

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOLBROOK  
WARRANT FOR THE ANNUAL TOWN MEETING

NORFOLK, SS.

GREETING

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

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

Wednesday, May 6, 2015

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

ARTICLE 1: Town Center Overlay District (TCOD) – Amendment to Town of Holbrook Zoning By-Laws

**TO SEE IF THE TOWN WILL VOTE TO AMEND THE ZONING BY-LAW BY ADDING THE FOLLOWING NEW SECTION 10.10, THE "TOWN CENTER OVERLAY DISTRICT," AND BY MAKING THE FOLLOWING MISCELLANEOUS CHANGES ASSOCIATED THEREWITH:**

RECEIVED  
TOWN CLERK'S OFFICE  
2015 APR 23 PM 12:15  
TOWN OF HOLBROOK  
MASSACHUSETTS

*Item 1. Add the following at the end of Section 3.01:*  
TOWN CENTER (OVERLAY DISTRICT)

*Item 2. Add the following as new Section 3.92:*  
For the boundaries of the Town Center Overlay District, see Section 10.10.

*Item 3. Add the following new Section 10.10:*

**Section 10.10 Holbrook Town Center Overlay District (TCOD)**

**10.10.1 Purpose.** The purpose of the Town Center Overlay District (TCOD) is to:

1. Improve the public realm;
2. Create a more desirable and attractive Town Center; and
3. Provide incentives for economic development, or redevelopment.

The TCOD includes several changes to dimensional regulations and a set of design review and performance standards. The following regulations are intended to promote these purposes, while also promoting measured growth, scale, and density that is suitable for a small suburban New England town setting.

**10.10.2 Definitions.** The following definitions shall be applicable in the TCOD:

**Mixed Use Project:** A Project with both a residential and nonresidential component. The nonresidential component shall occupy the first or street level floor and the residential component shall occupy the floor(s) above.

**Open Space:** An are designed and intended for appropriate public use. Open space areas shall be either landscaped or treated with pedestrian-friendly ground treatment.

**Project:** The development of a building or buildings for residential use, nonresidential use, or a combination of residential and nonresidential uses allowed in the TCOD Use Table on one or more lots.

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

**10.10.3 Overlay District.** The TCOD is an overlay district superimposed on all underlying zoning districts. The map of the TCOD, entitled "Town Center Overlay District," dated May 6, 2015, is hereby made of part of the Zoning Bylaw. The Zoning By-law governing the underlying zoning districts shall remain in full force and effect except for Projects undergoing development pursuant to this Section 10.10. Within the boundaries of the TCOD a developer may elect either to develop a Project in accordance with this Section 10.10, or to develop a Project in accordance with the requirements of the regulations for use, dimension and all other provisions of the Zoning By-law governing the underlying zoning district(s). When a building permit is issued for any Project approved in accordance with this Section 10.10, the provisions of the underlying zoning district(s) shall no longer be applicable to the land shown on the plan which was submitted pursuant to Section 10.10 for such Project.

**10.10.4 Site Plan Approval / Special Permit Required.** In the TCOD, a Mixed Use Project shall be allowed after site plan approval pursuant to Section 10.6, subject to the additional design standards set forth herein. Any other Project shall require a special permit from the Planning Board pursuant to Section 12.22 and the additional criteria set forth herein.

**10.10.5 Dimensional Regulations.** In the TCOD, the following dimensional regulations shall apply:

REQUIREMENT	
Minimum Lot Size (sq. ft.)	10,000
Maximum Lot Coverage (%)	
By Residential Project	50
By Nonresidential Project	70
By Mixed Use Project	50
Minimum Lot Frontage (ft.)	
By Residential Project	65
By Nonresidential Project	20
By Mixed Use Project	65
Minimum Front Yard Depth (ft.)	
Union, Plymouth and Franklin Streets	0
Other Streets	20
Maximum Front Yard Depth (ft.)	
Union, Plymouth and Franklin Streets	20
Other Streets	n/a
Minimum Side Yard Width (ft.)	0*
Minimum Rear Yard Depth (ft.)	10**
Maximum Height (stories)	3***
Minimum Open Space (%)	10

\*Except where the subject property shares a lot line with a residential home or adjacent or underlying Residential District, in which case the minimum is 25 feet.

\*\*Except where the subject property shares any lot line with a parcel in an adjacent or underlying residential district, in which case the minimum is 25 feet.

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

\*\*\* Four (4) by Planning Board special permit.

**10.10.6 Use Regulations.** Uses shall be governed by the TCOD Use Table, set forth below:

*X designates a use permitted as of right.*

*XA designates a use that may be permitted by Planning Board special permit only.*

*Blank means not allowed.*

Principle Uses	TCOD
<b>A. Residential Uses</b>	
1. Detached dwelling on a separate lot occupied by not more than one family	
2. One two-family or one duplex dwelling on a separate lot	
3. Apartments (See Section 10)	XA
4. Motels and Hotels (See Section 10)	
<b>B. Institutional, Recreational and Educational Uses</b>	
1. Place of Worship	X
2. Religious, sectarian and non-sectarian denominational, private or public school not conducted as a private business for gain	X
3. Governmental buildings and related or supporting facilities including but not limited to libraries and museums	X
4. Cemeteries	
5. Public park or playground, public recreational building or facility	X
6. Public Utilities	
7. Private non-profit libraries or museums	X
8. Private non-profit community center building, settlement house, adult education center or other similar facility provided indoor or outdoor noisy activities shall be not less than one hundred (100) feet from any lot line and shall be not detrimental to the neighborhood by reason of noise in any season	X
9. Hospital, infirmary, nursing home, convalescent home	XA
10. Day nursery, nursery school, kindergarten or other agency giving day care to children provided any outdoor play area is screened by fence, wall or planting line and from any neighboring residential structure and is not detrimental to the neighborhood by reason of noise	X
11. Trade, professional or other school conducted as a private business for gain	X
12. Private non-profit membership club or lodge	XA
13. Country, golf, swimming, tennis or other recreational facility not conducted as a business for gain	XA
14. Entertainment and recreational facilities operated as a business for gain including but not limited to restaurants, bowling alley, theatre or sport arena or dance hall provided that such use is housed indoors in sound-insulated structure that protects the neighborhood from inappropriate noise in any season	X
<b>C. Agricultural Uses</b>	
1. Farms - agricultural, orchard, horticultural or silvicultural.	
2. Farms - livestock or poultry but not swine provided that any building housing livestock or poultry be not less than one hundred fifty (150) feet from the property boundary	

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

3. One roadside stand per farm for the sale of agricultural or horticultural products, the major portion of which are grown or produced on the premises	
<b>D. Offices and Laboratory</b>	
1. Business, financial, professional or governmental offices but no retail business, no manufacturing and no processing	X
2. Offices and clinics for medical, psychiatric, or other health services for the examination or treatment of persons as outpatients, including only laboratories that are part of such offices or clinic	X
3. Laboratory or research facility providing that any manufacturing or processing of an accessory nature does not occupy more than twenty-five (25) percent of the gross floor area	
4. Laboratory or research facility	
5. Radio or television studio	X
6. Commercial radio or television transmission facility but not studios and not communications towers and wireless communications towers for transmission of signals to and from portable telephones, cell phones or cellular phones (See Section 10.8)	
<b>E. Retail Business and Consumer Service Establishments</b>	
1. Store for retail sale of merchandise provided all display, storage and sales of materials are conducted within a building and provided there be no manufacturing or assembly on the premises	X
2. Store for retail sale of merchandise provided all display, storage and sales of materials are conducted within a building which may include manufacturing or assembly on the premises	XA
3. Space for the manufacture, assembly or packaging of consumer goods provided that at least fifty (50) percent of such merchandise is sold at retail on the premises and that all display, sales, and storage is conducted within a building and further provided that not more than twenty-five (25) percent of the floor area is devoted to the manufacturing, assembly or packaging of consumer goods and that not more than five persons are employed at any one time for the manufacturing, assembly or packaging of such goods	
4. Space for the manufacture, assembly or packaging of consumer goods provided that all display, sales, and storage is conducted within a building and further provided that no business will be allowed that would create a nuisance or hazard to safety, health or environment	
5. Service businesses, serving local needs, such as barber shops, beauty shops, shoe repair, self-service laundry or dry cleaning or pick-up agency	X
6. Hand laundry, dry cleaning or tailoring or other similar use, printing shop, caterers or other similar uses provided personnel is limited to not more than five persons at any one time on the premises	X
7. Studios for arts and handicrafts provided personnel is limited to not more than five persons at any one time on the premises	X
8. Indoor places solely for eating and drinking, no dancing or live entertainment permitted	X
9. Mortuary, undertaking or funeral establishment	X
10. Veterinary establishment, and/or kennel or similar establishment, provided that in business zone animals are kept wholly indoors	
11. Store for outdoor retail sale of merchandise such as but not limited to lumber yards	

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

and building supply yards where merchandise is stored in the open provided that all merchandise so stored is screened from ground level view from any abutting street or abutting property at the property line	
12. Adult Book Store, Adult Motion Picture Theater, Adult Paraphernalia Shop, Adult Video Store, Adult Cabaret as defined in and subject to the provisions of Section 10.7	
13. Self Service Storage Warehouse providing warehouse storage services directly to the general public, but provided that all storage be contained within buildings, and provided that there be no storage or bailing of junk scrap metal, rags, waste paper or used rubber, and provided that the Planning Board grants a Special Permit approval pursuant to Section 10.6 site plan review	
<b>F. Automotive Service and Open Air Drive-In Retail Services</b>	
1. Gasoline service stations provided no major repair work to be done on the premises	
2. Sale or rental of automobiles, boats and other motor vehicle and accessory storage of same if conducted entirely within an enclosed sound-insulated structure	
3. Sale or rental of automobiles, boats and other light motor vehicles and accessory storage conducted partly or wholly on open lots	
4. Gasoline service stations and automobile repair:	
4. (a) Gasoline service stations and automobile repair shops, provided all work is carried on within the building but excluding all auto-body shops and all shops for the painting of motor vehicles	
4. (b) Auto-body shops, and shops for the painting of motor vehicles, provided all work is carried on within the building	
5. Car washing establishments	
6. Sales places for flowers, garden supplies, agricultural produce, partly or wholly outdoors, including commercial greenhouses	X
7. Drive-In Restaurants:	
A drive-in restaurant is defined as any establishment whose business is the sale of food or beverages in a ready-to-consume state and whose business operation includes the service of food and beverage to a customer in a motor vehicle	
Subject to Site Plan Review before the Holbrook Planning Board: The nearest layout line of any entrance or exit way of the proposed Drive-In Restaurant must be located more than one hundred (100) feet from the nearest layout line (including the allowed turning radius of any or all streets entering the nearest intersection, and to be located in the B1, B2, Business/Commercial, Industrial Zones only and shall require a Special Permit for Drive-In Services	
8. Drive-in bank	XA
9. Outdoor sports facility conducted for profit	
10. Place for exhibition lettering or sale of gravestones	
<b>G. Industrial, Wholesale and Transportation Uses</b>	
1. Laundries and dry cleaning plants principally for the trade, not mainly retail local service	
2. Printing, binding, publishing and related arts and trades	
3. Bottling of beverage	
4. Plumbing, electrical or carpentry shop or other similar service or repair establishment	
5. Place for manufacturing, assembly or packaging of goods, provided that all resulting cinders, dust, flashing, fumes, gases, odors, refuse matter, smoke and vapor be	

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

effectively confined to the premises or disposed of in a manner that does not create a nuisance or hazard to safety or health	
6. Wholesale business and storage, each in a roofed structure	
7. Trucking terminals	
8. Freight terminals	
9. Extractive industries	
<b>H. Accessory Uses and Off-Street Parking</b>	
1. Private garage for storage of up to three (3) motor vehicles of which not more than one (1) may be a commercial vehicle; and no such commercial vehicle may exceed ten thousand (10,000) lbs. Gross Registered Weight Rating (GVWR)	X
2. Private greenhouses, tennis court, swimming pool for other similar building, accessory to the main use	XA
3. The raising or keeping of animals, livestock or poultry as pets or for use by residents of the premises provided that any stable or enclosure for any animals shall be not less than one hundred (100) feet from side or rear lot line and not less than fifty (50) feet from any front lot line	
4. Customary home occupation including office in the home of a physician, dentist, attorney-at-law, architect, engineer, accountant, etc., provided that not more than three (3) persons shall practice or be employed on the premises at any one time	X
5. Right-of-way of not less than forty (40) feet in width for vehicular access from a residential zoning district to a public way constructed in accordance with the design and construction standards contained in the Planning Board Subdivision Rule and Regulations	X
6. On-site infrastructure related to the main use, including without limitation amenities and off-street parking facilities, structures and garages designed to serve the main use in accordance with existing height limitation by Special Permit	
7. Any drive-in or drive through facility	XA
<b>I. Assisted Living and Skilled Nursing Care</b>	
1. Facility for providing bona fide assisted living as that term is defined in the Massachusetts General Laws, as amended, and/or for providing bona fide skilled nursing care as that term is defined in the Massachusetts General Laws, as amended, for persons residing therein, and providing 24 hour per day, seven days per week licensed nurses on duty, and Massachusetts Registered physicians on call, and providing the appropriate handicapped facilities, medical facilities, and appropriate indoor and outdoor recreation and physical therapy areas to maintain the standard of life for the residents, and provided that the Planning Board grants a Special Permit approval pursuant to Section 10.6 site plan review	

**10.10.7 Parking and Loading Design Standards.** Adequate off-street parking and loading shall be provided in all new Projects in accordance with Section 11 of the Zoning By-Law.

1. Parking and loading design shall promote pedestrian flow within the development, maximize the efficient use of existing and proposed parking facilities, and minimize the area of land to be paved for parking or loading.

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

2. To foster a pedestrian-friendly environment and to create safer traffic flow, parking spaces shall be located behind or beside buildings wherever possible. In any case, parking shall not be located directly between the building and the street.
3. The Planning Board may require arrangements for rideshare and electric vehicle parking, and recharging stations.

**10.10.8 Building Design Standards.** The following standards shall apply to new construction in the TCOD.

1. Facades shall create a visually appealing environment. Building materials should be compatible with, but not necessarily mimic, the older character of architectural styles found in the Town Center.
2. Buildings should be attractive, yet not dominate the streetscape.
3. Multiple levels of buildings shall be distinguishable on all exterior elevations, delineated by architectural elements, such as cornices, change in material, coining or other brickwork, balconies or other features.
4. Opaque, tinted or frosted glass is discouraged on public-facing facades. Windows, doors or other glazing shall be transparent.
5. Buildings must have a main entrance facing the street. All retail establishments in a multi-business development shall have separate entrances to the street.
6. All facades longer than fifty feet should be divided into shorter visual segments by architectural elements such as patterns, materials, or a variation in building height or roof lines.
7. New buildings should create streetscapes that provide public amenities such as landscaping, seating, and art, in addition to shade.
8. New buildings shall respond to the scale of surrounding structures.
9. Buildings shall relate well to the pedestrian scale by incorporating architectural details that provide aesthetic interest at the ground level, not allowing continuous facades of blank or impenetrable walls.
10. Landscaping should be applied to buffer parking areas from streets, neighboring lots, walls, and fences.
11. Building facades shall have protrusions, recesses, and a blend of materials to produce an interesting and playful elevation as opposed to a flat surface.

**10.10.9 Renovation or Conversion of Existing Buildings.** When a Project is proposed involving the renovation or conversion of an existing building in the TCOD, the Planning Board may authorize by special permit a deviation from any of the dimensional or design standards set forth in Sections 10.10.6, 10.10.7, and 10.10.8, above. No variance shall be required.

1. In the event that a prior lawful nonconforming structure or use has been abandoned or not used for a period of two years, then notwithstanding the provisions of Section 5.7, such structure or use may be reestablished upon the grant of a special permit by the Board of Appeals.

**10.10.10 Decision Making Criteria.** In addition to those criteria set forth in Section 10.6 governing site plan approval and section 12.22 governing special permits, the Planning Board shall consider the following criteria in order to approve a Project:

1. Adequacy of the site in terms of the size of the proposed use(s).
2. Impact on traffic flow, particularly during morning and evening rush periods.
3. Impact on traffic on side streets.
4. Effect on pedestrian safety, including access to crosswalks and parking.
5. Impact on the visual character of the Town Center and adjacent residential neighborhoods.
6. Impact of new proposed uses on the existing mix of businesses in the Town Center.
7. Promotion of mixed use development.
8. Achievement of desired lot density.

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

**10.10.11. Special Permit Relief.** By special permit, the Planning Board may deviate from any standard regarding parking, loading, signage, or landscaping, or the building design standards set forth in Section 10.10.6 in order to promote better Project design, provided that such deviation does not result in substantial detriment to the neighborhood or the Town.

OR TAKE ANY OTHER ACTION THEREON.

Submitted by the Planning Board

ARTICLE 2: Report of Town Officers

To hear reports of the Town Officers and act thereon.

ARTICLE 3: Report of Committees

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

ARTICLE 4: Massachusetts Department of Transportation (DOT) Funds Authorization

To see if the Town will authorize the Board of Selectmen, upon the recommendation of the Superintendent of Public Works, to accept and enter into contracts for the expenditure of any/all funds allotted by the Commonwealth and/or Norfolk County for the construction, re-construction and improvements of Town streets, or take any other action thereon.

Submitted by the Board of Selectmen

ARTICLE 5: Authorize Public Library Use of State Aid

To see if the Town will vote to authorize the Library Board of Trustees to retain and expend a sum of money to be received by the Town Treasurer under "Public Libraries, Chapter 78 Sec 19A," during the twelve (12) month period beginning July 1, 2015 and any other unexpended sums previously received from the same source, the sums to be held and carried forward, for the general use of the library, or take any other action thereon.

Submitted by the Library Board of Trustees

ARTICLE 6: Establish a Tax Title Collection Revolving Fund

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 60, Section 15B, as amended, as recommended by the Board of Selectmen, in order to establish a tax title collection revolving fund for the Treasurer-Collector. Said fund shall be credited by the collection of fees, charges and costs incurred by the Treasurer-Collector under Massachusetts General Laws Chapter 60, Sections 15, 55, 62, 68 or 69 and monies collected upon the redemption of tax titles and sales of real property acquired through foreclosures of tax titles. Expenditures from said fund shall be spent for the payment of expenses incurred by the Treasurer-Collector under Massachusetts General Laws Chapter 60 in connection with a tax taking or tax title foreclosure as authorized by Massachusetts General Laws Chapter 60, Section 15B, as amended, or take any other action thereon.

Submitted by the Treasurer-Collector

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

ARTICLE 7: Town Budget

To see if the Town will raise such sums of money as may be required for Town expenses as recommended by the Finance Committee, and appropriate money for the same, or take any other action thereon.

Submitted by the Finance Committee

ARTICLE 8: Roadway Improvements – Public Works Department

To see if the town will raise and appropriate, borrow, transfer from available funds, and/or otherwise provide a sum of money for the reconstruction and improvements of accepted Town roads as authorized by the Massachusetts Department of Transportation (Mass DOT) under MGL Chapter 90, with reimbursement from Mass DOT under MGL Chapter 90, Section 34, or such other funding source from Mass DOT, or take any other action thereon.

Submitted by the Superintendent of Public Works

ARTICLE 9: Fund Amendments to the Wage and Salary Plan and other Employment Agreements

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or otherwise provide a certain sum of money to provide pay raises, pay adjustments, new positions, and any other benefits resulting from amendments to the Salary Administration Plan and amendments to any employment agreements negotiated by the Board of Selectmen, and to authorize the Town Accountant to allocate such payments and the transfer of any portion of said sum to any department budget where it may be required for payment of the aforesaid, or take any other action thereon.

Submitted by the Board of Selectmen

ARTICLE 10: Fund Collective Bargaining Agreement – Library

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or otherwise provide a sum of money to provide pay raises, pay adjustments, new positions, or other benefits to meet the cost of the second year (beginning on July 1, 2015) of the collective bargaining agreement negotiated between the Town of Holbrook and the Holbrook Town Library Association, Local 4928, MLSA, AFTMA, AFL-CIO, and that the Town Accountant be instructed to allocate the funds provided under this article to the proper line items in all department budgets where it may be required for the payment of the aforesaid, or take any other action thereon.

Submitted by the Library Board of Trustees

ARTICLE 11: Fund Collective Bargaining Agreement – Police Officers

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or otherwise provide a sum of money to provide pay raises, pay adjustments, new positions, or other benefits to meet the cost of the collective bargaining agreement negotiated between the Town of Holbrook and the New England Police Benevolent Association, Inc., Local 88 A&B, effective July 1, 2015, and that the Town Accountant be instructed to allocate the funds provided under this article to the proper line items in all department budgets where it may be required for the payment of the aforesaid, or take any other action thereon.

Submitted by the Board of Selectmen

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

ARTICLE 12: Fund Collective Bargaining Agreement – Firefighters

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or otherwise provide a sum of money to provide pay raises, pay adjustments, new positions, or other benefits to meet the cost of the collective bargaining agreement negotiated between the Town of Holbrook and the International Association of Firefighters, Local 1452, effective July 1, 2015, and that the Town Accountant be instructed to allocate the funds provided under this article to the proper line items in all department budgets where it may be required for the payment of the aforesaid, or take any other action thereon.

Submitted by the Board of Selectmen

ARTICLE 13: Replace Fuel Dispenser at Town Gas Pumps

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, and/or otherwise provide the sum of Twenty-One Thousand Nine Hundred Five Dollars and zero cents (\$21,905.00) for the costs associated with the supply and installation of a new fuel dispenser with integrated fuel management system, the decommissioning of the Stage II vapor recovery system, and converting to a conventional system at the Town's gas pumps located off Maple Ave., or take any other action thereon.

Submitted by the Superintendent of Public Works

ARTICLE 14: Chromebooks – School Department

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, and/or otherwise provide the sum of One Hundred Thirty-One Thousand Three Hundred Seventy-Eight Dollars and zero cents (\$131,378.00) for the purchase of three hundred (300) Chromebook machines with appropriate licensing and support and ten (10) Laptop Media Carts for student use, as recommended by the Superintendent of Schools, or take any other action thereon.

Submitted by the School Committee

ARTICLE 15: Capital Improvements Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or otherwise provide a sum of money to be deposited in the Capital Improvements Fund, or take any other action thereon.

Submitted by the Board of Selectmen

ARTICLE 16: Capital Improvements

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, and/or otherwise provide a certain sum of money for the purchase or the lease/purchase of capital items as recommended by the Capital Improvements Planning Committee, or take any other action thereon.

Submitted by the Board of Selectmen

ARTICLE 17: Capital Planning Committee – General Town By-Law Amendment

The intent is to strike the existing Capital Planning Committee by law and replace completely with the following:

Capital Planning Committee

- (a) Establishment, Scope - There shall be a Capital Planning Committee (also referred to as the "CPC", or hereinafter referred to as the "Committee") which shall consider requests for Capital Expenditures as herein defined to be made by the Town, and which shall be responsible for Capital Planning on a continuing basis.
- (b) Composition - The Committee shall consist of seven (7) members who shall be registered voters of this Town.

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

(c) Mode of Appointment, Term of Office, Vacancies – six (6) at-large Members of the Committee shall be appointed by the Board of Selectmen for a term of three (3) years so arranged that the terms of office of no more than two (2) members should expire each year. The Board of Selectmen for the balance of the unexpired term shall fill vacancies in at-large membership. The Finance Committee shall appoint one (1) member from amongst it's membership, annually in July for a one (1) year term.

(d) Restrictions on Appointments - No person shall be eligible for appointment to the Committee; (1) who is a full-time employee of the Town; (2) where such appointment would cause two (2) persons to serve simultaneously who are members, or representatives of the same Town agency; (3) for a fourth consecutive three year term, or having been appointed to fill an unexpired term, for a third consecutive three year term where such appointment would result in consecutive service of more than ten (10) years. A member of the Committee who removes from the Town, or, who accepts a full-time Town position, which would render him/her ineligible to serve, shall cease to be a member of said Committee.

(e) Submissions by Town Agencies and Citizen Petitioners – Annually, every Town agency shall file with the Committee, not later than December 31, a compilation of proposed Capital Expenditures which it anticipates will be made by or for it during the five (5) fiscal years next following said filing. The submitted report shall be made on forms provided by the Committee. The provisions of this section shall include the School Committee but shall not be construed to conflict with or supersede the provisions of M.G.L., Chapter 71, Section 34.

For each town meeting, the Committee shall receive a list of citizen-initiated petitions that will require the expenditure of capital funds in order to fulfill the intent of the petition.

(f) Definition of Capital Expenditures - For the purpose of this By-Law the term "Capital Expenditure" shall include Cash Capital or Debt Capital-related expenditures for purchases of items, programs, services or projects which:

**CASH CAPITAL:**

1. Have a total cost of less than One Hundred Thousand Dollars (\$100,000), but not less than Five Thousand Dollars (\$5,000) for: (1) a single-item purchase or service; (2) multiple common-item purchases that are bundled under an umbrella contract with a single vendor; (3) bundled purchases that are based on need; or, (4) bundled components of a project, program or service; or,
2. Have a total cost of less than One Hundred Thousand Dollars (\$100,000), but not less than Five Thousand Dollars (\$5,000) for individual vehicles and/or equipment, when it is determined that this is the most appropriate method of funding the acquisition.
3. The foregoing 1 or 2 shall, when practicable, have a useful life of at least three (3) years.

**DEBT CAPITAL:**

1. Have a total cost of at least One Hundred Thousand Dollars (\$100,000) for: (1) a single-item purchase or service; (2) multiple common-item purchases that are bundled under an umbrella contract with a single vendor; (3) bundled purchases that are based on need; or, (4) bundled components of a project, program or service; or,
2. Have a total cost of at least One Hundred Thousand Dollars (\$100,000) for individual vehicles and/or equipment, when it is determined that this is the most appropriate method of funding the acquisition.
3. The foregoing 1 and 2 must have a useful life of more than three (3) years.
4. Must comply with laws and/or regulations governing borrowing of funds.

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

(g) Responsibilities - The Committee shall consider the relative need, timing and cost of each Capital Expenditure, which is proposed, including methods of financing, any Federal or State aid, the cost of maintaining any facility or equipment, and the effect each Capital Expenditure may have on the financial condition of the Town. The Committee shall conduct due diligence reviews of major building, land improvement and/or infrastructure-related capital requests in order to fulfill its review responsibility.

The Committee shall review and evaluate citizen-initiated petitions that involve the proposed expenditure of capital-related funds.

The Committee may make such examinations, hold public hearings, and may, with the approval of the sponsoring agency, call upon any Town agency for assistance as it may deem to be necessary or desirable in the furtherance of its responsibilities.

The Committee shall ensure that any Debt Capital Expenditure recommendations it makes comply with Treasurer issued bond management program requirements.

The Committee, working in conjunction with the sponsoring agencies, shall prepare and issue Capital Expenditure Classification Guidelines, which can be amended from time-to-time, to facilitate selection of Cash Capital and/or Debt Capital Expenditures that could fall under the bundled purchases Capital Expenditure criterion.

The Committee shall work with the sponsoring agencies, Town Administrator, Treasurer, Accountant and others as part of a continuous improvement effort to ensure that Capital Planning within the Town stays abreast with the changing needs of the community.

(h) Report and Recommendations – Annually, the Committee shall prepare a balanced five-year capital plan, which shall be submitted to the annual town meeting for the purpose of information and guidance. Annually, the Committee shall also prepare a balanced one-year capital plan, which will be acted upon at the annual town meeting, as part of the Warrant deliberation.

Annually, the Committee shall submit balanced one-year and five-year plans to the Finance Committee not later than February 28. The one-year balanced plan will recommend to the Finance Committee those Capital Expenditure proposals that the Committee believes should be approved by the ensuing annual town meeting and the method (Cash Capital or Debt Capital) of financing same.

Both the balanced one-year and five-year Capital Expenditure plans, as prepared by the Committee shall be included as an appendix, in the report of the Finance Committee to be distributed.

The Committee prepared capital plan shall include: (1) a concise summary of its contents; (2) a listing of Capital Expenditures proposed to be undertaken in the five fiscal years next ensuing; (3) cost estimates, (4) method of financing (Cash Capital or Debt Capital), and recommended time schedules (fiscal years).

(i) Transition Provision – Adoption of this By-Law revision by the town meeting will govern the operation of the Committee beginning on July 1<sup>st</sup> after it's acceptance.

Or take any other action thereon.

Submitted by the Finance Committee

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

ARTICLE 18: Labor Contract Funding

Labor Contract Funding

All Labor contracts entered into by the town of Holbrook authorized officials shall include the following: "All provisions of this contract shall be subject to Town Meeting approval for funding."

Within seven (7) calendar days of the execution of a labor contract between the town and any municipal employee or group of municipal employees the full contract along with a request for an appropriation necessary to fund such incremental cost items contained therein as are required to be funded in the then current fiscal year, provided, however, that if such agreement first has effect in a subsequent fiscal year, such request shall be submitted pursuant to the provisions of this paragraph, shall be submitted to the Board of Selectmen for placement on the next Town Meeting warrant.

Every such employer shall append to such request an estimate of the monies necessary to fund such incremental cost items contained therein as are required to be funded in each fiscal year, during the term of the agreement, subsequent to the fiscal year for which such request is made, provided, further, that every such employer shall append to such request copies of each said collective bargaining agreement, together with documentation and analyses of all changes to be made in the schedules of permanent and temporary positions required by said agreement. Whenever the Board of Selectmen shall have failed, within two-hundred and seventy (270) calendar days from the date on which such request shall have been received by the Board of Selectmen, to present to Town Meeting a request for monies needed to fund the agreement, the request shall be referred back to the parties for further bargaining.

Or take any other action thereon.

Submitted by the Finance Committee

ARTICLE 19: Labor Contracts Posting

Labor Contracts Posting

Within seven (7) calendar days of the execution of a labor contract between the town and any municipal employee or group of municipal employees, copies of the full contract, along with any memorandum of agreements, and with a summary of changes to include the term of contract and any anticipated additional costs to be incurred over the fiscal years covered by the contract, shall be placed on file for public examination, inspection, and review in the Office of the Board of Selectmen, Town Accountant, and Finance Committee, and further in case of any labor contract entered into by the School Committee, copies of any such contract shall be placed on file at its Administration Offices, in addition to the aforementioned locations.

In addition, within seven (7) calendar days of receiving the aforementioned contract and supporting documents, the Office of the Board of Selectmen shall make all documents available permanently on the town website, or until such time as at least two (2) subsequent contracts for the position or group have been executed and posted to the website.

Or take any other action thereon.

Submitted by the Finance Committee

ARTICLE 20: Stabilization Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or otherwise provide a certain sum of money to be added to the Stabilization Fund, as established in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5B, or take any other action thereon.

Submitted by the Board of Selectmen

TOWN OF HOLBROOK  
ANNUAL TOWN MEETING WARRANT  
Wednesday, May 6, 2015

---

ARTICLE 21: Capital Stabilization Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or otherwise provide a certain sum of money to be added to the Capital Stabilization Fund, as established in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5B, or take any other action thereon.

Submitted by the Board of Selectmen

ARTICLE 22: Other Post Employment Benefits Liability Trust Fund (OPEB)

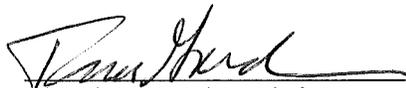
To see if the Town will vote to raise and appropriate, transfer from available funds and/or otherwise provide a certain sum of money to be added to the Other Post-Employment Benefits (OPEB) Liability Trust Fund, as established in accordance with the provisions of Massachusetts General Laws, Chapter 32B, Section 20, said sum to provide a funding source for the unfunded actuarial liability of retirees' health care and life insurance benefits, or take any other action thereon.

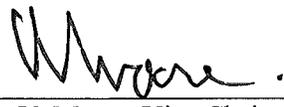
Submitted by the Board of Selectmen

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

Hereof fail not, and have you there this warrant with your doings thereon.

Given under our hands this 22<sup>nd</sup> day of April in the year 2015.

  
Timothy J. Gordon, Chairman  
Board of Selectmen

  
Matthew V. Moore, Vice-Chairman  
Board of Selectmen

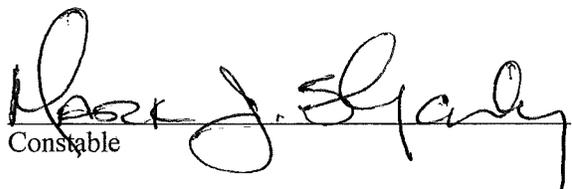
  
Kevin J. Sheehan, Clerk  
Board of Selectmen

Richard B. McGaughey, Associate  
Board of Selectmen

  
Daniel F. Moriarty, III, Associate  
Board of Selectmen

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

4/23/2015  
Date

  
Constable