M.E. Committee is a Town committee which consists of seven members appointed by the Town Manager. In the fall of 2017, Karen Halley, who served as Chairperson of the Committee since its inception, stepped down. Her leadership was a critical component to the success of the program and her efforts are very much appreciated.

A key activity of Help at H.O.M.E. is to expand upon the principals of the Welcome Aldrich Relief Fund which is administered by the Holden Council on Aging on behalf of the Town of Holden. The Fund was created in the 1930s following the Great Depression to assist Holden residents in need, regardless of their age, who seek assistance with their heating, fuel and utilities bills.

We will continue this necessary work with the continued generosity of the Holden community.

If you know someone who may need assistance, please encourage them to contact the helpful staff at the Senior Center at (508) 210-5570.





## COMMITTEE REPORTS RECREATION COMMITTEE

Lisa Post - Chair  
Erin O'Neil Bradbury - Co-Chair  
Melissa Staiti  
Robin Grady  
Robin Owens

The Holden Recreation Committee is an advisory board to Denise Morano, the Recreation Director. The Committee meets monthly to discuss department procedures and program offerings. Although the Committee has no decision-making authority, it can and does make suggestions and recommendations to the Recreation Director.



The Committee also sponsors an annual event on the first Saturday in December called, "Santa's Arrival." This event takes place at Town Hall and the First Congregational Church, and is open to all town residents. The Committee provides hot

chocolate and popcorn and a nice place to warm up before and after Santa arrives on a fire truck.

In 2017, the Recreation Department offered several new programs including: a cake decorating class for children ages 10-15, a jewelry making class, both adult and child gingerbread house making class, holiday candlelight yoga, a Kindermusik class for toddlers, and a wreath making class. The Recreation Department hosts the majority of the programs at its office located at 1420 Main Street. The joint-effort between the Recreation Department, Recreation Committee and town residents will continue to strengthen the relationships between the groups.

Anyone interested in joining the Holden Recreation Committee can obtain information by contacting the Town Manager's Office at (508) 210-5501 or by filling out the "Do Something Questionnaire" available at the Town Hall.

**COMMITTEE REPORTS**  
**WACHUSETT WATERSHED REGIONAL RECYCLE CENTER**  
**WACHUSETT EARTHDAY, INC.**

Supported in part by the seven member towns of Boylston, Holden, Paxton, Princeton, Rutland, Sterling and West Boylston, the MA Department of Conservation & Recreation (DCR) and the MA Department of Environmental Protection, Wachusett Earthday Inc. strives to provide a local solution for difficult-to-dispose of household hazardous products, bulk household debris, as well as to offer a space for citizens to share gently used, but still serviceable items. Usage of the facilities and services provided by the volunteers at the Regional Recycle Center continues to grow and expand.

In 2017 the Recycle Center altered its hours slightly to accommodate a smoother flow for materials coming into the Reuse Building: new hours are Tues (9-11), Wed (2:30-4:30), Thurs (5-7) and every third Saturday (8-11). The Board voted to continue the practice of closing on Thursday evenings for the months of December, January and February, (opening on the first Saturdays of those months as well as the third) due to generally inhospitable temperatures and dark evenings. Increased usage has brought an increased number of cars and amount of materials into the site:

|                   | <b>2016</b>         | <b>2017</b>                |
|-------------------|---------------------|----------------------------|
| Total cars        | 26,456              | 28,007                     |
| Total gallons HHP | 11,930              | 11,265 (1 less collection) |
| Total lbs. Debris | 1,633,388 (817tons) | 1,806,578 (903 tons)       |
| Tires             | 1,202               | 1,116                      |

Thanks to a mattress recycling initiative grant through Mass DEP and the Town of Sterling, WEI sent 1,435 mattresses for recycling in 2017, keeping them out of landfills (in 2016, we recycled 838). This grant has been extended through January of 2019 which will greatly assist WEI in its efforts to continue waste reduction. After the grant terminates, WEI will be required to pay a fee to recycle mattresses.

Wachusett Earthday continues to work with numerous local and regional social service organizations. Working relationships established with Habitat for Humanity, the Montachusett Veterans Shelter, Veterans Inc., Abby’s House, Andie’s Attic (South High School/Worcester), the Department of Child/Family Services, Sterling Animal Shelter, Worcester Animal Rescue League, Nu-Day Syria, Refugee Artists of Worcester and numerous others continue to prove mutually beneficial.

Volunteers of Wachusett Earthday hail from all seven towns as well as several out-of-region towns. Volunteers, scout groups, the WPI Alpha Phi Omega service organization, students from Bancroft School and members of the Sheriff’s Community Service Program all work towards the common goal of waste reduction, recycling and reuse. While the Site is open to the public for just over 6 hours each week, on average, hundreds of additional hours are put in during non-open times. Volunteers come in to

## COMMITTEE REPORTS WACHUSETT WATERSHED REGIONAL RECYCLE CENTER WACHUSETT EARTHDAY, INC.

organize and clean up several hours before and after each open shift as well as for three to four hours on non-open days.

Six household hazardous products collections were planned for 2017 and five were held: the first one in April was cancelled due to heavy snowfall. Three free document shredding days were held. The same number of collections is planned for 2018.

Holiday closings in 2018 will be: July 4, November 21, 22 & December 25, 26.

The Wachusett Watershed Regional Recycle Center Town Representative Team includes designated representatives of the seven Wachusett Towns, the MA Department of Conservation & Recreation and Wachusett Earthday, Inc. The Team meets annually to review operations. The board of directors of Wachusett Earthday, Inc., meets monthly to manage operations. After careful review of Wachusett Earthdays financials, the Board of Directors voted to hire its first employee, an Operations Manager who oversees the day to day activities at the site and who, in conjunction with the Volunteer Coordinator and Executive Board, assists in the management of the organization.

### 2017 Members of the Wachusett Watershed Regional Recycle Center Town Representatives:

Boylston–Martin McNamara/Lori Esposito  
Holden–Pam Harding/Robin Farrington  
Paxton–Carol Riches  
Princeton–Arthur Allen/Nina Nazarian  
Rutland-Sheila Dibb  
Sterling-Ross Perry/Kama Jayne  
West Boylston-Anita Scheipers/Mike Kittredge/Nancy Lucier  
WEI – Helen Townsend  
MA Department of Conservation & Recreation – John M. Scannell

### 2017 Board of Directors, Wachusett Earthday, Inc:

Connie Burr, Norma Chanis (Clerk), William Cronin, Susan Farr, Tim Harrington (Treasurer), Michael Kaprzicki, Mark Koslowske (Vice President & Operations Manager), Patt Popple, Vanya Seiss, Helen Townsend (President) and Robert Troy.

Retired in 2017: Joan Dunn, George Dvorak, Eric Johansen.

We regret the passing of a long time member of the WEI family, John Lewis in August of 2017.

## COMMITTEE REPORTS WACHUSETT GREENWAYS

Wachusett Greenways Board of Directors:

Colleen Abrams -Chair  
Troy Milliken – Treasurer  
Michael Peckar - Secretary  
Christy Barnes  
Stephen Chanis  
Jeff Keay (retired 5/17)

### **Connecting our Communities**

Wachusett Greenways (WG) is grateful to all who help connect the community with trails and greenways. The Mass Central Rail Trail (MCRT) is a treasured resource for health, recreation and transportation. Year round neighbors and visitors benefit from the MCRT between Sterling and Barre. Wachusett Greenways and partners including eight Towns have completed and continue to maintain nearly 20 miles of the central 30 miles of the MCRT. The Commonwealth and others are constructing new sections of the MCRT along the 104-mile corridor to the east and west of us between Northampton and Boston.

### **20th Birthday of the MCRT!**

On October 1, 2017, WG hosted the 20th birthday party of the MCRT in West Boylston where the first section of the trail was dedicated in October 1997. The birthday party featured more than twenty birthday cakes baked by friends. Twenty representatives from an amazing cast of partners and supporters over the last 20+ years helped cut the ribbon to commemorate the beginning of this wonderful community trail. The annual Springdale Mill Celebration followed the birthday dedication.

### **23 Years of Partnerships Growing Stronger**

In 2017, every Select Board member of each of eight towns voted to support Town contributions to WG to assist with annual operating expenses. Six of the eight towns committed modest operating fund support in FY 18, and the remaining two towns will seek support in FY 19. WG Towns include Barre, Holden, Paxton, Princeton, Rutland, Sterling, Oakham and West Boylston.

Major partners are the Massachusetts Department of Conservation and Recreation (DCR), eight central Massachusetts Towns, the Massachusetts Division of Fisheries and Wildlife, Mass Office of Travel and Tourism, each legislator, many local foundations and businesses. Each WG member, donor and volunteer is also central to continued success.

## COMMITTEE REPORTS WACHUSETT GREENWAYS

### **MCRT Construction and Restoration**

Restorations and improvements accomplished this year through a DCR Recreational Trails Program grant with WG match included:

1. Restore the embankment at the Parker Brook Bridge east of the Route 122 crossing in Oakham. A large beaver dam under the bridge, heavy rain and a partial breach of the dam caused serious erosion. This project repaired the embankment and improved the stability of the bridge abutment.
2. Expand the parking lot at Muddy Pond outlet, Route 122, Oakham. WG expanded the parking lot from three cars to hold eight cars including one handicapped space and improve visibility.
3. Restore two culverts and embankments and add one step way in Rutland near Watson Lane. One repair included using large stone to stabilize the embankment. The second culvert require repair and rebuilding the headwalls. The contractor restored the surface with gravel and stone dust.
4. Complete one corner of the asphalt paving at the River Street, Holden parking lot.
5. Restore the parking lot at Sterling center. This improvement included re-grading the entry drive and parking to improve drainage, and installing and compactor rolling additional gravel with a top coat of asphalt grindings.
6. Remove hazardous trees and branches overhanging the Charnock cut in Rutland with a professional tree company.
7. Purchase materials to complete MCRT restorations including gravel, stone dust, rip rap and plastic culvert pipe.
8. Purchase thirteen new granite benches for the MCRT between Barre and Sterling. These benches are a durable trail amenity, which visitors and donors appreciate.
9. WG developed new signs for trail entrances and for street direction along the Barre to Sterling MCRT corridor. The new signs improve the visibility and recognition of the MCRT.

Looking ahead to 2018. WG will complete additional MCRT restorations in Rutland and Sterling in 2018. The design for the new MCRT connection at the Route 140/ Beaman Street causeway in West Boylston is scheduled. Construction funds are committed for the trail approaches at each end of the causeway for 2018.

### **MCRT Stewardship**

Partners stepped up to help maintain the MCRT. West Boylston Light Department pruned high dead branches on stately oaks. A community service crew scheduled by Sheriff Lew Evangelidis, the West Boylston Fire Department, West Boylston DPW, Nal's Paint and WG volunteers all helped prepare for the MCRT 20th birthday party in West Boylston. They provided paint and supplies, painted the 'train car' fire training station, repaired the bulletin board, removed invasives and refurbished entry landscaping.

## COMMITTEE REPORTS WACHUSETT GREENWAYS

Sterling DPW conducted extensive shoulder mowing and WG volunteers removed invasive saplings in Sterling. West Boylston DPW scheduled regular shoulder mowing.

Holden DPW mowed the trail. Several towns and the DCR plowed parking lots. Rutland assisted in removing three hazard trees.

WG trail patrollers kept their rounds, checking for downed branches, removing parking lot litter, checking portable toilets, assisting with tree removals, and mowing. These steadfast volunteers deserve our thanks.

Other WG volunteers and visiting community groups painted picnic tables, removed hundreds of dead trees, and cleaned ditches...many ditches. WG also installed new benches and added new portable restrooms with increased service.

### **Members and Volunteers Count**

Greenways grew to 932 donors in 2017 including 98 new members. 474 generous donors contributed to Wachusett Greenways' MCRT Construction Fund. A total of nearly 2780 friends have contributed to WG, and some have been loyal members since 1997. More than 200 volunteers of all ages help each year.

### **Reaching Out**

WG volunteers attended the Massachusetts Annual Trails Conference, UMass Med School's Earthday Celebration and Holden Days. Greenways directors continued to share our experience with others working on rail trails around the Commonwealth. Greenways held hospitality days and trail counts on the rail trail.

### **21 Miles Road Welcome Center**

One volunteer installed railings on the accessible ramp at 21 Miles Road, Rutland. Another completed surveying for the MCRT connection as we prepare to open the building in 2017. Greenways' vegetable garden produced a bountiful crop shared by volunteers and visitors. Landscaper Doug Hagman continued to donate mowing and leaf removal. Neighbor Everett Reynolds and others continue with snow removal. Sentry Oil makes generous oil contributions.

### **Outdoor Events**

WG offered year round outdoor events on trails throughout the region. Volunteers led walks, bicycling, cross-country skiing, snowshoeing, canoeing or other outdoor adventure.

## COMMITTEE REPORTS WACHUSETT GREENWAYS

### **A warm welcome for volunteers, members and supporters!**

You are invited to contribute at [www.wachusettgreenways.org](http://www.wachusettgreenways.org). Wachusett Greenways, P.O. Box 121, Holden 01520. Members receive the Wachusett Greenways guide, which includes a map for the regions' trails and greenways. Volunteers welcome.





## DO SOMETHING QUESTIONNAIRE

The purpose of the “Do Something” project is to mobilize Holden residents to “do something” for their community, to volunteer free time in areas needing able manpower.

Name \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Occupation \_\_\_\_\_ E-mail \_\_\_\_\_  
Community Interests \_\_\_\_\_  
Education \_\_\_\_\_

Please check below the areas in which you would be willing to “do something” for Holden.

**PLEASE CHECK 3 COMMITTEES IN ORDER OF INTEREST (1,2,3)**

- The Bandstand Committee
- Agricultural Commission
- Board of Health
- Cable Advisory Committee
- Community Emergency Response Team (CERT) Community
- Garden Committee
- Conservation Commission
- Council on Aging/Senior Citizens Committee
- Economic Development Commission
- Help at H.O.M.E. Committee
- Historic District Commission
- Historical Commission Holden
- Cultural Council Medical Reserve
- Corp (MRC)
- Municipal Electric Power Advisory Board
- Planning Board
- Recreation Committee Veterans
- Advisory Committee Water/Sewer
- Advisory Board Winter Festival
- Committee Zoning Board of
- Appeals
- Other \_\_\_\_\_

Date Submitted \_\_\_\_\_

NOTE: In order for a resident to serve on a Town Committee, he/she must be a registered voter in the Town of Holden. Please return to the Office of Town Manager, 1204 Main Street, Holden, MA or mail with any town bill.



## TOWN STATISTICS

HOLDEN INCORPORATED JANUARY 9, 1741

Elevation at Town Hall - 818 feet

Longitude 71 51' 46" West

Latitude 42 21' 3" North

Miles of Street - Approximately 120

Town's Area - Approximately 36 Square Miles

22,178 acres of land - 447 acres of water

### **TOWN CLERK STATISTICS - 2017**

Population as of January 1, 2017 - 19,003

|                                                    |       |
|----------------------------------------------------|-------|
| Marriage Intentions Filed                          | 58    |
| Marriages Recorded                                 | 57    |
| Births Recorded                                    | 193   |
| Deaths Recorded                                    | 143   |
| Certified Copies of Vital Statistics Issued        | 1,486 |
| Flammable Storage Renewals                         | 21    |
| Dog Licenses Issued                                | 2,847 |
| Kennel Licenses Issued                             | 3     |
| Burial Permits Issued                              | 77    |
| Parking Tickets Processed                          | 120   |
| Business Certificates                              | 60    |
| Raffle Permits Issued                              | 5     |
| Drainlayer Licenses Processed                      | 38    |
| Selectmen Licenses Processed                       | 83    |
| Zoning Board of Appeals Decisions Received         | 23    |
| Planning Board Filings Received                    | 21    |
| Conservation Commission Applications Received      | 18    |
| Historic District Commission Applications Received | 2     |

### **NUMBER OF REGISTERED VOTERS (as of December 31, 2017)**

|                          |        |
|--------------------------|--------|
| Democratic Party         | 2,924  |
| Republican Party         | 2,159  |
| Green Rainbow            | 13     |
| United Independent Party | 104    |
| Unenrolled               | 8,480  |
| Political Designations   | 51     |
| Total Registered Voters  | 13,731 |

## TOWN TELEPHONE DIRECTORY

www.holdenma.gov

Town of Holden Main Number (508) 210-5500

Town of Holden Emergency Information Recording (508) 210-5555

Police/Fire/Medical Emergency "911"

|                              |                          |                |
|------------------------------|--------------------------|----------------|
| Accounting                   | Town Accountant          | (508) 210-5525 |
| Administration               | Town Manager             | (508) 210-5501 |
| Real Estate Assessment       | Assessors                | (508) 210-5515 |
| Births/Deaths/Marriages      | Town Clerk               | (508) 210-5530 |
| Building Permits/Inspections | Building Commissioner    | (508) 210-5536 |
| Cable Television             | Public Access Director   | (508) 829-6185 |
| Dog Licenses                 | Town Clerk               | (508) 210-5530 |
| Dog/Animal Issues            | Animal Control           | (508) 210-5649 |
| Drainage                     | Dept. of Public Works    | (508) 210-5550 |
| Elections/Registration       | Town Clerk               | (508) 210-5530 |
| Emergency Management         | Director                 | (508) 210-5650 |
| Engineering                  | Dept. of Public Works    | (508) 210-5550 |
| Fire (Open Burning)          | Fire Department          | (508) 210-5650 |
| Fire (Non-Emergency)         | Fire Department          | (508) 210-5650 |
| Public Health Issues         | Board of Health          | (508) 210-5540 |
| Housing                      | Holden Housing Authority | (508) 829-9182 |
| Library                      | Gale Free Library        | (508) 210-5560 |
| LIGHT DEPT. EMERGENCY        | After Hours/Weekends     | (508) 210-5600 |
| LIGHT DEPT. EMERGENCY        | Regular Business Hours   | (508) 210-5400 |
| Light Department-Billing     | Municipal Light Dept.    | (508) 210-5400 |
| Motor Vehicle Excise Tax     | Assessors                | (508) 210-5515 |
| Oil Burner Permits           | Fire Department          | (508) 210-5650 |
| Personnel                    | Town Manager             | (508) 210-5501 |
| Planning                     | Senior Planner           | (508) 210-5540 |
| Police (Non-Emergency)       | Police Department        | (508) 210-5600 |
| Recreation Department        | Recreation Director      | (508) 829-0263 |
| Sanitary Inspection          | Board of Health Agent    | (508) 210-5540 |
| Schools                      | WRSD                     | (508) 829-1670 |
| Senior Citizen Matters       | Senior Center            | (508) 210-5570 |
| Senior Bus                   | Senior Center            | (508) 210-5573 |
| Selectmen                    | Board of Selectmen       | (508) 210-5501 |
| Snow Removal                 | Dept. of Public Works    | (508) 210-5550 |
| Street Maintenance           | Dept. of Public Works    | (508) 210-5550 |
| Tax/Bill Payments            | Treasurer/Collector      | (508) 210-5510 |
| Trash Bills                  | Municipal Light Dept.    | (508) 210-5402 |
| Tree Removal                 | Municipal Light Dept.    | (508) 210-5400 |
| Veterans Affairs             | Veterans Agent           | (508) 210-5529 |
| Water & Sewer Bills          | Municipal Light Dept.    | (508) 210-5401 |
| WATER DEPT. EMERGENCY        | Nights, Weekends         | (508) 210-5600 |
| Water/Sewer Superintendent   | Dept. of Public Works    | (508) 210-5550 |
| Zoning                       | Building Inspector       | (508) 210-5536 |