

## 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**

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#### **Boston Office**

975 JFK Federal Building  
15 New Sudbury Street  
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### **REPRESENTATIVE IN CONGRESS – THIRD DISTRICT**

The Honorable James P. McGovern (D)

438 Cannon House Office Building  
Washington, DC 20515

(202) 225-6101

34 Mechanic Street, 1st Floor  
Worcester, MA 01608

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### **STATE SENATOR – FIRST WORCESTER DISTRICT**

The Honorable Harriette L. Chandler (D)

State House, Room 312C, Boston, MA 02133

(617) 722-1544

Worcester Office

Harriette.Chandler@masenate.gov

(508) 797-3373

### **STATE REPRESENTATIVE – FIRST WORCETER DISTRICT**

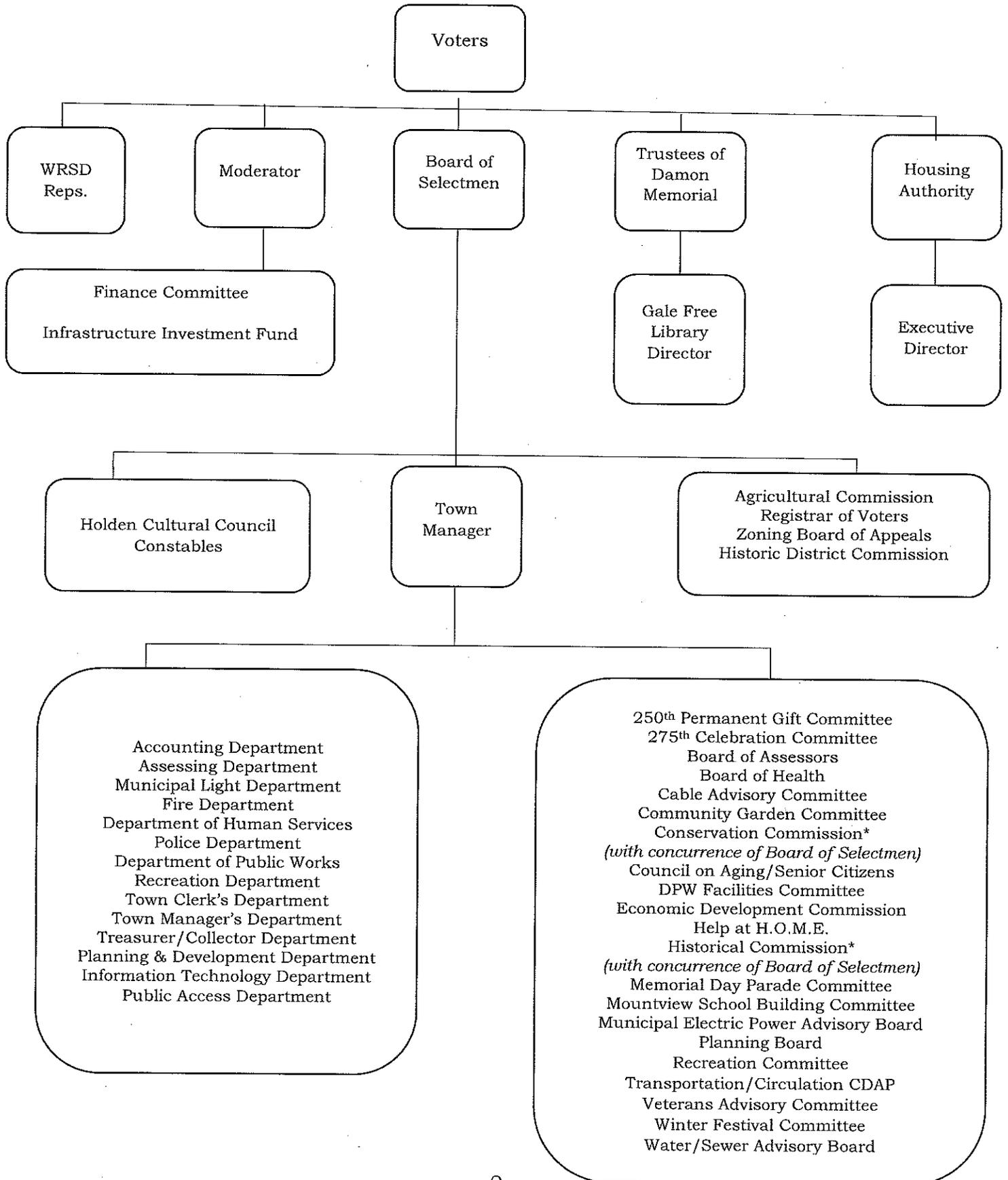
The Honorable Kimberly N. Ferguson (R)

State House, Room 473B, Boston, MA 02133

Kimberly.Ferguson@mahouse.gov

(617) 722-2263

# TOWN OF HOLDEN ORGANIZATIONAL CHART



## REPORT OF THE TOWN CLERK

Cheryl Jenkins – Town Clerk  
Dale Hickey – Assistant Town Clerk  
Elizabeth Monahan – Senior Clerk

### Wardens

Beth T. Clay  
Nina A. Gibbons  
Patricia A. Bocian  
Renate L. Hillhouse  
Cynthia A. Patterson

### Election Officers:

Donald R. Bocian, Pauline A. Brodeur, Carol A. Coolidge, Faye M. Ellis, Susan E. Enman, Marta C. Ferreira, Nancy R. Fournier, Betty A. Hale, Michael A. Lupiensi, Gayle C. Marshall, Ellen M. Maynard, Janet A. Monroy, Kathleen M. Paracer, Patricia A. Pearson, Margaret E. Regele, Ann A. Scalzulli, Valeda C. Schmucki, Marcia G. Sherbourne, Mary L. Sloan, Susan H. Stafford, Cynthia M. Stark, Helen F. VanDeMark, Kathleen E. Welsh, Barbara A. French, Constance J. Hamilton, Karen L. Taylor.

### Election Alternates:

Kenneth R. Carroll, Ronna J. Cuker, Robert L. Davis, Mariana G. DePerrio, Mary P. Faulkner, Karen B. King, Karin M. Komenda, Jane Ellen Lacroix, Maureen A. Locke, Barbara R. MacPhee, Cynthia L. Mason, Stephen A. Mentzer, Dianne Milewski, Jo-Anne M. O'Rourke, Nancy E. Paul, Denise M. G. Ross, Albert S. VanDeMark, Claude S. Thompson, Robert M. Jacobsen, Audrey M. Silveri, Michele J. Moran, Nancy B. Owens, Robin R. Owens, Coral A. Titone, Deann O. Seeley, Carol A. Davis, Faith M. Keskula, Richard D. Henderson, Janice M. MacFarlane, James W. MacFarlane, Pauline L. Dillon, Lori B. Tokarowski, Diane Forester, Sandra K. Allen, Karen A. Cavan, Cynthia A. Scott, Judith C. Evangelidis, Andrea M. Cordwell, Karen M. Tremblay, Linda A. Williams, Deborah J. Nickerson, G. Edna Arcouette-Curtis, Betty J. Carlson, Cynthia L. Smith, Laurie A. Smith.

**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

<b>ELECTED OFFICIALS</b>
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## MODERATOR

George A. Balko III	2016
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## BOARD OF SELECTMEN, LIGHT AND WATER/SEWER COMMISSIONERS

Kenneth O'Brien, Vice Chair	2017
Timothy C. Ethier, Clerk	2018
Anthony M. Renzoni	2018
Mark S. Ferguson	2015
Robert P. Lavigne	2016
Jeremy W. Kurtz, Chair	2016

## TRUSTEES OF DAMON MEMORIAL

Stephanie J. Adams	2017
Stephanie T. Borg	2017
Richard S. Maurer	2018
Alan N. Degutis	2018
Nina Mazloff	2016
Virginia B. Powell-Brasier	2016

## WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

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

Timothy C. Ethier	2015
Stacey L. Jackson	2017
Michael J. Dennis	2017
Scott H. Brown	2017
Asima Silva	2018
Erik D. Scheinfeldt	2015
Deidre C. Kosky	2015
Thomas P. Curran	2016
Christina M. Smith	2016
Kenneth V. Mills	2016
Adam C. Young	2018
Linda M. Long-Bellil	2018
Robert M. McCarthy	2017

## HOLDEN HOUSING AUTHORITY

Vacant (State Appointee)	
Karen O'Connor, Vice Chair	2016
Matthew R. Talancy, Chair	2017
Clare L. Zukowski, Treasurer	2018
Martin E. Gibbons	2019

**APPOINTED BY THE MODERATOR**

**FINANCE COMMITTEE**

William M. Randell Jr.	2017
Paul L. Challenger	2017
Marilynn L. Foley, Clerk	2017
David P. Fitzpatrick	2018
Peter C. Lacy	2015
Karl K. Makela	2015
John R. Lambert, Vice Chair	2015
Alan R. Berg	2016
Joseph J. Dolak	2016
David J. White, Sr. Chair.	2016

**INFRASTRUCTURE INVESTMENT FUND**

Deborah W. McDonnell, Chair	2015
John R. Lambert	2018
Paul L. Challenger	2018
Alan R. Berg	2018
Karl K. Makela	2018
Edmond G. Benoit	2015
Dawn E. Michanowicz	2015

**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

**AGRICULTURAL COMMISSION**

Eileen T. Charbonneau	2016
James C. Dunn	2017
Denise M. Cummings, Chair	2015
Judith A. Haran - resigned June 1, 2015	2015
Maleah FT Gustafson	2016
Jonathan D. Hart - resigned May 19, 2105	2016
Steven J. D'Quila	2015

**CULTURAL COUNCIL**

Mary E.L. Shepherd	2015
Simon H. Gregory	2015
Kathleen E. Welsh	2016
Jane Becker	2016
Mary L. Copeland, Chair	2017
Nancy S. Rocheleau	2017

**CONSTABLES**

Barbara Stacy Smith	2016
Matthew J. Atanian	2016
Kimberly E. Lynch	2017
Daniel B. Gately	2017

**HISTORIC DISTRICT COMMISSION**

Lawrence T. Kowalczyk, Chair	2015
Karen S. Clickner	2016
Michelle Leveillee	2016
Susan M. Kowalczyk	2016
Lance G. Lazar	2016
Jeff deValdivia	2017
Nicholas M. Langhart	2017

**BOARD OF REGISTRARS OF VOTERS**

Azim S. Rawji	2015
Bonnie M. Prescott	2016
S. Jane Arntz	2017
Cheryl A. Jenkins	

**ZONING BOARD OF APPEALS**

Frederick J. Lonardo	2017
Silveo R. Annunziata	2017
Robert A. Butler (2nd Alternate)	2017
Robert V. Ricker	Resigned Nov. 2015
Ronald E. Spakauskas, Chair	2015
James A. Deignan	2015
Roy Fraser, III	2016

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**APPOINTED BY THE TOWN MANAGER**

**ASSISTANT TOWN MANAGER**

Peter M. Lukes

**OPERATING DEPARTMENTS**

**ACCOUNTANT**

Lori A. Rose

**BOARD OF ASSESSORS/FENCE VIEWERS**

Rosemary Scully, Principal Assessor	2016
James R. Dillon, Assessor	2017
Robert W. Fitzgerald, Assessor	2017

**ASSISTANT FIRE CHIEF/FIRE PREVENTION**

Russell A. Hall

**FIRE CHIEF/FOREST WARDEN**

John Chandler, III

**GROWTH MANAGEMENT DIRECTOR**

Dennis J. Lipka – Retired Oct. 2, 2015  
Pamela A. Harding – Promoted Nov. 2, 2015 (Office of Planning & Development)

**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

**SENIOR PLANNER**

Pamela A. Harding

**TOWN CLERK**

Cheryl A. Jenkins

**TOWN COUNSEL**

Stephen F. Madaus

Demitrios Moschos

(Special – Labor Relations)

**TREASURER/COLLECTOR**

Sharon A. Lowder

**VETERANS AGENT**

Karen R. Greenwood

**BOARDS AND COMMISSIONS**

**CABLE ADVISORY COMMITTEE**

Patricia A. Popple	2016
Lawrence D. Popple, Chair	2016
Louis D. Tilson	2017
Christopher C. Hugo	2015
Henry C. Ouellette	2015

**CONSERVATION COMMISSION**

Michael J. Krikonis	2016
Robert S. Lowell	2017
Luke L. Boucher	2017
Kenneth T. Strom	2017
Michael J. Scott	2017
Anthony J. Costello	2015
Matthew J. Kennedy, Chair	2015

**COUNCIL ON AGING/SENIOR CITIZENS COMMITTEE**

Susan H. Sullivan	2016
Rebecca A. Tornblom	2016
Marilyn B. Burnham	(Resigned) Nov. 2015
Richard S. Mansfield Jr.	2015
Faye M. Ellis	2015

Maureen A. Locke	2015
Wayne D. Howard	2015

**ECONOMIC DEVELOPMENT COMMISSION**

Jeremy W. Kurtz	2016
Donald A. Cantin	2016
Jennifer J. Stanovich	2016
Ralph J. Spokis	2016
Brian R. Forts, Chair	2017
Dennis J. Lipka (ex officio) – (Retired Oct. 2015)	
Robert E. Evans	2017
Robert P. Lavigne	2017

**BOARD OF HEALTH**

Mary J. Ricker	(Resigned) Dec. 2015
Bruce J. Pennino	2017
Mark R. Johnson, Chair	2015
Amy E. Kendrick	2016

**HELP AT H.O.M.E.**

Brian J. Bullock	2017
Rev. Martin J. Holman	2015
Susan E. Marsh	2015
Faye M. Ellis	2015
James S. Robinson	2016
Joseph G. Sullivan	2016
Karen A. Halley, Chair	2016

**HISTORICAL COMMISSION**

Charles T. Skillings, Chair	2016
Ida J. Nystrom	2015
Louise J. Hugo	2015
James S. Brantl	2016

**MUNICIPAL ELECTRIC POWER ADVISORY BOARD**

J. Gary Harrington	2016
Peter S. Liddy	2016
Thomas V. Runstrom	2016
Scott R. Carlson	2017
John D. Shepherd	2017
Donna L. Fitch	(Resigned) Dec. 2015

**PLANNING BOARD**

Scott R. Carlson	2016
John M. Michalak	2017
William J. Ritter, Chair	2017
Tina Stratis	2015
David G. Lindberg	2015
Otto R. Lies	2015
Jeffrey M. Head	2015
Robert V. Ricker	2018

**RECREATION COMMITTEE**

Lisa M. Post, Chair	2016
Melissa A. Staiti	2016
Nancy B. Owens	2017
Robin H. Grady	2017
Erin O. Bradbury, Vice-Chair	2015

**TRANSPORTATION/CIRCULATION (CDAP)**

Committee Disbanded	2014
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**WATER-SEWER ADVISORY BOARD**

Lawrence T. Kowalczyk	2015
James S. Brantl	(Resigned) 2015
Brian R. Forts	2015
Mark A. Elbag Jr. (ex officio)	
Eugene P. Stirchak	2016
John M. Michalak	2016

**250<sup>th</sup> ANNIVERSARY PERMANENT GIFT COMMITTEE**

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

**MEMORIAL DAY PARADE COMMITTEE**

Jeremy W. Kurtz	
David M. Gallagher	
Gary L. Antinarella	
Shelby L. Pickett	
Brooks S. Webster	(Resigned) June 2015
Henry W. Bottcher Jr.	
Glenn Gaudette	
Glenn M. Sullivan	

The Memorial Day Parade Committee merged with the Veterans Committee in 2015

**WINTER FESTIVAL COMMITTEE**

Glenn R. Gaudette	2016
Nancy Gaudette	2016
Robert P. Lavigne	2016
Darla L. Lavigne	2016
Beverly S. Mansfield	2015
Cynthia E. Senes	(Resigned) Oct. 2015
James S. Senes	(Resigned) Oct. 2015
Gregory B. Maiser	2018

**VETERANS ADVISORY COMMITTEE**

Anthony M. Renzoni	2015
Kevin J. Podmore	(Resigned) 2015
Ronald L. Barrus Sr.	2015
Gary L. Antinarella	2015
Gerald D. Dziejma Jr.	2016
Brooks S. Webster	2016
Silvio Annunziata	2016
Steven Churchill	2016
Michael J. McManus	2016

**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.	Darryll McCall
Christopher A. Lucchesi	Paul L. Challenger
Robert M. McCarthy	C. Eric Githmark
Margaret J. K. Watson	Jacquelyn M. Kelly
Lawrence H. Galkowski	

**275th COMMITTEE**

Debra J. Osipov	2017
Richard S. Mansfield	2017
Mary J. Parry	2017
Eric J. Johansen	2017
Lois Johansen	2017
Farrell J. O'Connor	2017
Marilynn L. Foley	2017

Roy Fraser, III	2017
Barbara A. Mellor	2017
Jeremy W. Kurtz	2017
Cheryl A. Jenkins	2017
Denise M. Morano	2017

**COMMUNITY GARDEN COMMITTEE**

Jessica A. Cosenza	2018
Tanya S. Lewis	2018
Jessica L. Bader	2018
Eileen T. Charbonneau	2018
Stephanie M. Goodwin	2018
Katherine R. Connor	2018
Joanne M. O'Brien	2018
Anthony M. Renzoni	2018

**DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE**

John S. Cross, Jr.	Dawn E. Michanowicz
James M. Kempton Jr.	Mark R. Johnson
Eugene P. Stirchak	Daniel F. Nason
William M. Randell Jr.	

## ANNUAL TOWN ELECTION – MAY 11, 2015

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, Susan H. Stafford, Kathleen E. Welsh.

Precinct 2. Warden: Nina A. Gibbons. Others: Ellen M. Maynard, Barbara A. French, Audrey M. Silveri, Robert L. Davis, Nancy B. Owens.

Precinct 3. Warden: Patricia A. Bocian. Others: Cynthia L. Mason, Karen L. Taylor, Mary L. Sloan, Karen A. Cavan, Michael A. Lupiensi,

Precinct 4. Warden: Renate L. Hillhouse. Others: Janet A. Monroy, Pauline A. Brodeur, Mariana G. DePerrio, Albert S. Vandemark, Helen F. VandeMark.

Precinct 5. Warden: Cynthia A. Patterson. Others: Donald R. Bocian, Susan E. Enman, Nancy R. Fournier, Margaret E. Regele, Karen M. Tremblay, Cynthia M. Stark.

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

## ANNUAL TOWN ELECTION – MAY 11, 2015

<b>OFFICES AND CANDIDATES</b>	<b>PREC #1</b>	<b>PREC #2</b>	<b>PREC #3</b>	<b>PREC #4</b>	<b>PREC TOTALS #5</b>	
<b>MODERATOR - ONE FOR ONE YEAR</b>						
George A. Balko III	307	329	396	326	286	1644
Write In	2	1	3	2	4	12
Blanks	109	141	122	113	123	608
<b>SELECTMEN - TWO FOR THREE YEARS</b>						
Mark S. Ferguson	128	163	128	115	118	652
Anthony M. Renzoni	195	217	302	258	236	1208
Timothy C. Ethier	243	290	344	297	274	1448
Christopher R. Hanson	88	84	107	72	70	421
Matthew R. Talancy	93	73	86	64	46	362
Write In	1	0	3	0	2	6
Blanks	88	115	72	76	80	431
<b>TRUSTEES OF DAMON MEMORIAL - TWO FOR THREE YEARS</b>						
Alan N. Degutis	278	285	342	295	257	1457
Richard S. Maurer	281	269	357	281	253	1441
Write In	3	1	0	2	0	6
Blanks	274	387	343	304	316	1624
<b>WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE - THREE FOR THREE YEARS</b>						
Asima Silva	242	235	306	252	240	1275
Adam C. Young	254	271	337	298	257	1417
Write In – Linda M. Long-Bellil	16	14	17	20	26	93
Write In	12	10	18	14	10	64
Blanks	730	883	885	739	706	3943
<b>TOTAL REGISTERED VOTERS</b>	2514	2437	2324	2552	2669	12496
<b>TOTAL BALLOTS CAST</b>	418	471	521	441	413	2264
<b>VOTER PARTICIPATION</b>	17%	19%	22%	17%	15%	18%

The polls were closed at 8:00 p.m. The tabulating concluded at 10:00 p.m., and the results of the election were announced.

REPORT OF THE TOWN CLERK  
ADJOURNED ANNUAL TOWN MEETING  
MAY 18, 2015 PROCEEDINGS

The meeting was called to order and declared open by the Moderator, George A. Balko III, at 7:16 p.m. at Wachusett Regional High School. The salute to the flag followed. There were 208 registered voters present. Twenty-three persons without voting privileges were present. The Moderator waived the reading of the warrant.

ARTICLE 1. To choose a Moderator for said meeting. No action being necessary, the Article was **passed over**.

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 Balko noted that the Annual Town Report contained the reports of Town Officers, Boards, Commissions, and Committees. The 2014 Report was dedicated to Mountview Middle School Kids in the Kommunity Youth Organization and the Holden DPW staff. David White presented an update of the Mountview School Building Project.

ARTICLE 4. On motion made by William Randell 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	\$100.00
Selectman-Chairman	1,150.00
2 <sup>nd</sup> Member	1,000.00
3 <sup>rd</sup> Member	1,000.00
4 <sup>th</sup> Member	1,000.00
5 <sup>th</sup> Member	1,000.00
Trustees of Damon Memorial - 6 Members	None
Wachusett Regional School District Committee - 10 Members	None

ARTICLE 5. No action being necessary, the Article was **passed over**. (past debts and charges)

ARTICLE 6.

#1 - On motion made by Joseph Dolak it was **unanimously voted** that the Town appropriate, to pay Town debts and charges for the ensuing year, the sum of \$5,358,226 for the proposed budget for GENERAL GOVERNMENT, item 1, substantially as shown on page 16 of the "TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING

REPORT OF THE TOWN CLERK  
ADJOURNED ANNUAL TOWN MEETING  
MAY 18, 2015 PROCEEDINGS

THE FY 2016 BUDGET” under the heading “FY 2016 RECOMMENDED” and to raise said sum by transferring \$34,750 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 \$5,261,476 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 Joseph Dolak it was **unanimously voted** that the Town appropriate, to pay Town debts and charges for the ensuing year, the sum of \$4,323,217 for the proposed budget for GENERAL GOVERNMENT DEBT, item 2, substantially as shown on page 17 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2016 BUDGET” under the heading “FY 2016 RECOMMENDED” and to raise said sum by, by transferring \$405,000 from available funds in the hands of the Treasurer, by transferring \$100,000 from the Recreation Revolving Fund and by transferring \$1,764 from the reserved bond premium in the hands of the Treasurer, and by raising and appropriating \$3,816,453 to cover the balance.

#3 – On motion made by Karl Makela it was **unanimously voted** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$4,888,402 for the proposed budget for PUBLIC SAFETY, item 3, substantially as shown on page 18 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2016 BUDGET” under the heading “FY 2016 RECOMMENDED” and to raise said sum by transferring \$25,000 from the Wachusett Fund, and by raising and appropriating \$4,863,402 to cover the balance.

#4 – On motion made by David White it was **unanimously voted** that the Town appropriate, to pay Town debts and charges for the ensuing year, the sum of \$2,784,425 for the proposed budget for PUBLIC WORKS, item 4, substantially as shown on page 19 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2016 BUDGET” under the heading “FY 2016 RECOMMENDED” and to raise said sum by transferring \$40,000 from the Water/Sewer Enterprise fund receipts for indirect costs, transferring \$5,000 from the Perpetual Care Trust Fund, and by raising and appropriating \$2,739,425 to cover the balance.

#5 – On motion made by John Lambert it was **unanimously voted** that the Town appropriate, to pay direct debts and charges for the ensuing year, the sum of \$6,990,477 and to transfer the sum of \$74,750 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 2016 BUDGET” under the heading “FY 2016 RECOMMENDED” and to raise said total sum of \$7,065,227 by transferring

REPORT OF THE TOWN CLERK  
ADJOURNED ANNUAL TOWN MEETING  
MAY 18, 2015 PROCEEDINGS

\$1,127,500 from Water/Sewer free cash in the hands of the Treasurer and to raise the sum of \$5,937,727 through fees and charges to cover the balance.

#6 – On motion made by William Randell it was **voted by majority** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$324,144 for the proposed budget for HUMAN SERVICES, item 6, substantially as shown on page 20 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE BUDGET” under the heading “FY 2016 RECOMMENDED.”

#7 – On motion made by Peter Lacy it was **voted by majority** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$836,743 for VOCATIONAL EDUCATION which is a part of the Proposed Education Budget, item 7, as printed on page 20 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2016 BUDGET” under the heading “FY 2016 RECOMMENDED.”

#8 – On motion made by Marilyn Foley it was **unanimously voted** that the Town raise and appropriate, to pay Town debts and charges for the ensuing year the sum of \$844,700 for the proposed budget for CULTURE, item 8, substantially as shown on page 21 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2016 BUDGET” under the heading “FY 2016 RECOMMENDED.”

#9 – On motion made by John Lambert it was **unanimously voted** that the Town appropriate, to pay direct debts and charges for the ensuing year, the sum of \$1,148,149 and to transfer the sum of \$12,000 to the general fund to cover indirect costs for the ensuing year, for the proposed budget for the SOLID WASTE ENTERPRISE FUND, item 9, substantially as shown on page 21 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2016 BUDGET” under the heading “FY 2016 RECOMMENDED” and to raise said total sum of \$1,160,149 by transferring \$30,000 from Solid Waste Free Cash and to raise the sum of \$1,130,149 through fees and charges to cover the balance.

ARTICLE 7. On motion made by Alan Berg it was **unanimously voted** that the Town appropriate the sum of \$19,841,194 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 and to raise said sum by transferring \$678,787 from available funds in the hands of the Treasurer, and by raising and appropriating \$19,162,407 to cover the balance.

ARTICLE 8. On motion made by Alan Berg it was **unanimously voted** that the Town raise and appropriate the sum of \$3,532,448 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

**REPORT OF THE TOWN CLERK  
ADJOURNED ANNUAL TOWN MEETING  
MAY 18, 2015 PROCEEDINGS**

meeting, it being understood that by appropriating \$3,532,448 under this Article 8 and \$19,841,194 under Article 7 of the warrant for this town meeting, for a total appropriation by the Town to the Wachusett Regional School District of \$23,373,642, the Town thereby approves a budget of \$83,797,672 for the fiscal year 2016 for the Wachusett Regional School District.

ARTICLE 9. On motion made by Peter Lacey it was **unanimously voted** that the Town raise and appropriate the sum of \$42,400 to be added to the Department of Public Works Depreciation Fund, and that the Town appropriate and transfer from the Department of Public Works Depreciation Fund the sum of \$224,400 to pay debt service for the 3<sup>rd</sup> year of a 5 year borrowing for the purchase of a Dump Truck equipped with Plow and Spreader and to purchase a new Truck Equipped with a Hook & Haul system.

ARTICLE 10. On motion made by Joseph Dolak it was **unanimously voted** that the Town accept and expend 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 Karl Makela it was **unanimously voted** that the Town appropriate the sum of \$250,000 to be added to the Fire Department Vehicle, Apparatus and Capital Equipment Stabilization Fund, established pursuant to MGL Chapter 40 §5B, and to raise said sum by transferring \$250,000 from available funds in the hands of the Treasurer, and that the Town appropriate and transfer from the Fire Department Vehicle, Apparatus and Capital Equipment Stabilization Fund the sum of \$250,000 to pay for Refurbishment of the Tower Truck.

**2/3rds VOTE REQUIRED**

ARTICLE 12. A motion made by Alan Berg that the Town vote to appropriate the sum of \$1,850,000 to be added to the Stabilization Fund and to raise said sum by raising and appropriating \$1,200,000 and transferring \$650,000 from available funds in the hands of the Treasurer.

A motion was made by Robert Lavigne to amend Article 12 by reducing the total amounts to be appropriated to the Stabilization Fund from the sum of \$1,850,000 to \$450,000 and to meet this appropriation by transferring available funds in the hands of the Treasurer, such that the revised motion will be as follows:

that the Town vote to appropriate the sum of \$450,000 to be added to the Stabilization Fund and to raise said sum by transferring \$450,000 from available funds in the hands of the Treasurer.

By standing vote of 102 Yes and 57 No the amendment was passed by a majority. The main motion as amended passed by a **2/3 voice vote**.  
**2/3rds VOTE REQUIRED**

REPORT OF THE TOWN CLERK  
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ARTICLE 13. On motion made by John Lambert it was **unanimously voted** that the Town appropriate the sum of \$3,110,000 for the purpose of acquiring capital items substantially as shown on page 23 of the "TOWN MEETING HANDBOOK FY 2016 CAPITAL BUDGET," and to raise said sum by raising and appropriating the sum of \$1,020,000, and by borrowing the sum of \$2,090,000 under G.L. Chapter 44, Section 8, or any other enabling authority, which borrowing relates to the Water-Sewer Enterprise Fund for the acquisition and the equipping of a Dump Truck with Plow, Improvements to the Lincoln Ave and the Jefferson Sewer Pump Stations, and Water Main Replacements, and to that end that the Treasurer, with the approval of the Selectmen, be authorized to issue bonds and notes therefore totaling \$2,090,000.

**2/3rds VOTE REQUIRED**

ARTICLE 14. On motion made by David White it was **unanimously voted** that the Town appropriate \$29,000 for the purpose of completing improvements to the HVAC system at the Leroy T. Mayo Elementary School, and to raise said sum by appropriating \$20,752.96 of the unexpended proceeds of the Town's bonds dated June 15, 2003 authorized at the May 19, 2003 Town Meeting to pay costs of school construction projects which are now complete, and for which no further liability remains, as permitted by Chapter 44, Section 20 of the General Laws and to transfer \$8,247.04 from the unexpended balance of Warrant Article 15 from the 2014 Annual Town Meeting relating to upgrades to the heating system at Dawson School.

ARTICLE 15. On motion made by John Lambert it was **passed by majority** that the Town appropriate the sum of \$417,505 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 \$375,000 from available funds in the hands of the Treasurer, and by transferring \$42,505 from the Water/Sewer Enterprise Fund Free Cash in the hands of the Treasurer.

ARTICLE 16. On motion made by Marilyn Foley it was **unanimously voted** that the Town continue 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 Department 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 \$372,322.

ARTICLE 17. On motion made by Marilyn Foley it was **unanimously voted** that the Town continue a Cable Television Revolving Fund in accordance with General Laws, Chapter 44, Section 53E-1/2 for use by the Town Manager into which shall be deposited all monies received from the Cable TV provider, such Fund to be used to defray the cost of equipment, salaries and other expenses incurred by the Town in connection with the public, educational and governmental access programming contemplated by the CATV

REPORT OF THE TOWN CLERK  
ADJOURNED ANNUAL TOWN MEETING  
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license granted by the Town, provided that the expenditures from such Fund shall not exceed \$302,695.

ARTICLE 18. On motion made by David White it was **unanimously voted** that the Town continue 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 \$251,635.

ARTICLE 19. On motion made by Timothy Ethier 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 20. On motion made by Kenneth O'Brien it was **unanimously voted** that the Town authorize the sum of \$140,050 of the excess of the income of the Municipal Light Department for the calendar years 2015 and 2016 over and above the total expense of the plant as defined in the General Laws, as an item of income to be used by the Assessors in establishing the tax rate for the fiscal year commencing July 1, 2015.

ARTICLE 21. On motion by Kenneth O'Brien 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, 2015, 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 22. On motion made by Anthony Renzoni it was **unanimously voted** that the Town accept as a public way January Lane from Station 0+00 to Station 5+66 for a distance of approximately 566 feet along the centerline; as shown on a plan of land

REPORT OF THE TOWN CLERK  
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entitled, 'January Lane Acceptance Plan of Land prepared for Winter Ridge Limited Partnership' dated October 25, 2013, by Whitman and Bingham Associates, LLC., 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 23. On motion made by Robert Lavigne it was **unanimously voted** that the Town authorize the Town Manager to convey on behalf of the Town a permanent, non-exclusive easement for underground utility purposes over, through and in Town-owned property located at and known as 1196 Main Street, shown as Parcel 95 on Assessors Map 146, to and for the benefit of property of The First Congregational Church of Holden, located at and known as 1180 Main Street, its successors and assigns, with the distances of the perimeter of the easement area being the following four distances: 66 feet, 2 inches; 13 feet, 7 inches; 80 feet, 2 inches and 4 feet, 2 inches, containing approximately 292 sq. ft. of land area, and provided that such easement rights shall not interfere with the Town's use of the subject property; the deed of easement to be in the general form of the document entitled "Utility Easement Deed," on file at the office of the Town Clerk and upon such other terms and conditions as the Town Manager deems are in the best interest of the Town.

ARTICLE 24. On motion made by Jeremy Kurtz it was **voted by majority** that the Town accept as a town way the layout of a portion of River Street, over and across a new bridge over the Quinapoxet River to Harris Street, as voted by the Board of Selectmen and approved by the Planning Board, as shown on a plan prepared by C&C Consulting Engineers, LLC, dated April 3, 2015, on file at the office of the Town Clerk the acceptance of such way being necessary to facilitate a project of the Massachusetts Department of Transportation to replace the existing bridge serving River Street.

ARTICLE 25. On motion made by Kenneth O'Brien it was **defeated by a majority vote** that the Town rescind the vote taken under Article 28 at the 2014 Annual Town Meeting in which the Town authorized the Town Manager to make available for sale, upon such terms and conditions as the Town Manager deems to be in the best interest of the Town, a portion of the Town-owned property located at 175 Highland Street, with a building thereon, known as the Creamer Property.

ARTICLE 26. On motion made by William Ritter it was **passed by a 2/3rds voice vote** that the Town approve certain amendments to the Town of Holden Zoning Bylaw, Section 7.1, Section VII, Signs and Billboards, all as described in a document entitled 'Proposal to Amend the Signs and Billboards Bylaw' dated April 29, 2015 on file at the Office of the Town Clerk. **2/3 VOTE REQUIRED**

Voted to adjourn the meeting at 9:15 p.m.

## FY 2016 APPROVED BUDGET

Item #	FY2015 Voted Budget	Category	FY2016 Recommended
	<b>1,473,123</b>	<b>GENERAL GOVERNMENT</b>	
	<b>3,681,761</b>	<b>Salary &amp; Wages</b>	<b>1,504,265</b>
	<b>5,154,884</b>	<b>Operating Expense</b>	<b>3,853,961</b>
<b>1</b>		<b>TOTAL GENERAL GOVERNMENT</b>	<b>5,358,226</b>

(DETAIL LISTED BELOW)

<i>Moderator</i>	
100	Salary & Wages 100
<u>65</u>	Operating Expense <u>65</u>
165	165
<i>Finance Committee</i>	
0	Salary & Wages 0
1,586	Operating Expense 1,786
<u>150,000</u>	Reserve Fund <u>150,000</u>
151,586	151,786
<i>Selectmen</i>	
7,400	Salary & Wages 7,150
<u>21,770</u>	Operating Expense <u>22,350</u>
29,170	29,500
<i>Town Manager/Personnel</i>	
423,735	Salary & Wages 434,304
<u>28,594</u>	Operating Expense <u>50,684</u>
452,329	484,988
<i>Information Technology</i>	
210,943	Salary & Wages 216,949
<u>162,676</u>	Operating Expense <u>162,570</u>
373,619	379,519
<i>Accounting</i>	
150,801	Salary & Wages 154,413
<u>25,230</u>	Operating Expense <u>25,450</u>
176,031	179,863
<i>Treasurer/Collector</i>	
200,170	Salary & Wages 205,588
<u>79,600</u>	Operating Expense <u>69,100</u>
279,770	274,688

Item #	FY2015 Voted Budget	Category	FY2016 Recommended
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		<i>Assessors</i>	
	153,233	Salary & Wages	157,281
	<u>27,100</u>	Operating Expense	<u>27,100</u>
	180,333		184,381
		<i>Legal</i>	
	<u>195,000</u>	Operating Expense	<u>195,000</u>
	195,000		195,000
		<i>Town Clerk</i>	
	189,266	Salary & Wages	191,381
	<u>35,295</u>	Operating Expense	<u>34,565</u>
	224,561		225,946
		<i>Growth Management (Building, Planning, Health)</i>	
	137,475	Salary & Wages	137,099
	<u>102,750</u>	Operating Expense	<u>107,591</u>
	240,225		244,690
		<i>Insurance</i>	
	<u>1,666,500</u>	Operating Expense	<u>1,724,200</u>
	1,666,500		1,724,200
		<i>Retirement</i>	
	<u>1,185,595</u>	Operating Expense	<u>1,283,500</u>
	1,185,595		1,283,500

	<b>3,881,848</b>	<b>GENERAL GOVERNMENT DEBT SERVICE</b>	
		<b>Operating Expense</b>	<b>4,323,217</b>
<b>2</b>	<b>3,881,848</b>	<b>TOTAL DEBT SERVICE</b>	<b>4,323,217</b>

	<b>3,800,620</b>	<b>PUBLIC SAFETY</b>	
	<b>748,513</b>	<b>Salary &amp; Wages</b>	<b>4,112,332</b>
	<u><b>748,513</b></u>	<b>Operating Expense</b>	<u><b>776,070</b></u>
<b>3</b>	<b>4,549,133</b>	<b>TOTAL PUBLIC SAFETY</b>	<b>4,888,402</b>

		<i>Police Department</i>	
	1,992,637	Salary & Wages	1,847,278
	<u>243,150</u>	Operating Expense	<u>221,000</u>
	2,235,787		2,068,278

Item #	FY2015 Voted Budget	Category	FY2016 Recommended
		<i>Animal Control</i>	
	51,864	Salary & Wages	52,951
	<u>10,550</u>	Operating Expense	<u>10,900</u>
	62,414		63,851
		<i>Fire Department</i>	
	1,059,257	Salary & Wages	1,023,056
	<u>145,100</u>	Operating Expense	<u>138,800</u>
	1,204,357		1,161,856
		<i>Emergency Medical Services (EMS)</i>	
	689,362	Salary & Wages	731,847
	<u>147,000</u>	Operating Expense	<u>145,000</u>
	836,362		876,847
		<i>Public Safety Complex</i>	
	0	Salary & Wages	0
	<u>193,953</u>	Expense	<u>235,500</u>
	193,953		235,500
		<i>Regional Dispatch</i>	
	0	Salary & Wages	387,301
	<u>0</u>	Operating Expense	<u>15,500</u>
	0		402,801
		<i>Emergency Management</i>	
	5,000	Salary & Wages	66,899
	<u>7,660</u>	Operating Expense	<u>8,320</u>
	12,660		75,219
		<i>Scaler of Weights &amp; Measures</i>	
	2,500	Salary & Wages	3,000
	<u>1,100</u>	Operating Expense	<u>1,050</u>
	3,600		4,050

	<b>1,412,638</b>	<b>PUBLIC WORKS</b>	
	<b>817,233</b>	<b>Salary &amp; Wages</b>	<b>1,399,355</b>
	<b>450,000</b>	<b>Operating Expense</b>	<b>885,070</b>
		<b>Snow Removal</b>	<b>500,000</b>
<b>4</b>	<b><u>2,679,871</u></b>	<b>TOTAL PUBLIC WORKS</b>	<b><u>2,784,425</u></b>

		<i>Administration</i>	
	165,395	Salary & Wages	167,664
	<u>8,750</u>	Operating Expense	<u>8,850</u>
	174,145		176,514

Item #	FY2015 Voted Budget	Category	FY2016 Recommended
		<i>Engineering</i>	
	141,497	Salary & Wages	144,405
	<u>121,675</u>	Operating Expense	<u>153,750</u>
	263,172		298,155
		<i>Highway Division</i>	
	507,517	Salary & Wages	501,744
	326,300	Operating Expense	383,500
	<u>450,000</u>	Snow Removal	<u>500,000</u>
	1,283,817		1,385,244
		<i>Equipment Repair</i>	
	172,138	Salary & Wages	172,782
	<u>18,900</u>	Operating Expense	<u>18,020</u>
	191,038		190,802
		<i>Buildings and Grounds</i>	
	426,091	Salary & Wages	412,760
	<u>290,108</u>	Operating Expense	<u>271,450</u>
	716,199		684,210
		<i>Garage Division</i>	
	<u>51,500</u>	Operating Expense	<u>49,500</u>
	51,500		49,500

<b>WATER/SEWER ENTERPRISE FUND</b>			
	574,370	Salary & Wages	598,470
	5,091,470	Operating Expense	5,614,507
	74,750	Indirect Costs	74,750
	380,000	Emergency Reserve	410,000
	<u>397,500</u>	Capital Outlay	<u>367,500</u>
5	6,518,090	<b>TOTAL WATER/SEWER</b>	<b>7,065,227</b>

MONIES TO FUND W/S ENTERPRISE FUND ARE NOT RAISED BY TAX DOLLARS BUT WITH REVENUES RECEIVED FROM WATER/SEWER FEES

<b>HUMAN SERVICES</b>			
	256,901	Salary & Wages	234,894
	<u>88,450</u>	Operating Expense	<u>89,250</u>
6	345,351	<b>TOTAL HUMAN SERVICES</b>	<b>324,144</b>

Item #	FY2015 Voted Budget	Category	FY2016 Recommended
		<i>Veterans Services</i>	
	25,000	Salary & Wages	6,200
	6,500	Operating Expense	6,500
	<u>50,000</u>	Aid & Assistance	<u>50,000</u>
	81,500		62,700
		<i>Senior Citizens</i>	
	231,901	Salary & Wages	228,694
	<u>31,950</u>	Operating Expense	<u>32,750</u>
	263,851		261,444

<b>EDUCATION</b>			
	17,038,520	<b>WRSD Net Minimum Contribution (Required)</b>	17,355,236
	2,993,816	<b>WRSD Voluntary</b>	3,532,448
	1,091,215	<b>Debt (New School Constr.)</b>	42,020
	42,020	<b>Debt (Oil Remediation)</b>	1,047,033
	<u>1,285,658</u>	<b>Transportation (Required)</b>	<u>1,396,905</u>
	22,451,229	<b>Sub-Total Education</b>	23,373,642
7	<u>796,215</u>	<b>Vocational Education</b>	836,743
	23,247,444	<b>TOTAL EDUCATION</b>	24,210,385

<b>CULTURE</b>			
	568,650	<b>Salary &amp; Wages</b>	574,610
	<u>239,943</u>	<b>Operating Expense</b>	<u>270,090</u>
8	808,593	<b>TOTAL CULTURE</b>	844,700

(DETAIL LISTED BELOW)

		<i>Damon Memorial Library</i>	
	568,650	Salary & Wages	574,610
	<u>233,243</u>	Operating Expense	<u>263,390</u>
	801,893		838,000
		<i>Historical Commission</i>	
	0	Salary & Wages	0
	<u>6,700</u>	Operating Expense	<u>6,700</u>
	6,700		6,700

Item #	FY2015 Voted Budget	Category	FY2016 Recommended
		<b>SOLID WASTE ENTERPRISE FUND</b>	
	45,608	Salary & Wages	40,004
	1,089,815	Operating Expense	1,108,145
	12,000	Indirect Costs	12,000
9	1,147,423	<b>TOTAL SOLID WASTE</b>	<b>1,160,149</b>

10	40,667,124	<b>TOTAL TOWN BUDGET</b>	<b>42,733,499</b>
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**REVOLVING FUNDS**

**RECREATION**

183,538	Salary & Wages	211,982
99,427	Operating Expense	68,240
32,100	Indirect Costs	32,100
130,000	Capital Outlay	60,000
<b>445,065</b>	<b>Total Expense</b>	<b>372,322</b>
	Transfer to General Fund	100,000
22,889	Transfer to IIF	0
<b>467,954</b>	<b>Total Recreation</b>	<b>472,322</b>

**AFTER SCHOOL PROGRAM**

219,343	Salary & Wages	201,021
114,885	Operating Expense	122,521
<b>334,228</b>	<b>Total After School</b>	<b>323,542</b>

**CABLE REVOLVING**

100,787	Salary & Wages	104,018
204,173	Operating Expense	198,677
<b>304,960</b>	<b>Total Cable</b>	<b>302,695</b>

**INSPECTION REVOLVING**

165,134	Salary & Wages	165,590
76,695	Operating Expense	77,545
0	Indirect Costs	8,500
<b>241,829</b>	<b>Total Inspection</b>	<b>251,635</b>

## GENERAL GOVERNMENT TOWN MANAGER & BOARD OF SELECTMEN

The Board of Selectmen and Town Manager have been involved in many projects of importance in 2015. Each year, the Selectmen develop policies and determine a set of goals, which the Town Manager implements. The following is a summary of – and reflections on – some of the projects, initiatives, and highlights that took place in 2015:

### **Select Board Transition**

In the spring, the Board of Selectmen welcomed new member (although not new to serving as a selectman in the Town of Holden) Timothy Ethier. Mr. Ethier replaced Mark Ferguson, who served on the board since May 2012.

### **Unaccounted for Water**

Holden revised and updated its Water-Sewer Division's plan to reduce unaccounted for water (UAW) – a subject that fielded considerable debate. The plan includes leak detection and repair, hydrant inspection and replacement, testing of master meters, calibration of meters, sectional flow analysis and additional flow analysis, and testing of residential and commercial meters. A billing and account analysis is underway to identify any problems with the billing/meter reading system and to confirm customer data. Holden's master water meters at the Spring Street wells were recalibrated and found to be over-counting the amount of water pumped. Subsequent recalculations resulted in a decrease in the Town's overall UAW for 2014. Once the Town has analyzed a year's worth of its system's annual data and accounted for the over-counting master meters, early indications point to a further decrease in the Town's UAW compared to 2014. Holden's 2015 Annual Statistical Report will be prepared in March 2016 for submission to the Department of Environmental Protection. In addition, an analysis of customer billing, including an audit of the customer data base is underway.

### **Sewer Transport Litigation: Holden vs. DCR and City of Worcester**

The Town Manager spent uncounted hours along with Department of Public Works staff in working with special legal counsel to keep abreast of the complex issues involved in this ongoing case. The year 2015 constituted the discovery portion of the case. Completion of that phase was drawing near, but not without complications and delays. The Town Manager's goal is to see that Holden ratepayers receive the fair deal they deserve. Successful litigation of this case will mean substantial savings now and in the future for our Water-Sewer customers.

### **Community Garden Committee/Creamer Property**

The Town Manager created the Community Garden Committee. The volunteer-based Committee was charged with establishing and maintaining garden space, open to the Holden community, on town-owned property at various locations including 175 Highland Street (also known as the "Creamer Property"). The Committee, which meets twice monthly, is responsible for planning and making recommendations for potential changes to the site, and addressing the need to maintain the garden in the future through volunteer efforts.

# GENERAL GOVERNMENT TOWN MANAGER & BOARD OF SELECTMEN

## **DPW Facilities Committee**

The Town Manager also issued an Executive Action creating a volunteer committee to study and recommend the building of a new Department of Public Works Facility. The Committee was appointed and has been working to develop a recommendation for an appropriate site and scope of construction. It is anticipated that the Committee's preliminary proposal will be ready in FY 2016. A Feasibility/Scoping Study has been completed and a Site Selection/Evaluation Study is underway.

## **Memorial Day Parade**

The Memorial Day Parade Committee once again held its well-received Memorial Day Parade in May. The 2015 parade was held in memory of Charles Brewer, W. Evert Masson and Dan McCauley. Parade participants included the Holden Police Department Honor Guard, Spirit of America Fife & Drum, American Legion John E. Harkins Post 0042, Holden veterans, the Blackstone Guards, Inc., Montachusett Regional Vocational Technical High School Marine JROTC, Holden Scout members, and Kids in the Community. This event could not have been a success without the generous support of the Holden community.

## **Winter Festival**

The purpose of the Winter Festival Committee is to plan, solicit donations and hold a community event in Holden during the winter season each year. This year's event was held December 5 and included the participation of citizens, businesses and organizations.

## **Dawson School Gas Conversion Project**

This project was completed at about half the cost of the original budget due to the know-how of Town staff. It is hoped that the use of natural gas rather than fuel oil at Dawson School will save the Wachusett Regional School District energy costs in future years.

## **Help at H.O.M.E**

In 2015, the Help at H.O.M.E. Committee raised \$14,656 and disbursed \$12,377 to 28 Holden households (\$442/household). Most of the funds disbursed went to pay for utilities (electric and heating oil). The Welcome Aldrich Relief Fund 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. The fund has been providing assistance to residents for more than 70 years.

## **Budget**

The FY 2016 budget resulted in a decrease in the tax rate of \$.77 per \$1,000 of assessed valuation to \$17.25 compared to the prior year. The average residential homeowner saw a decrease of approximately \$20 in the tax bill. None of Holden's Proposition 2 ½ excess levy capacity was tapped in FY 2016.

## GENERAL GOVERNMENT TOWN MANAGER & BOARD OF SELECTMEN

### **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 2015  
MILESTONES CELEBRATED JULY 1, 2014-JUNE 30, 2015

**5 YEARS**

Mark Ponte – Fire Department  
Jeremy LaFlamme – Fire Department  
James Smith – Department of Growth Management  
Anne Atkins – Recreation Department  
James Robinson – Manager – Holden Municipal Light Department  
Brendon Connor – Fire Department  
Sandra Nason –Treasurer/Collector’s Office  
Tyke Lothrop – Fire Department  
Robert Nickerson – Fire Department  
Jason Consiglio – Police Department  
Virginia Kopeski – Recreation Department  
Bryan Patch – Fire Department  
Mary Sloan – Senior Center

**10 YEARS**

Anthony Gribbons – Police Department  
Michael Sendrowski – Police Department  
Carolyn M. Passey – Gale Free Library  
Elizabeth Monahan – Town Clerk  
Nancy Richards - Gale Free Library  
Lawrence Pierce – Senior Center

**15 YEARS**

Michael Himmer – Fire Department  
Paul Kathman – Department of Growth Management  
Tammy Foy – Police Department  
Gregg Sculthorpe – Police Department  
Paula Earley – Senior Center  
Naomi Sohlman – Senior Center

**20 YEARS**

Robert Schwartz –Department of Public Works  
Steven DeWitt – Fire Department  
Michael Joslyn – Police Department

**30 YEARS**

David Armstrong – Police Department  
Stephen Jenkins – Department of Public Works  
Brenda Harvey – Department of Public Works

**45 YEARS**

John Cross – Fire Department

## INFORMATION TECHNOLOGY

Peter 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 the Town of Holden's day-to-day operations.

The IT Department strives 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 residents through computerization and business process automation.

The IT Department interacts closely with every department to assess current and future requirements, research the latest advances in technology, perform feasibility analysis, provide information and advice to Holden's decision-makers regarding technical infrastructure investments, assist with vendor negotiations, and monitor contract performance.

User-support remains a major function of the IT Department. Staff install and ensure proper functioning of licensed software, administer multiple servers, install and repair hardware, and manage sophisticated networking and communication systems on a daily basis.

In 2015, all servers were relocated from the Starbard Building to more secure, climate and humidity controlled locations where backup electric power is available from generators. These improved conditions allow for greater longevity of equipment and overall security of operations. The IT Department also continues to make strides to protect town data from security breaches, malicious computer hackers and accidental loss.

In other developments, the Town's online permitting system was expanded to include several permits through the Department of Public Works. The Town continues to move forward with online permitting with the goal of eventually having all town/resident permit business available around the clock, daily. IT also implemented the SeeClickFix application, which allows residents to register public works issues with the Town directly from their Smartphone using GPS tracking for complaints regarding potholes, light poles, and other related problems.

Although the larger projects receive the most notoriety, the IT Department works behind the scenes daily, responding to hundreds of desk-side assistance calls from employees.

## INFORMATION TECHNOLOGY

At the Holden Municipal Light Department (HMLD), IT streamlined the payroll with new computer generated processes, upgraded the server and improved replication and backup capabilities by converting to virtual servers, increased security at substations while providing access to linemen who can now diagnose problems remotely, and provided Internet guest-only access to WiFi in the HMLD building.

In 2015, the IT Department completed the upgrades to Office 2010 throughout Town offices. The IT team provided the technical work for the setup of new public access PCs at the Gale Free Library. IT updated the firmware in all of the Holden Police Department cruisers to increase reliability in the field. The town-wide systems were converted to a cloud-based virus protection, which is not only more cost effective but includes improved diagnostics and communication tools.

IT looks forward to more innovations in the coming year. 2015 marked the beginning of a plan to create a secondary Emergency Operations Center within the Holden Municipal Light Department that includes a more technical plan for continuity of town operations in case of disaster. The IT Department intends to complete the alternate EOC and the continuity plan in 2016.

EDUCATION  
WACHUSETT REGIONAL SCHOOL DISTRICT  
HOLDEN, PAXTON, PRINCETON, RUTLAND & STERLING

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

The 2015-2016 school year in the Wachusett Regional School District has been productive and groundbreaking. Our year has been productive because with the passage of a school budget in late fall, the District had the ability to add several key positions to assist our students and teachers in the educational process. I want to thank all of our communities for making education a priority and supporting a budget that will help our children become well prepared to be successful in our globally competitive world. This year has also been groundbreaking because of the progress being made on the new Mountview Middle School, with construction moving along at a fast clip and completion of the new school on Shrewsbury Street anticipated to be sometime before this coming summer.

An item that will be at the forefront of our work this spring will be the development of the WRSD Strategic Plan. Our school district is well poised to provide a visionary strategic plan that will take us into the next five years of learning in all schools. We are committed to a collaborative, open planning process in which feedback and discussions are vital components of synthesizing our unified goals. A community-wide survey and a series of focus groups with all stakeholders will help to inform the strategic planning process. I am confident that this process will improve our district and strengthen our community while providing an outline for budget priorities over the next several years.

This year, as we begin to work on the FY17 WRSD budget, I have held two Budget Roundtables open to all Member Towns, in order to discuss budget issues for both FY16 and FY17. The conversations have been candid and worthwhile, with various town representatives sharing their own concerns about the upcoming budget process. The more conversations that we participate in as a whole school district, the more we all understand that many of the funding issues associated with the District are because of the funding formula at the state level. The issue still remains that the formula will not be fixed in the near future and we are still responsible for providing our children with a strong educational experience.

Each budget that we have presented over the past several years has been fiscally sound and educationally driven. In the past three years, our budget increases have all been under 2.5%. By remaining fiscally frugal, our per pupil expenditure remains a little over \$11,000 per student, which is well under all other school districts that border WRSD Member Towns. We must continue to work together to assess what our schools need to provide the children of the Wachusett Regional School District the necessary skills for success.

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

# EDUCATION

## MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

### Letter from Superintendent Sheila M. Harrity, Ed.D.

The 2014-2015 school year was my first year as Superintendent-Director of Montachusett Regional Vocational Technical School District, and it seemed to come and go in a minute; I would be remiss if I did not take time to reflect upon the numerous achievements our talented students, faculty and staff accomplished throughout the school year. These awards, recognitions, and distinctions are the result of *years* of high quality education and vocational-technical training. They are the hallmark of a Monty Tech education, earned by both individuals' and team efforts. While they are, in deed, an honor, they are simply a snapshot of the wonderful experiences happening on a day-to-day basis here at Monty Tech. I am delighted to present the District's 2014-2015 annual report to you, highlighting some of the year's most notable achievements, including:

A talented team of three Monty Tech Engineering students won the gold medal for Engineering Technology and Design at the SkillsUSA national competitions held in Louisville, KY. Nicolas Wicker of Fitchburg, Leon Gaulin of Winchendon and Devan Kumar, also of Winchendon, led by instructor Dennis Cormier, created a portable game console designed with retro gaming in mind. The team has developed patents on their prize-winning efforts, and continues to expand their business and engineering acumen. The Machine Technology program aligned curriculum to MASSMEP (Massachusetts Manufacturing Extension Partnership) standards, and as a result students are now able to earn Level 1 and Level 2 Applied Manufacturing Technology Pathway Certifications. Having these certifications will ensure program graduates stand-out when they enter the workforce upon graduation, as employers are better able to verify technical skills and expertise with this widely accepted training model. Also, our instructors are now able to access the manufacturing curriculum developed through Worcester Polytechnic Institute, adding rigor and relevance to our very popular Machine Technology program. The Monty Tech Auto Body/ Collision Repair Department was featured in the April 2015 edition of the New England Automotive Report, applauded for its dedication to excellence. Molly Brodeur, President of the Alliance of Automotive Service Providers, Massachusetts cited the program's innovative technologies, spacious facilities, and specialized equipment as among the best in New England.

Outpacing more than 1,000 teams across the United States, and competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students captured first place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association.

Students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement. In the spring of 2015, Monty Tech's passing rate on the MCAS English Language Arts exam was 100%, Mathematics 98%, and Biology 98%.

# MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

We are so proud of the educational programs offered here at Monty Tech, yet we continually strive to improve upon them. Collaborating with area colleges and universities, we are ensuring our curriculum and instruction are rigorous and relevant. Sharing best practices with vocational-technical colleagues from across the state – and nation – we give and take some of the best ideas, with one thing in mind – what is best for our students. And what is best, I believe, is preparing students for both college ***and*** career.

## **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	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

## **Leadership**

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

# MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

## Enrollment

On June 1, 2015, student enrollment at Monty Tech included 1,418 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (61), Ashby (35), Athol (88), Barre (37), Fitchburg (368), Gardner (146), Harvard (5), Holden (71), Hubbardston (62), Lunenburg (78), Petersham (4), Phillipston (18), Princeton (20), Royalston (18), Sterling (61), Templeton (93), Westminster (81), and Winchendon (146). The remaining 26 students were from out-of-district towns, including Ayer, Clinton, Lancaster, Leominster, Orange, Shirley, Webster and Worcester.

Throughout 2014-2015, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2014, approximately 1,000 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 talk with staff members.

Each year, the Dean of Admissions conducts school visits, student interviews, and accepts applications for admissions. 2014-2015 proved to be an exceptionally busy year for her, as the school received 631 applications for admission. Of those, 575 were from students hoping to enter our incoming freshman class. The balance of the applications came from students hoping to enter the school as upperclassmen. Because there are only a limited number of students the school can accept each year, 338 freshmen and 3 upperclassmen were admitted.

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 2014-2015 school year, serving approximately 600 area students.

## Financial Report

In an effort to develop a cost-effective budget for the fiscal year 2014-2015, a great deal of effort was put forth by the School Committee, administration, and staff. The final fiscal year 2014-2015 Educational Plan totaled \$25,640,833, which represents a 3.5% increase over the 2013-2014 Educational Plan. The District's FY15 budget, once again, only meets the minimum spending required by Massachusetts General Law Chapter 70.

The District was audited in August 2015 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and a very good report is anticipated.

# MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

## Academic Achievement

In 2014-2015, 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 2015, Monty Tech's passing rate on the English Language Arts was 100%, Mathematics 98%, Biology 98%.

The district is particularly proud of the number of students earning Advanced scores, and is pleased to report significant increases in this category. On the English Language Arts exam, students scoring Advanced increased by 16% from 2014. On the Math exam, we saw a 10% increase in Advanced from 2014, and on the Grade 10 Biology exam, there was a 3% increase in students scoring Advanced.

English Language Arts	2013	2014	2015
Students Tested	352	364	374
Passing	99%	100%	100%
Advanced/ Proficient	95%	95%	96%
Needs Improvement	5%	5%	4%
Failing	1%	0%	0%

Mathematics	2013	2014	2015
Students Tested	352	366	375
Passing	98%	98%	98%
Advanced/Proficient	80%	84%	87%
Needs Improvement	18%	14%	11%
Failing	2%	2%	2%

Biology	2013	2014	2015
Students Tested	398	351	347
Passing	97%	99%	98%
Advanced/ Proficient	73%	74%	77%
Needs Improvement	24%	25%	21%
Failing	3%	1%	2%

The district continues to make progress toward narrowing proficiency gaps. Students in all subgroups have met their progress and performance targets, securing the school's Level 1 Status distinction.

# MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

## Vocational Projects in the District Communities

Unlike students in traditional, comprehensive high schools, students at Monty Tech are asked to put their education into practice on a daily basis. Students across the twenty different vocational-technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2014-2015 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

### Looking Ahead

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we continue to have an eye toward the future, always committed to improving our vocational and academic programming, strengthening key partnerships, and maintaining facilities that contribute to student success and achievement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

Expand partnerships with area businesses: To support the school's popular Business Technology program, specifically addressing the financial elements found within the program's frameworks, school leaders began exploring opportunities to bring banking to Monty Tech students. In collaboration with Workers' Credit Union, school officials are pleased to announce a developing partnership that will result in a full-service branch located on the school's campus, offering students opportunities to develop authentic financial literacy skills and experience while still in high school. Additionally, students studying in the school's Business Technology program will be trained as bank tellers, effectively preparing them for entry-level jobs in banking institutions across North Central Massachusetts.

Expand partnerships with area colleges and universities: Students in Monty Tech's very busy Health Occupations program may just be getting busier in the coming years. While the program already offered a number of industry-recognized credentials, school leaders began working with college partner, Mount Wachusett Community College, to determine if a college-level Emergency Medical Technician (EMT) training program could be embedded into the senior year of study. We are pleased to announce that this collaboration has resulted in an agreement that will effectively allow seniors to earn 8 college credits, at no charge, and the opportunity to sit for the certification exam in June 2016. By providing additional career pathways in the medical field, and access to college level coursework while still enrolled in high school, school administrators and teachers are confident that program graduates will not only be more qualified for entry level

## MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

positions, they will be more apt to find an area of interest within the medical field, and continue to refine the technical skills they developed while at Monty Tech.

Expand Access to Instructional Technology: A Monty Tech education is effective because efforts are made to continually access our programming, instructional equipment, and our educational resources. Through this assessment, it has become clear that while so many students have access to technology away from the school, many do not. It is important, then, to arm every student with the tools necessary to succeed not only in the workplace, but in the classroom, as well. The district is pleased to announce a large-scale technology initiative that began in August 2015, when every educator at Monty Tech was provided with a Chromebook and individualized professional development on how to best incorporate this added technology into daily instruction. So many teachers have embraced the concept, and continued to explore learning opportunities that have resulted in classroom instruction that better reflects our 21<sup>st</sup> Century school. The Monty Tech technology initiative continues, and in August 2016, every student at Monty Tech will also be provided with a Chromebook to support his/her learning, more efficiently communicate with teachers, and to promote collaboration among student peers.

Expand vocational-technical educational opportunities: As you know, Montachusett Regional Vocational Technical School is home to twenty vocational-technical programs, and currently serves over 1,400 students from eighteen cities and towns in North Central Massachusetts. We are so proud of our students and accomplishments, and every year we strive to provide only the best educational programs, both academic and vocational, to each and every student. As we review our student demographic, the regional workforce data, and feedback we have received from students interested in attending our school, we consider the benefits of adding new vocational programs. We are pleased to announce that Monty Tech is in the development stages of bringing a new program – our 21<sup>st</sup> program – to the school – Animal/Veterinary Science. The new program will respond to much-needed workforce training and community services, and will effectively prepare students to enter both college and career pathways upon graduation. Students and instructors, in collaboration with program partner, Becker College, will effectively learn concepts associated with a high school veterinary assisting program, while running a fully-functioning veterinary clinic, designed to provide care for pets in low-income families. Students will have access to college level coursework, and earn industry-recognized credentials, so that they may either advance to related post-secondary programs, or enter into the workforce to fill the projected 25.32% growth in veterinary technician opportunities through 2022. While this program is only in its development stages, a great deal of work has already been done to assure its success. Student surveys have been collected, collaborative working groups have been established, and industry experts across North Central Massachusetts have been called upon to offer expertise to help ensure the innovative facility is designed with both education and service in mind, and that all equipment and services align with industry standards.

# MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

## The Monty Tech School Committee

Eric Olson, Phillipston - Chair  
Barbara Reynolds, Lunenburg - Vice Chair  
Diane Swenson, Ashburnham  
Peter Capone, Ashby  
Toni L. Phillips, Athol  
John Scott, Barre  
Claudia Holbert, Fitchburg  
Brian J. Walker, Fitchburg  
Dr. Ronald Tourigny, Fitchburg  
LeRoy Clark, Fitchburg  
Helen Lepkowski, Gardner  
Eric D. Commodore, Gardner  
TBD, Harvard  
James Cournoyer, Holden  
Kathleen Airoidi, Hubbardston  
Edward Simms, Petersham  
John P. Mollica, Princeton  
Mary C. Barclay, Royalston  
Dr. Kenneth I.H. Williams, Sterling  
James M. Gilbert, Templeton  
Walter Taylor/Ross Barber, Westminster  
Burton E. Gould, Jr., Winchendon  
Terri Hillman, Winchendon - Secretary  
Norman J. LeBlanc - District Treasurer

## FINANCE ACCOUNTING

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

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 Year 2015. 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 15,000 invoices processed in FY2015, resulting in more than 6,300 vendor checks being issued.

### **2015 Highlights**

Projects such as the Mountview Middle School construction project, increases in state grants awarded for public safety functions such as police 911 grants, development grants for regionalized dispatch, and grants through Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA) resulted in an increased number of contracts, purchase orders, accounts payable warrants for processing, and increased reporting requirements.

## FINANCE ACCOUNTING

The Mountview School Building project has also resulted in new requirements for the Accounting Office. For all phases of the Mountview 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 Year 2015, nine reimbursement requests were submitted to MSBA resulting in the receipt of \$6,285,451. As of June 30, 2015, the Town has expended a total of \$20,805,801 on the Mountview School Project, for feasibility and construction, and has received a total of \$8,131,185 with an additional \$2,292,712 received just after the close of the fiscal year.

In preparing the budget for Fiscal Year 2015, 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 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.

In order to continue providing a high standard of financial reporting and to meet the ever changing needs of the Town, the new position of part-time assistant accountant was created. In April 2015, Shellie Goodwin joined the Accounting Department and she has been involved with many of the day-to-day operations.

The Town's balance sheet and free cash calculation was certified on October 15, 2015 and the "Schedule A" state filing was completed and submitted before the November 30 deadline. The Fiscal Year 2015 annual audit has been completed by the independent audit firm of R.E. Brown and Company CPAs.

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, 2015.

## BUDGET RECAP – JUNE 30, 2015

	BUDGET	TRANSFER IN	TRANSFER OUT	BUDGET	EXPENDED
<b>GENERAL GOVERNMENT</b>					
Salary and Wages	\$ 1,473,123	\$ -	\$ -	\$ 1,473,123	\$ 1,368,784
Expenditure	3,681,761	-	87,000	3,594,761	3,311,465
Capital	10,000	-	-	10,000	-
<b>Total</b>	<b>5,164,884</b>	<b>-</b>	<b>87,000</b>	<b>5,077,884</b>	<b>4,680,249</b>
<b>DEBT</b>					
Municipal	818,541	-	-	818,541	819,199
School	3,063,307	-	-	3,063,307	2,939,339
<b>Total</b>	<b>3,881,848</b>	<b>-</b>	<b>-</b>	<b>3,881,848</b>	<b>3,758,538</b>
<b>PUBLIC SAFETY</b>					
Salary and Wages	3,800,620	-	-	3,800,620	3,744,274
Expenditure	738,013	-	-	738,013	664,778
Capital Outlay	566,500	-	-	566,500	494,051
<b>Total</b>	<b>5,105,133</b>	<b>-</b>	<b>-</b>	<b>5,105,133</b>	<b>4,903,103</b>
<b>PUBLIC WORKS</b>					
Salary and Wages	1,412,638	-	-	1,412,638	1,399,358
Expenditure	817,233	-	-	817,233	695,587
Capital Outlay	1,157,500	-	-	1,157,500	782,763
Snow Removal	450,000	87,000	-	537,000	536,874
<b>Total</b>	<b>3,837,371</b>	<b>87,000</b>	<b>-</b>	<b>3,924,371</b>	<b>3,414,582</b>
<b>HUMAN SERVICES</b>					
Salary and Wages	256,901	-	-	256,901	228,704
Expenditure	88,450	-	-	88,450	66,136
Capital Outlay	20,000	-	-	20,000	12,625
<b>Total</b>	<b>365,351</b>	<b>-</b>	<b>-</b>	<b>365,351</b>	<b>307,465</b>
<b>EDUCATION</b>					
WRSD	21,165,571	-	-	21,165,571	21,033,709
WRSD Trans	1,285,658	-	-	1,285,658	898,257
VOC	796,215	-	-	796,215	787,159
<b>Total</b>	<b>23,247,444</b>	<b>-</b>	<b>-</b>	<b>23,247,444</b>	<b>22,719,125</b>

	<b>BUDGET</b>	<b>TRANSFER IN</b>	<b>TRANSFER OUT</b>	<b>BUDGET</b>	<b>EXPENDED</b>
<b>CULTURE</b>					
Salary and Wages	568,650	-	-	568,650	552,369
Expenditure	239,943	-	-	239,943	236,060
Capital Outlay	42,000	-	-	42,000	-
Total	850,593	-	-	850,593	788,429
<b>TOTAL GENERAL FUND</b>	<b>42,452,624</b>	<b>87,000</b>	<b>87,000</b>	<b>42,452,624</b>	<b>40,571,491</b>
<b>WATER/SEWER ENTERPRISE FUND</b>					
Salary and Wages	574,370	-	-	574,370	547,818
Expenditure	5,546,220	-	8,507	5,537,713	5,025,499
Capital Outlay	397,500	8,507	-	406,007	406,006
<b>TOTAL WATER/SEWER</b>	<b>6,518,090</b>	<b>8,507</b>	<b>8,507</b>	<b>6,518,090</b>	<b>5,979,323</b>
<b>SOLID WASTE ENTERPRISE FUND</b>					
Salary and Wages	45,608	-	-	45,608	31,371
Expenditure	1,101,815	-	-	1,101,815	1,088,214
<b>TOTAL SOLID WASTE</b>	<b>1,147,423</b>	<b>-</b>	<b>-</b>	<b>1,147,423</b>	<b>1,119,585</b>
<b>TOTAL BUDGET</b>	<b>\$ 50,118,137</b>	<b>\$ 95,507</b>	<b>\$ 95,507</b>	<b>\$ 50,118,137</b>	<b>\$ 47,670,399</b>

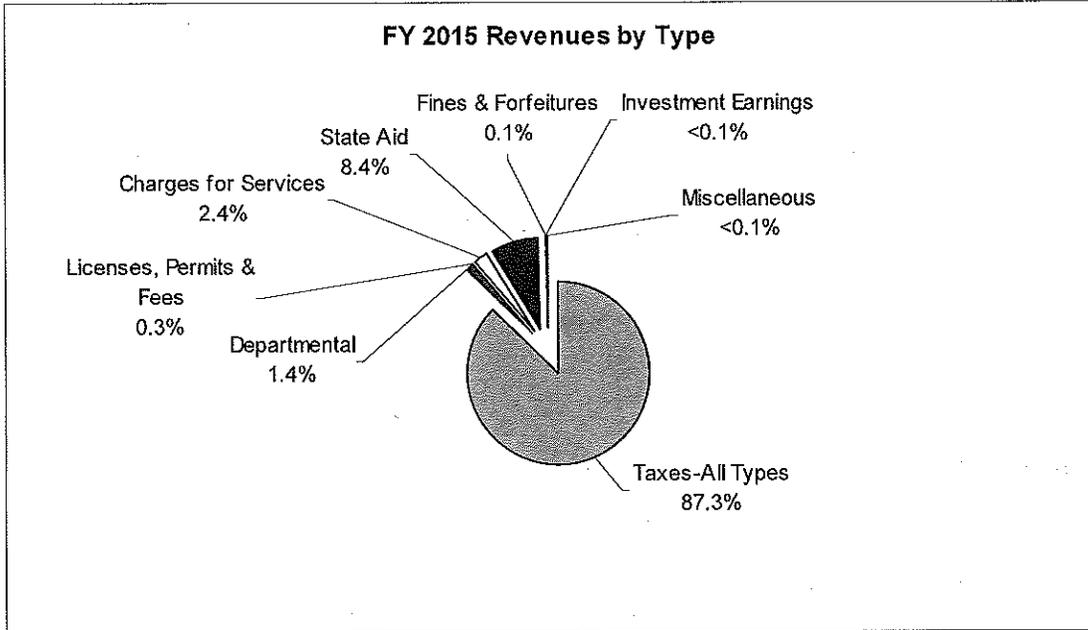
**TOWN OF HOLDEN  
COMBINED BALANCE SHEET  
JUNE 30, 2015**

<u>ASSETS</u>	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>CAPITAL PROJECTS</u>	<u>TRUST &amp; AGENCY</u>	<u>MUNICIPAL LIGHT</u>	<u>WATER SEWER</u>	<u>SOLID WASTE</u>	<u>LONG-TERM OBLIGATION</u>	<u>JUNE 30, 2015</u>
Cash & short-term investments	9,166,821	1,467,404	12,825,435	554,952	1,124,050	4,112,181	329,695		29,580,538
Investments				7,055,036	1,126,760				8,181,796
Receivables (Net of allowances for uncollectables)									
Personal property	31,839								31,839
Real estate	274,670								274,670
Excise	215,665								215,665
Tax liens	696,263					3,825,162			696,263
Special assessments	708,306								708,306
Ambulance	87,097								87,097
Other									1,092,478
User charges				619,436			67,408		
Due from Commonwealth of MA	12,722								12,722
Due from City of Worcester	18,060								18,060
Due from Federal Government		2,400							2,400
Antis to be provided for retirement of long-term debt								34,230,263	34,230,263
<b>TOTAL ASSETS</b>	<b>\$11,211,443</b>	<b>\$1,469,804</b>	<b>\$12,825,435</b>	<b>\$7,609,988</b>	<b>\$2,870,246</b>	<b>\$8,342,977</b>	<b>\$397,103</b>	<b>\$34,230,263</b>	<b>\$78,957,259</b>
<b>LIABILITIES AND FUND BALANCES</b>									
<b>LIABILITIES</b>									
Accounts and warrants payable	370,231	262,159	2,597,619	16,022	45,049	233,750	33,888		3,558,718
BANS payable			22,437,267						22,437,267
Other liabilities	17,923			468,083	245,755	5,976			737,737
Deferred revenue	873,838	0			588,943	4,230,796	67,408		5,760,985
Reserve for Abateements and exemptions	1,140,002								1,140,002
General obligation bonds payable								34,230,263	34,230,263
<b>TOTAL LIABILITIES</b>	<b>2,401,994</b>	<b>262,159</b>	<b>25,034,886</b>	<b>484,105</b>	<b>879,747</b>	<b>4,470,522</b>	<b>101,296</b>	<b>34,230,263</b>	<b>67,864,972</b>
<b>FUND BALANCES</b>									
Reserved For				1,995					1,729,799
Encumbrances	916,168	25,075				769,815	16,746		3,410,556
Expenditure	2,210,551				1,126,760	1,170,005	30,000		1,126,760
Depreciation fund									14,133
Reduction of future debt excluded debt	14,133								339,969
Reserved BAN Premium	339,969								
Unreserved	5,328,628	1,182,570	(12,209,451)	7,123,888	863,739	1,932,635	249,061		4,471,070
<b>TOTAL FUND BALANCES</b>	<b>8,809,449</b>	<b>1,207,645</b>	<b>(12,209,451)</b>	<b>7,125,883</b>	<b>1,990,499</b>	<b>3,872,455</b>	<b>295,807</b>	<b>0</b>	<b>11,092,287</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$11,211,443</b>	<b>\$1,469,804</b>	<b>\$12,825,435</b>	<b>\$7,609,988</b>	<b>\$2,870,246</b>	<b>\$8,342,977</b>	<b>\$397,103</b>	<b>\$34,230,263</b>	<b>\$78,957,259</b>

**TOWN OF HOLDEN  
REVENUE COMPARISON  
GENERAL FUND  
NET OF REFUNDS**

REVENUE SOURCE	FY15 ESTIMATE	FY15 ACTUAL	FY16 ESTIMATE
MOTOR VEHICLE EXCISE	\$ 2,050,000	\$ 2,496,259	\$ 2,050,000
PENALTIES/INTEREST	115,000	207,461	115,000
LIEU OF TAX	1,026,465	1,045,085	1,045,171
CHARGES FOR SERVICES	800,000	1,004,533	800,000
FEES	154,050	235,647	239,940
RENTALS	95,600	98,813	96,500
LIBRARY	22,500	19,812	19,500
CEMETERY	13,000	15,084	15,000
OTHER DEPARTMENTAL	45,250	63,346	49,595
LICENSES/PERMITS	81,400	115,896	90,200
FINES	47,000	64,061	46,500
INVESTMENT INCOME	60,000	59,341	60,000
MISC RECURRING	184,200	183,600	184,200
MISC NON-RECURRING	50,000	919,944	60,000
SEPTIC	2,686	58,382	48,586
<b>TOTAL LOCAL</b>	<b>4,747,151</b>	<b>6,587,264</b>	<b>4,920,192</b>
CHERRY SHEET	1,879,204	1,888,796	1,945,263
SBAB	1,870,996	1,870,996	1,732,789
TAXES	34,122,107	33,649,357	34,093,593
TAXES PRIOR YEARS	-	236,256	-
TAX LIENS	-	177,419	-
CONVEYANCE TAX	-	5,318	-
TAX LITIGATION	-	-	-
LIGHT DEPT	137,304	137,304	140,050
<b>TOTAL OTHER REVENUE</b>	<b>38,009,611</b>	<b>37,965,446</b>	<b>37,911,695</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 42,756,762</b>	<b>\$ 44,552,710</b>	<b>\$ 42,831,887</b>

# FINANCE ACCOUNTING



# FINANCE ACCOUNTING

## Free Cash

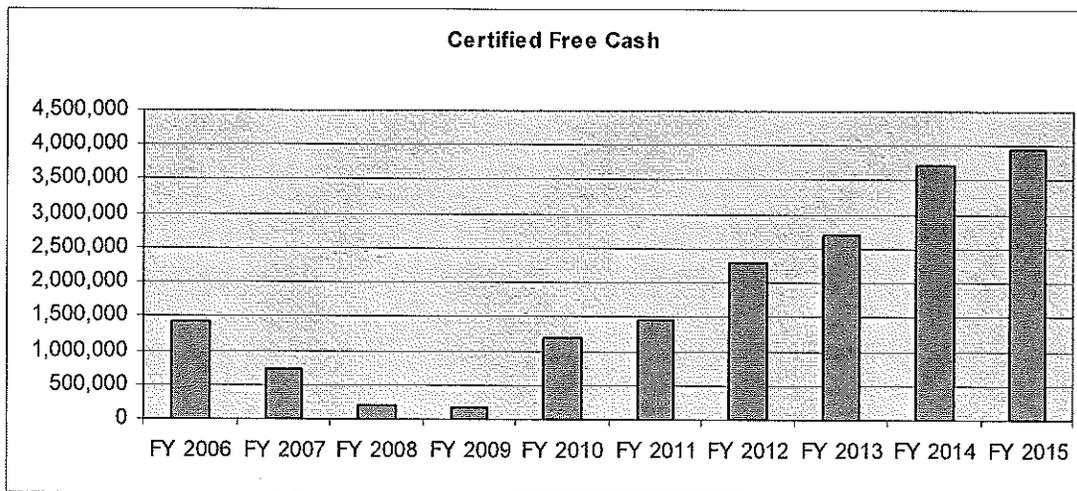
The General Fund Undesignated Fund Balance is the amount by which cash and receivables exceed current liabilities and commitments.

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 42% of the free cash certified as of June 30, 2014 was left unappropriated and is now part of the free cash certified as of June 30, 2015. For the Fiscal Year 2016 budget, free cash was appropriated into the following funds: \$250,000 into the Fire Equipment Stabilization Fund; \$450,000 into the General Stabilization Fund and \$375,000 into the Other Post Employment Benefits Trust Fund (OPEB). An additional \$1,083,787 of free cash was used to reduce the tax rate.

	Certified	Used
Fiscal 2016		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
Fiscal 2006	1,428,676	609,681

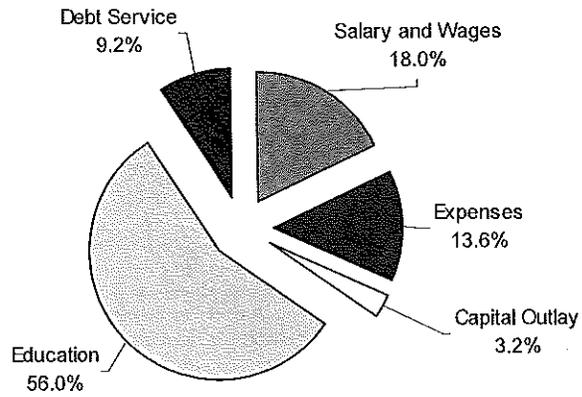


**TOWN OF HOLDEN  
FIVE YEAR BUDGET ANALYSIS  
TOWN OPERATING BUDGET**

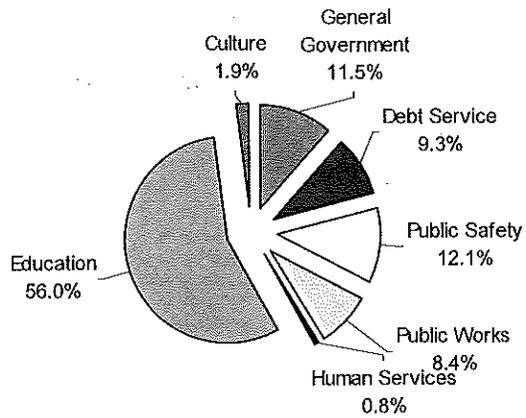
	<b>ACTUAL FY 2011</b>	<b>ACTUAL FY 2012</b>	<b>ACTUAL FY 2013</b>	<b>ACTUAL FY 2014</b>	<b>ACTUAL FY 2015</b>
<b>GENERAL GOVERNMENT</b>					
Salary and Wages	\$ 1,239,786	\$ 1,280,839	\$ 1,266,396	\$ 1,211,592	\$ 1,368,784
Expenditure	2,809,355	2,960,540	2,959,223	3,164,470	3,311,465
Capital	-	26,647	1,505	697	-
<b>Total</b>	<b>4,049,141</b>	<b>4,268,026</b>	<b>4,227,124</b>	<b>4,376,759</b>	<b>4,680,249</b>
<b>DEBT</b>					
Municipal	664,127	714,056	845,064	811,139	819,199
School	2,809,664	2,814,849	2,884,156	2,906,369	2,939,339
<b>Total</b>	<b>3,473,791</b>	<b>3,528,905</b>	<b>3,729,220</b>	<b>3,717,508</b>	<b>3,758,538</b>
<b>PUBLIC SAFETY</b>					
Salary and Wages	3,312,941	3,369,632	3,468,893	3,572,247	3,744,274
Expenditure	623,221	634,516	687,493	698,209	664,778
Capital Outlay	299,993	173,177	96,094	168,778	494,051
<b>Total</b>	<b>4,236,155</b>	<b>4,177,325</b>	<b>4,252,480</b>	<b>4,439,234</b>	<b>4,903,103</b>
<b>PUBLIC WORKS</b>					
Salary and Wages	1,105,519	1,288,259	1,319,925	1,355,683	1,399,358
Expenditure	709,732	646,285	769,832	645,332	695,587
Capital Outlay	211,013	435,775	519,016	773,800	782,763
Snow Removal	359,534	257,342	513,175	528,594	536,874
<b>Total</b>	<b>2,385,798</b>	<b>2,627,661</b>	<b>3,121,948</b>	<b>3,303,409</b>	<b>3,414,582</b>
<b>HUMAN SERVICES</b>					
Salary and Wages	198,809	210,990	214,001	222,930	228,704
Expenditure	77,297	104,971	64,990	76,371	66,136
Capital Outlay	-	-	-	6,194	12,625
<b>Total</b>	<b>276,106</b>	<b>315,961</b>	<b>278,991</b>	<b>305,495</b>	<b>307,465</b>

	<b>50</b>				
	<b>ACTUAL FY 2011</b>	<b>ACTUAL FY 2012</b>	<b>ACTUAL FY 2013</b>	<b>ACTUAL FY 2014</b>	<b>ACTUAL FY 2015</b>
<b>EDUCATION</b>					
WRSD	19,171,585	19,503,302	20,491,124	20,675,351	21,033,709
WRSD Trans	982,592	1,281,451	1,247,060	1,205,104	898,257
VOC	476,564	465,097	543,688	578,847	787,159
Total	<u>20,630,741</u>	<u>21,249,850</u>	<u>22,281,872</u>	<u>22,459,302</u>	<u>22,719,125</u>
<b>CULTURE</b>					
Salary and Wages	521,582	529,809	539,341	550,274	552,369
Expenditure	201,405	218,391	198,291	234,803	236,060
Capital Outlay	1,833	44,917	8,311	1,291	-
Total	<u>724,820</u>	<u>793,117</u>	<u>745,943</u>	<u>786,368</u>	<u>788,429</u>
<b>TOTAL GENERAL FUND</b>	<u>35,776,552</u>	<u>36,960,845</u>	<u>38,637,578</u>	<u>39,388,075</u>	<u>40,571,491</u>
<b>WATER/SEWER ENTERPRISE FUND</b>					
Salary and Wages	524,562	493,340	513,114	509,488	547,818
Expenditure	4,553,511	4,767,323	4,911,721	4,652,719	5,025,499
Capital Outlay	-	91,837	243,762	505,033	406,006
<b>TOTAL WATER/SEWER</b>	<u>5,078,073</u>	<u>5,352,500</u>	<u>5,668,597</u>	<u>5,667,240</u>	<u>5,979,323</u>
<b>SOLID WASTE ENTERPRISE FUND</b>					
Salary and Wages	32,812	45,752	37,471	34,070	31,371
Expenditure	978,370	1,004,126	986,515	1,050,752	1,088,214
<b>TOTAL SOLID WASTE</b>	<u>1,011,182</u>	<u>1,049,878</u>	<u>1,023,986</u>	<u>1,084,822</u>	<u>1,119,585</u>
<b>TOTAL BUDGET</b>	<u>\$ 41,865,807</u>	<u>\$ 43,363,223</u>	<u>\$ 45,330,161</u>	<u>\$ 46,140,137</u>	<u>\$ 47,670,399</u>
<b>DEBT RETIRED BY IIF</b>	<u>\$ 591,553</u>	<u>\$ 540,943</u>	<u>\$ 541,053</u>	<u>\$ 544,449</u>	<u>\$ 547,889</u>
<b>TOTAL</b>	<u>\$ 591,553</u>	<u>\$ 540,943</u>	<u>\$ 541,053</u>	<u>\$ 544,449</u>	<u>\$ 547,889</u>

### FY 2015 Operational Expenditures by Type



### FY 2015 Operational Expenditures by Department



**TOWN OF HOLDEN  
BUDGET ESTIMATES  
FY 2016**

	<b>FY 2016 BUDGET</b>	<b>EXPENDED AS OF 12/31/15</b>	<b>ESTIMATED EXPENDITURES FY 2016</b>
<b>GENERAL GOVERNMENT</b>			
Salary and Wages	\$ 1,504,265	\$ 691,479	\$ 1,452,909
Expenditure	3,853,961	2,475,784	3,740,376
Capital	25,000	755	25,000
Total	<u>5,383,226</u>	<u>3,168,018</u>	<u>5,218,285</u>
<b>DEBT</b>			
Municipal	1,472,279	558,386	1,472,279
School	2,850,938	2,348,844	3,058,494
Total	<u>4,323,217</u>	<u>2,907,230</u>	<u>4,530,773</u>
<b>PUBLIC SAFETY</b>			
Salary and Wages	4,112,332	1,842,016	4,124,727
Expenditure	764,070	258,471	781,720
Capital Outlay	466,000	102,463	466,000
Total	<u>5,342,402</u>	<u>2,202,950</u>	<u>5,372,447</u>
<b>PUBLIC WORKS</b>			
Salary and Wages	1,399,355	653,750	1,416,739
Expenditure	885,070	284,849	758,500
Capital Outlay	932,500	511,443	932,500
Snow Removal	500,000	92,908	500,000
Total	<u>3,716,925</u>	<u>1,542,950</u>	<u>3,607,739</u>
<b>HUMAN SERVICES</b>			
Salary and Wages	234,894	111,343	239,306
Expenditure	89,250	61,534	125,029
Capital Outlay	14,500	8,275	14,500
Total	<u>338,644</u>	<u>181,152</u>	<u>378,835</u>
<b>EDUCATION</b>			
WRSD	21,976,737	10,773,777	21,547,555
WRSD Trans	1,396,905	672,306	1,344,611
VOC	836,743	408,680	826,072
Total	<u>24,210,385</u>	<u>11,854,763</u>	<u>23,718,238</u>
<b>CULTURE</b>			
Salary and Wages	574,610	272,058	591,619
Expenditure	270,090	128,238	256,077
Capital Outlay	24,000	-	24,000
Total	<u>868,700</u>	<u>400,296</u>	<u>871,696</u>
<b>TOTAL GENERAL FUND</b>	<u>44,183,499</u>	<u>22,257,359</u>	<u>43,698,013</u>

	<b>FY 2016 BUDGET</b>	<b>EXPENDED AS OF 12/31/15</b>	<b>ESTIMATED EXPENDITURES FY 2016</b>
<b>WATER/SEWER ENTERPRISE FUND</b>			
Salary and Wages	598,470	265,014	601,141
Expenditure	6,141,762	2,925,466	5,776,946
Capital Outlay	367,500	33,690	367,500
<b>TOTAL WATER/SEWER</b>	<b>7,107,732</b>	<b>3,224,170</b>	<b>6,745,587</b>
<b>SOLID WASTE ENTERPRISE FUND</b>			
Salary and Wages	40,004	17,596	44,624
Expenditure	1,120,145	482,524	1,114,695
<b>TOTAL SOLID WASTE</b>	<b>1,160,149</b>	<b>500,120</b>	<b>1,159,319</b>
<b>TOTAL BUDGET</b>	<b>\$ 52,451,380</b>	<b>\$ 25,981,649</b>	<b>\$ 51,602,919</b>

## FINANCE 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 our 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 624 Municipal Lien Certificates in FY 2015. A Certificate for Dissolving Betterments is created to release a Betterment Lien from a town property. The remaining liens were placed on properties eligible for the Town of Holden Sewer project in conjunction with the Massachusetts 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 61 Certificates for Dissolving Betterments in FY 2015.

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 also creates and maintains the payroll records for all Town of Holden employees. The bi-weekly 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.

## FINANCE TREASURER/TAX COLLECTOR'S OFFICE

### **Massachusetts Treasurer/Collector Certification**

Assistant Treasurer/Collector Sandra Nason attended the annual school sponsored by the Massachusetts Collectors and Treasurers Association at the University of Massachusetts in Amherst. In August 2015, Sandra successfully passed the exam for certification as a Certified Massachusetts Municipal Assistant Collector. She will continue to take the required classes necessary to be certified as an Assistant Treasurer.

Treasurer/Collector Sharon Lowder must continue to attend classes sponsored by the Massachusetts Collectors and Treasurers Association in order to maintain certification as a Massachusetts Certified Treasurer/Collector.

### **Borrowing**

The Treasurer is also 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.

### **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. The third borrowing in the amount of a \$22,000,000 Bond Anticipation Note (BAN) was completed in June 2015 at a coupon rate of 2% for the continuing cash flow needs of the project. The Treasurer will borrow additional funds to finance the Mountview Middle School Project in June 2016.

### **Online Payments**

The Holden Municipal Light Department has been continuing to expand the utility online payments for Holden residents. The Department of Growth Management has instituted an online permitting system which includes a process for online payments for the permits. The DPW is also beginning the process of online permitting and payments. 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. Donations may be made to the Help at H.O.M.E. fund, which provides assistance to Holden residents in need. Online donations can also be made to the Memorial Day Parade, the Winter Festival, the Light-a-Light Bandstand Fund and the newly formed Holden 275<sup>th</sup> Fund for the upcoming 275<sup>th</sup> Anniversary celebration. With so many payment options available, the office is constantly developing more efficient methods of the reconciliation and reporting of these funds on a daily basis.

**FINANCE**  
**TOWN TREASURER – JULY 1, 2014 – JUNE 30, 2015**

Cash on Hand July 1, 2014

23,124,562.08

**RECEIPTS**  
GENERAL FUNDS

Accounting	Departmental Reimbursements	13,900.00
Assessors	Miscellaneous	336.00
Buildings & Grounds	Miscellaneous	16,408.00
	Departmental Reimbursements	25,000.00
	Rental – Town Buildings	16,780.00
Commonwealth of Mass	CDC Fines	5,842.50
	DCR Lieu of Taxes	919,615.57
	Mass Health Ambulance Receipts	11,644.71
	Registry Motor Vehicle Fees	67,830.00
	Reimb - RE Tax Exemptions	60,791.00
	Ambulance Grant	19,521.00
	Fire HAZMAT	9,843.09
	Misc. Reimbursements	8,100.00
	School Construction Reimburse	1,870,996.00
	State-Owned Land	90,888.00
	Unrestricted State Aid	1,701,265.00
	Urban Redevelopment	47,521.00
	Veterans Benefits	30,224.00
Data Processing	Departmental Reimbursements	72,400.00
Dept. of Public Works	Miscellaneous	17,794.41
	Departmental Reimbursements	17,000.00
Fire Dept.	Miscellaneous	31,023.52
	Ambulance Receipts	845,656.34
	Ambulance Medicare	154,579.56
	Fire Private Duty Surcharge	328.70
	Miscellaneous	54,826.64
Growth Management	Miscellaneous	19,811.65
Library	Bond Proceeds	455,000.00
Miscellaneous Receipts	Interest Earnings	61,641.63
	Light Dept. Lieu Taxes	137,304.00
	Proceeds of Investment	669,711.24
	Miscellaneous	3,928.37
	WRSD School Lease Fees	80,126.00
Police Department	Inter-Municipal Agreement	42,176.00
	Miscellaneous	12,122.19
	WRSD Liaison Officer	31,500.00
	Police Private Duty Surcharge	8,203.96
Sealer Weights & Measure	Miscellaneous	1,135.00
Selectmen	Miscellaneous	22,418.60
Senior Citizens	Senior Citizens Transportation	42,177.03
Town Clerk	Miscellaneous	67,444.05
Town Collector	Charges & Interest - Taxes	61,237.80
	Charges & Interest – MVE	66,441.64
	City of Worcester Lieu of Taxes	57,271.50
	Farm Animal Tax-2010	6.02
	Holden Housing Lieu Tax	2,617.44

	Motor Vehicle 1984-2012	6,872.39
	Motor Vehicle – 2013	10,279.70
	Motor Vehicle – 2014	385,368.62
	Motor Vehicle – 2015	2,138,895.03
	Personal Property – 2008-2013	950.70
	Personal Property – 2014	3,339.62
	Personal Property – 2015	459,029.70
	Pro Forma Tax 2014	1,565.66
	Rollback Tax	5,318.10
	Real Estate – 2014	233,889.34
	Real Estate – 2015	33,232,420.50
	Supplemental Real Est. – 2014	32,181.94
	Supplemental Real Est. – 2015	55,292.81
Town Manager	Miscellaneous	1,347.87
	Departmental Reimbursements	22,000.00
Treasurer	Miscellaneous	6,401.61
	Departmental Reimbursements	33,300.00
	Certificates of Municipal Liens	31,200.00
	Priv Duty Surcharge & Medicare	9,731.23
	Tax Title & Interest	<u>257,785.62</u>
	Total General Funds	<u>44,879,559.60</u>

HIGHWAY IMPROVEMENTS

Commonwealth of Mass	Chapter 90 Reimbursement	<u>521,365.76</u>
	Total Highway Improvements	<u>521,365.76</u>

CABLE TV FUND

Cable TV	CATV Annual Grant	273,029.93
	CATV Misc	<u>40,006.93</u>
	Total Cable TV Fund	<u>313,036.86</u>

RECREATION 53D

Recreation Department	Miscellaneous	294,974.92
	Interest Earned	<u>115.15</u>
	Total Recreation 53D	<u>295,090.07</u>

SEPTIC LOANS

Town Collector	Septic Loans & Committed Int.	<u>2,910.99</u>
	Total Septic Loans	<u>2,910.99</u>

REVOLVING FUNDS

Various Departments	Insurance Recovery	<u>27,026.40</u>
	Total Revolving Funds	<u>27,026.40</u>

INSPECTIONS REVOLVING

Growth Management	Miscellaneous	<u>196,257.00</u>
	Total Inspections Revolving	<u>196,257.00</u>

RECREATION FUND

Recreation	Miscellaneous	469,026.16
	Total Recreation Fund	<u>469,026.16</u>

SPECIAL REVENUE

Buildings & Grounds Commonwealth of Mass.	Cemetery – Res. for Approp.	4,269.23
	Arts Lottery Council	4,860.00
	DEP Grant	34,980.41
	Elder Affairs	28,615.69
	Extended Polling Hours	4,295.00
	Fire SAFE Grant	8,018.00
	MEMA Reimbursement	9,667.52
	Police 911 Grant	642,240.45
	Police Training Grant	1,052.46
	State Aid to Libraries	30,357.98
Conservation Commission	Miscellaneous	3,587.50
Dept. of Public Works	Fuel Reimbursement	8,956.34
Fire Department	Ambulance Fund	125.00
	Fire Dept Fund	2,755.00
Library	Special Gifts	9,047.60
Miscellaneous	Bond Premium	590,024.23
	Holden 250 <sup>th</sup>	2,994.50
	Holden 275 <sup>th</sup>	1,000.00
	Interest Earned	24.02
	Winter Festival	4,205.00
Payroll Deductions	Selectmen Fund	45.00
Senior Citizens	Council on Aging Fund	12,915.56
	Help at Home	13,175.65
Town Manager	Memorial Day Donations	3,350.00
	Total Special Revenue	<u>1,420,562.14</u>

MOUNTVIEW SCHOOL BLDG

Miscellaneous	Bond Anticipation Notes	22,000,000.00
	School Construction Reimb	6,285,451.00
	Misc Refund	<u>380.45</u>
	Total Mountview School Bldg	<u>28,285,831.45</u>

SEWER PROJECT

Town Collector	Connection Loan – 2014	258.00
	Connection Loan – 2015	43,703.74
	Connection Loan Pd in Advance	14,400.00
	Sewer Assessment – 2014	3,027.50
	Sewer Assessment – 2015	255,593.25

Sewer Assessment Pd in Adv	<u>88,472.64</u>
Total Sewer Project	<u>405,455.13</u>

WATER/SEWER FUNDS

Commonwealth of Mass	Bond Proceeds	44,230.00
	MCWT	383,766.80
	Proceeds of Investments	9,270.00
Dept. of Public Works	Miscellaneous	252,786.48
	Water Connection Deposits	90,000.00
	Worker's Comp Ins Reimb	8,460.40
Misc Receipts	Bond Proceeds	1,150,000.00
Town Collector	Rates	5,621,965.95
	Water Liens & Charges – 2014	371.97
	Water Lien & Charges – 2015	<u>5,090.76</u>
	Total Water/Sewer	<u>7,565,942.36</u>

LIGHT FUNDS

Light Department	Miscellaneous	277,029.56
	Worker's Comp Ins Reimb	3,658.85
Misc. Receipts	Interest Earned	34.63
	Interest on Investment	12,953.63
	Proceeds of Invest – Lt. Deprec.	867,400.00
Town Collector	Light Lien – 2014	22.83
	Light Lien – 2015	6,310.47
	Light Meter Deposits	71,695.00
	Misc. Receivables	51,090.73
	Rates	14,524,697.90
Treasurer	Tax Title-Light Lien	<u>635.28</u>
	Total Light Funds	<u>15,815,528.88</u>

SOLID WASTE FUND

Growth Management	Trash Bag Sales & Misc SW	20,233.75
Misc. Receipts	Interest Earned	1,626.98
Town Collector	Trash Fees	1,112,142.24
	Trash Lien – 2014	103.50
	Trash Lien – 2015	<u>894.57</u>
	Total Solid Waste	<u>1,135,001.04</u>

OPEB FUNDS

Misc Receipts	Investment Earnings	<u>45,837.59</u>
	Total OPEB Funds	<u>45,837.59</u>

GENERAL STABILIZATION FUND

Misc. Receipts	Investment Earnings	<u>27,808.82</u>
	Total General Stabilization	<u>27,808.82</u>

WATER/SEWER STABILIZATION FUND

Misc. Receipts	Investment Earnings	<u>2,261.23</u>
	Total Water/Sewer Stabilization	<u>2,261.23</u>

TRUST FUNDS

Buildings & Grounds	Cemetery Funds	9,020.77
Library	Expendable Trust	1,251.00
	Wachusett Fund	43,508.00
Misc. Receipts	Investment Earnings	<u>15,942.11</u>
	Total Trust Funds	<u>69,721.88</u>

DPW DEPRECIATION FUND

Misc. Receipts	Investment Earnings	<u>8,224.07</u>
	Total DPW Depreciation Fund	<u>8,224.07</u>

CONSERVATION FUND

Misc. Receipts	Investment Earnings	<u>218.37</u>
	Total Conservation Fund	<u>218.37</u>

FIRE STABILIZATION FUND

Misc. Receipts	Investment Earnings	<u>7,771.50</u>
	Total Fire Stabilization Fund	<u>7,771.50</u>

INFRASTRUCTURE INVESTMENT FUND

Misc. Receipts	Investment Earnings	<u>10,645.53</u>
	Total Infrastructure Invest Fund	<u>10,645.53</u>

AGENCY FUNDS

Department of Public Works	Security Deposits	14,908.83
	Bid/Security Deposits	3,501.00
Fire Department	Fire Private Duty	6,210.50
Miscellaneous	Retirees Life Ins Payments	2,580.14
	Retirees Health Ins Payments	169,054.05
	Retirees Ins Reimbursements	27,230.16
	Interest Earned	409.06
Payroll Deductions	Federal Tax	1,227,000.66
	State Tax	470,393.04
	Medicare	128,306.44
	OBRA Mandatory Retire	45,043.58
	Regional Retirement	823,937.99
	Health Insurance	294,477.85

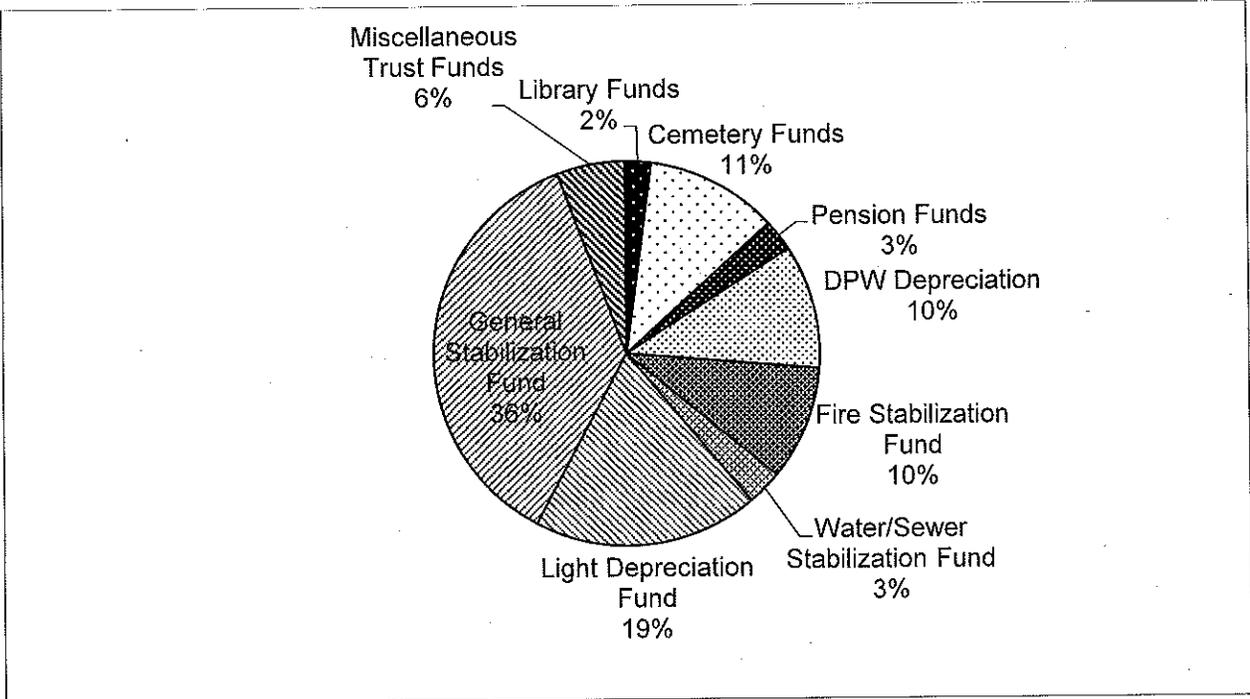
	Basic Life Insurance	4,517.22	
	Voluntary Life Ins	6,885.98	
	Whole Life Insurance	9,299.66	
	Disability Insurance	23,639.91	
	Flexible Spending Acct – Health	99,065.14	
	Flexible Spending Acct – DCAP	4,116.06	
	Union Dues	42,463.50	
	Tax-Deferred Compensation	228,092.04	
	Family Services	25,169.27	
Police Department	Police State Firearms	14,737.50	
	Police Private Duty	402,416.98	
Town Manager	Bid/Security Deposits	<u>1,308.75</u>	
	Total Agency Funds	<u>4,074,765.31</u>	
	TOTAL RECEIPTS ALL FUNDS		<u>105,579,848.14</u>
Total Available Cash			<u>128,704,410.22</u>
On Town Manager's Warrants			99,123,873.50
Cash on Hand June 30, 2015			<u>29,580,536.72</u>

<b>TAX TITLES</b>		
Outstanding July 1, 2014	753,962.07	
Added to Tax Title during FY2015	<u>120,355.15</u>	<u>874,317.22</u>
Payments to Treasurer	178,054.18	
Outstanding June 30, 2015	<u>696,263.04</u>	<u>874,317.22</u>

<b>TRUST FUNDS IN THE HANDS OF THE TREASURER</b>
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<b>FUND</b>	<b>Balance 7/1/14</b>	<b>Interest/ Deposits</b>	<b>Withdrawals</b>	<b>Balance 6/30/15</b>
<b>Cemetery Funds</b>				
Perpetual Care	577,110.42	16,577.59	5,842.38	587,845.63
Chapel Fund	11,159.52	145.31	0.00	11,304.83
Cook Fund	9,322.66	121.41	0.00	9,444.07
Special Care	18,956.90	246.24	280.36	18,922.78
Hamil Fund	14,788.77	192.56	0.00	14,981.33
Anderson Fund	13,419.05	174.73	0.00	13,593.78
<b>Miscellaneous Funds</b>				
Pension Funds	153,593.00	2,000.33	0.00	155,593.33
Lloyd Starbard	17,369.94	213.39	1,200.00	16,383.33
Welcome Aldrich	18,928.63	246.53	0.00	19,175.16
Worc Comm	5,237.89	68.23	0.00	5,306.12
Boulder Conservation Comm.	21,864.55	284.78	0.00	22,149.33
Hendricks House	8,620.96	112.30	0.00	8,733.26
Wachusett Fund	184,697.12	43,839.84	25,000.00	203,536.96
Newell Hospital Fund	21,582.39	281.07	0.00	21,863.46
B. Gilman Rec Trust	41,587.46	541.64	0.00	42,129.10
DPW Depreciation	506,426.65	156,524.37	48,300.00	614,651.02
Fire Stabilization Fund	410,873.09	199,011.80	41,200.00	568,684.89
Water/Sewer Stabiliz	105,379.36	69,261.23	0.00	174,640.59
Light Depreciation	1,207,647.49	777,258.63	867,400.00	1,117,506.12
General Stabilization	1,444,772.45	705,668.82	0.00	2,150,441.27
<b>Library Funds</b>				
E. Horsfall	8,722.19	113.62	0.00	8,835.81
C. E. Smith	11,963.96	155.80	0.00	12,119.76
William Sargent	3,214.96	41.89	0.00	3,256.85
S.T. & A. M. Hobbs	10,236.61	133.32	0.00	10,369.93
Holden High School	15,754.63	205.18	0.00	15,959.81
Ellen Bascom	3,073.30	40.03	0.00	3,113.33
Nathan Howe	19,266.31	250.94	0.00	19,517.25
E. Phelps Johnson	17,408.24	226.73	0.00	17,634.97
B. S. Newell	13,207.74	171.99	0.00	13,379.73
Frances Jennings	2,492.01	32.45	0.00	2,524.46
Elizabeth Newell Ref	4,743.83	1,326.18	0.00	6,070.01
C.& J. Kaplan Trust	15,061.29	196.17	0.00	15,257.46

### Trust Funds - 2015



# FINANCE TOWN TREASURER REPORT

## FUNDED DEBT

Project	Date of Issue	Interest Rate	Total Issued	Balance as of 6/30/15	Principal Due in FY16	Date of Maturity
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### GENERAL FUND DEBT - Conventional Loans

Elementary School Bldgs (Refunded)	12/18/14	1.030%	\$33,000,000	\$11,160,000	\$2,025,000	10/15/19
Elementary School Buildings (Refunded)	12/18/14	1.030%	\$920,000	\$319,000	\$60,000	10/15/19
Municipal Pool (Refunded)	10/15/02	1.030%	\$2,500,000	\$607,000	\$196,000	10/15/17
Public Safety Building #1	05/15/08	3.856%	\$8,000,000	\$5,915,000	\$350,000	05/15/28
Public Safety Building #2	04/15/10	3.719%	\$5,000,000	\$4,110,000	\$200,000	04/15/30
Public Safety Building #3	03/02/12	2.300%	\$200,000	\$79,250	\$40,250	03/02/17
Fire Truck	04/15/10	1.819%	\$200,000	\$0	\$0	04/15/15
Mountview Feasibility Study	03/02/12	2.300%	\$300,000	\$118,875	\$60,375	03/02/17
Capital Items 2012	03/02/12	2.300%	\$370,000	\$146,875	\$74,375	03/02/17
DPW Truck	01/15/13	2.000%	\$210,000	\$120,000	\$40,000	01/15/18
Ambulance	12/18/14	1.030%	\$250,000	\$250,000	\$50,000	10/15/19
DPW Equip Loader w/Plow	12/18/14	1.030%	\$205,000	\$205,000	\$45,000	10/15/19

### BOND ANTICIPATION NOTE - Mountview Middle School Project

MountView Middle School (BAN)	06/19/15	2.00%	\$22,000,000	\$22,000,000	\$22,000,000	06/17/16
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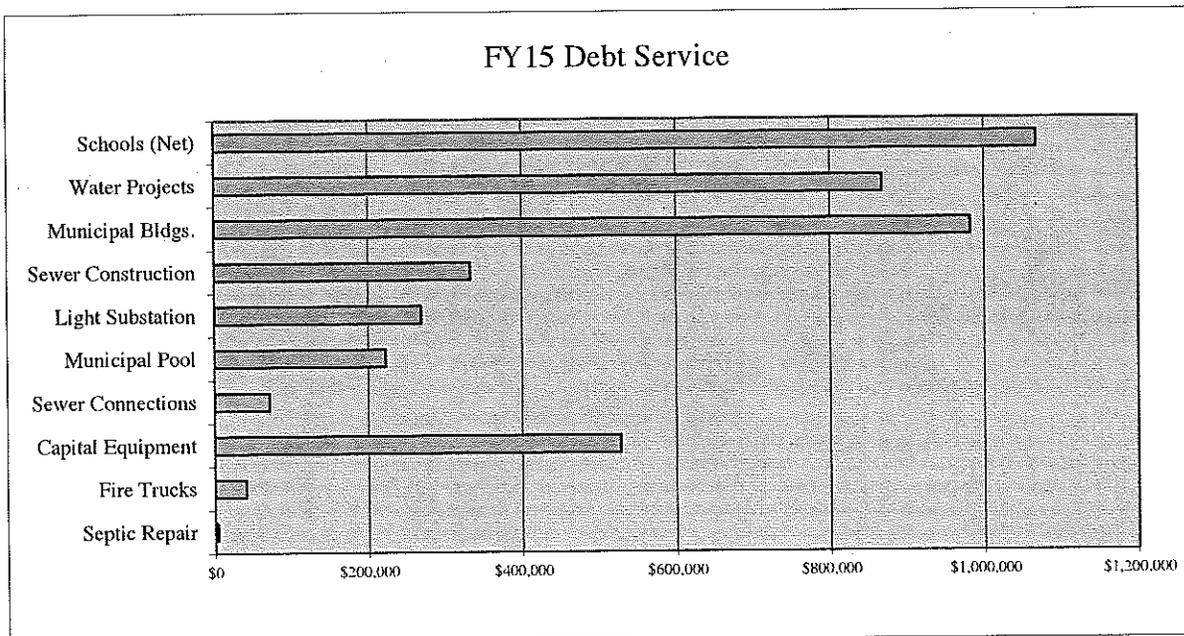
### GENERAL FUND DEBT - Massachusetts Clean Water Trust Loans (formerly MWPAT)

Septic Repair	11/13/98	-----	\$73,000	\$19,020	\$3,804	08/01/19
Sewer Connections I	07/24/03	-----	\$585,267	\$195,580	\$32,486	02/01/21
Sewer Connections II	10/26/06	-----	\$707,184	\$392,109	\$39,527	08/01/24

Project	Date of Issue	Interest Rate	Total Issued	Balance as of 6/30/15	Principal Due in FY16	Date of Maturity
<b>WATER/SEWER DEBT - Conventional Loans</b>						
Municipal Water System	11/01/97	4.979%	\$1,800,000	\$190,000	\$100,000	10/15/16
Municipal Water System (Refunded)	12/18/14	1.030%	\$3,600,000	\$1,369,000	\$179,000	10/15/22
Water Main	12/18/14	1.030%	\$600,000	\$600,000	\$60,000	10/15/24
Water Tank Painting	12/18/14	1.030%	\$550,000	\$550,000	\$55,000	10/15/24

<b>WATER/SEWER DEBT - Massachusetts Clean Water Trust Loans (formerly MWPAT)</b>						
Water System - DW-99-17	11/01/00	-----	\$1,981,866	\$725,027	\$113,440	07/15/20
Sewer Construction - CW-00-43	07/15/01	-----	\$3,020,015	\$1,155,000	\$180,000	01/15/21
Water System - DW-00-16	10/15/02	-----	\$831,535	\$372,786	\$42,469	07/15/22
Water System - DW-01-15	11/15/02	-----	\$773,153	\$365,000	\$40,000	07/15/22
Sewer Construction - CW-00-43A	11/15/02	-----	\$4,038,215	\$1,890,000	\$215,000	07/15/22
Water System - DW-01-15A	11/01/03	-----	\$3,444,613	\$1,309,921	\$124,406	07/15/23
Water System - DW-04-06	11/16/05	2.000%	\$923,349	\$555,378	\$45,593	07/15/23
Water System - DW -09-14*	03/01/10	2.000%	\$2,410,300	\$1,510,443	\$80,964	07/15/31

\* Principal has been reduced by \$846,378 by ARRA principal reduction and reallocation of funds by MCWT



**FINANCE**  
**TAX COLLECTOR REPORT JULY 1, 2014 – JUNE 30, 2015**

Motor Vehicle Excise - 2006

Outstanding July 1, 2014	<u>4,356.69</u>	<u>4,356.69</u>
Abated	4,356.69	
Outstanding June 30, 2015	<u>0.00</u>	<u>4,356.69</u>

Motor Vehicle Excise - 2007

Outstanding July 1, 2014	<u>5,431.67</u>	<u>5,431.67</u>
Payments to Treasurer	333.13	
Abated	5,098.54	
Outstanding June 30, 2015	<u>0.00</u>	<u>5,431.67</u>

Motor Vehicle Excise - 2008

Outstanding July 1, 2014	<u>7,458.98</u>	<u>7,458.98</u>
Payments to Treasurer	230.52	
Outstanding June 30, 2015	<u>7,228.46</u>	<u>7,458.98</u>

Motor Vehicle Excise - 2009

Outstanding July 1, 2014	<u>4,571.90</u>	<u>4,571.90</u>
Payments to Treasurer	293.55	
Outstanding June 30, 2015	<u>4,278.35</u>	<u>4,571.90</u>

Motor Vehicle Excise – 2010

Outstanding July 1, 2014	<u>5,806.91</u>	<u>5,806.91</u>
Payments to Treasurer	646.88	
Outstanding June 30, 2015	<u>5,160.03</u>	<u>5,806.91</u>

Motor Vehicle Excise – 2011

Outstanding July 1, 2014	6,944.91	
Refunded	<u>.08</u>	<u>6,944.99</u>
Payments to Treasurer	1,711.03	
Outstanding June 30, 2015	<u>5,233.96</u>	<u>6,944.99</u>

Motor Vehicle Excise - 2012

Outstanding July 1, 2014	9,970.54	
Refunded	<u>55.83</u>	<u>10,026.37</u>
Payments to Treasurer	3,312.90	
Abated	55.83	
Outstanding June 30, 2015	<u>6,657.64</u>	<u>10,026.37</u>

Motor Vehicle Excise - 2013

Outstanding July 1, 2014	22,118.22	
Committed per Warrant	192.92	
Refunded	<u>1,361.71</u>	<u>23,672.85</u>
Payments to Treasurer	10,279.70	
Abated	1,657.38	
Outstanding June 30, 2015	<u>11,735.77</u>	<u>23,672.85</u>

Motor Vehicle Excise - 2014

Outstanding July 1, 2014	158,507.67	
Committed per Warrant	257,154.68	
Refunded	<u>24,047.92</u>	<u>439,710.27</u>
Payments to Treasurer	385,368.62	
Abated	29,547.67	
Outstanding June 30, 2015	<u>24,793.98</u>	<u>439,710.27</u>

Motor Vehicle Excise - 2015

Committed per Warrant	2,357,148.46	
Refunded	<u>19,646.83</u>	<u>2,376,795.29</u>
Payments to Treasurer	2,138,895.03	
Abated	88,419.24	
Outstanding June 30, 2015	<u>149,481.02</u>	<u>2,376,795.29</u>

Personal Property Tax - 2004-2012

Outstanding July 1, 2014	<u>10,247.31</u>	<u>10,247.31</u>
Payments to Treasurer	59.62	
Outstanding June 30, 2015	<u>10,187.69</u>	<u>10,247.31</u>

Personal Property Tax - 2013

Outstanding July 1, 2014	<u>3,321.06</u>	<u>3,321.06</u>
Payments to Treasurer	891.08	
Outstanding June 30, 2015	<u>2,429.98</u>	<u>3,321.06</u>

Personal Property Tax - 2014

Outstanding July 1, 2014	7,538.29	
Refunded	<u>384.52</u>	<u>7,922.81</u>
Payments to Treasurer	3,339.62	
Outstanding June 30, 2015	<u>4,583.19</u>	<u>7,922.81</u>

Personal Property Tax - 2015

Committed per Warrant	472,468.22	
Refunded	<u>1,199.83</u>	<u>473,668.05</u>
Payments to Treasurer	459,029.70	
Abated	0.00	
Outstanding June 30, 2015	<u>14,638.35</u>	<u>473,668.05</u>

Farm Animal – 2008-2011

Outstanding July 1, 2014	1,101.08	1,101.08
Payments to Treasurer	6.02	
Outstanding June 30, 2015	<u>1,095.06</u>	<u>1,101.08</u>

Real Estate Tax - 2014

Outstanding July 1, 2014	254,825.23	
Refunded	<u>3,104.49</u>	
Payments to Treasurer	233,889.34	<u>257,929.72</u>
Abated	3,104.47	
Transferred to Tax Title	<u>20,935.91</u>	<u>257,929.72</u>

Real Estate Tax - 2015

Committed per Warrant	33,649,638.57	
Refunded	<u>40,893.86</u>	
Payments to Treasurer	33,232,420.50	<u>33,690,532.43</u>
Abated	102,549.69	
Transferred to Tax Title	85,220.32	
Outstanding June 30, 2015	<u>270,341.92</u>	<u>33,690,532.43</u>

Sewer Assessment 2014

Outstanding July 1, 2014	3,523.55	3,523.55
Payments to Treasurer	3,027.50	
Transferred to Tax Title	<u>496.05</u>	<u>3,523.55</u>

Sewer Assessment - 2015

Committed per Warrant	259,740.27	259,740.27
Payments to Treasurer	255,593.25	
Transferred to Tax Title	1,042.00	
Outstanding June 30, 2015	<u>3,105.02</u>	<u>259,740.27</u>

Connection Loans – 2014

Outstanding July 1, 2014	298.00	298.00
Payments to Treasurer	258.00	
Transferred to Tax Title	<u>40.00</u>	<u>298.00</u>

Connection Loans - 2015

Committed per Warrant	43,971.54	43,971.54
Payments to Treasurer	43,703.74	
Outstanding June 30, 2015	<u>267.80</u>	<u>43,971.54</u>

Septic Liens & Interest – 2014

Outstanding July 1, 2014	585.64	585.64
Payments to Treasurer	<u>585.64</u>	<u>585.64</u>

Septic Liens & Interest - 2015

Committed per Warrant	<u>2,325.35</u>	<u>2,325.35</u>
Payments to Treasurer	2,325.35	
Outstanding June 30, 2015	<u>0.00</u>	<u>2,325.35</u>

Light Liens – 2014

Outstanding July 1, 2014	<u>658.11</u>	<u>658.11</u>
Payments to Treasurer	22.83	
Transferred to Tax Title	<u>635.28</u>	<u>658.11</u>

Light Liens – 2015

Committed per Warrant	<u>6,325.47</u>	<u>6,325.47</u>
Payments to Treasurer	6,310.47	
Transferred to Tax Title	15.00	
Outstanding June 30, 2015	<u>0.00</u>	<u>6,325.47</u>

Water Liens & Water Lien Charges – 2014

Outstanding July 1, 2014	<u>925.09</u>	<u>925.09</u>
Payments to Treasurer	371.97	
Transferred to Tax Title	<u>553.12</u>	<u>925.09</u>

Water Liens & Charges - 2015

Committed per Warrant	<u>5,545.84</u>	<u>5,545.84</u>
Payments to Treasurer	5,090.76	
Transferred to Tax Title	362.07	
Outstanding June 30, 2015	<u>93.01</u>	<u>5,545.84</u>

Trash Liens – 2014

Outstanding July 1, 2014	<u>103.50</u>	<u>103.50</u>
Payments to Treasurer	<u>103.50</u>	<u>103.50</u>

Trash Liens - 2015

Committed per Warrant	<u>894.57</u>	<u>894.57</u>
Payments to Treasurer	894.57	
Outstanding June 30, 2015	<u>0.00</u>	<u>894.57</u>

Supplemental Real Estate Taxes – 2014

Outstanding July 1, 2014	747.30	
Committed per Warrant	29,667.92	
Refunded	<u>1,766.72</u>	<u>32,181.94</u>
Payments to Treasurer	<u>32,181.94</u>	<u>32,181.94</u>

Supplemental Real Estate Taxes - 2015

Committed per Warrant	<u>57,371.63</u>	<u>57,371.63</u>
Payments to Treasurer	53,043.53	
Outstanding June 30, 2015	<u>4,328.10</u>	<u>57,371.63</u>

Lieu of Taxes – 2015

Committed per Warrant  
Payments to Treasurer

75,331.18  
75,331.18

## **ASSESSORS' OFFICE**

Rosemary Scully, MAA - Principal Assessor  
James R. Dillon MAA - Assessor  
Robert W. Fitzgerald, MAA, RMA - Assessor  
Janice R. Cross - Clerk Supervisor  
Suzanne Lucia - Senior Clerk  
Pauline Dillon - Data Collector  
Al Jones - Data Collector  
Lori Anne Wall - Mapper

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 200 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 of Holden 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 Fiscal Year 2016 on November 4, 2015. The Fiscal Year 2016 tax rate for all classes of property is \$17.25 per thousand dollars of valuation.

## ASSESSORS' OFFICE

### HOLDEN GIS ONLINE

The Town has a Geographic Information System 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 eager 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 the Assessors' Office at (508) 210-5515 for further assistance.

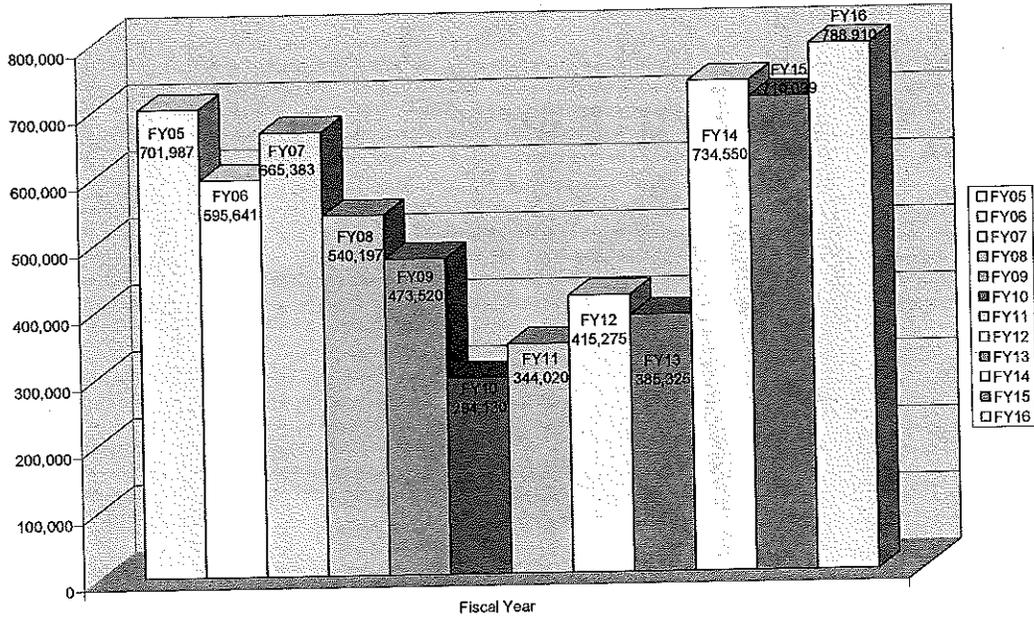


**New Houses Built in 2015**

New construction, additions and alterations between July 1, 2014 and June 30, 2015 increased the total value of the Town by \$43 million dollars.

# ASSESSORS' OFFICE

NEW GROWTH CHART 2016



## ASSESSMENT DATA VALUATION AND TAX LEVY

FISCAL YEAR	ASSESSED VALUATION	TAX LEVY	TAX RATE*
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

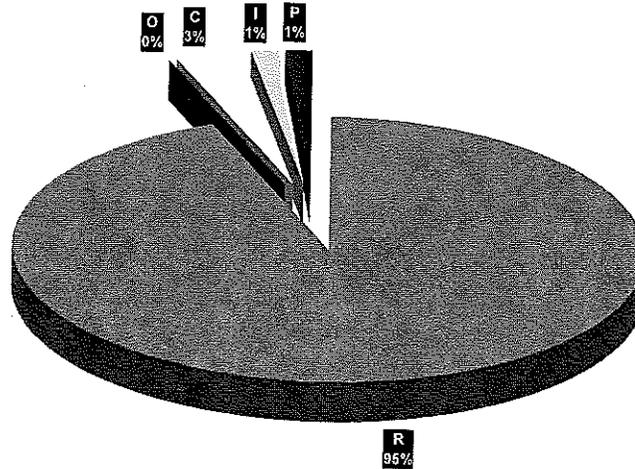
\*Tax Rate expressed in per thousand dollars of assessed valuation

## FISCAL YEAR 2016 PERCENT OF TAX LEVY BY CLASS

CLASS	TYPE	FY2016	FY2015	FY2014	FY2013
I	RESIDENTIAL	93.79	93.55	93.58	93.74
II	OPEN SPACE	0.00	0.00	0.00	0.00
III	COMMERCIAL	3.38	3.60	3.63	3.40
IV	INDUSTRIAL	1.38	1.47	1.52	1.34
V	PERSONAL PROPERTY	1.45	1.38	1.27	1.52

# ASSESSORS' OFFICE

TAX LEVY SHARE FY 2016



## FISCAL YEAR 2016 PROPERTY USE ASSESSMENTS

CLASS CODE	CLASS TYPE	PARCEL COUNT	TOTAL ASSD. VALUE	% OF TOTAL REAL ESTATE
101	Single Family	5846	1,627,093,700	83.32
102	Condominiums	739	120,998,200	6.12
104	Two Family	80	19,340,500	0.97
105	Three Family	19	4,804,500	0.24
103,109	Misc, multi dwell	22	6,852,300	0.35
111-125	4 or More Units	21	29,458,800	1.49
012-043	Mixed Use	33	12,175,100	0.62
130-132	Vacant Land	978	38,026,500	1.92
300-393	Commercial	139	61,162,700	3.09
400-452	Industrial	31	26,994,200	1.37
CH 61	Forest Land	20	32,700	0.002
CH61A	Agricultural Land	46	345,300	0.02
CH61B	Recreational Land	13	550,700	0.03
500	Personal Property	385	28,605,000	1.45
<b>TOTALS</b>		<b>8,372</b>	<b>\$1,976,440,200</b>	<b>100.00</b>

## ASSESSORS' OFFICE

<b>PROPOSITION 2 ½</b> <b>"LEVY LIMIT" EXPLAINED</b>
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"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 FY2016 the levy is not being raised by 2.5%. This results in an excess levy capacity of \$2,233,936.55.

<i>The levy limit rises each year automatically by 2.5 of the prior year's limit</i>	<b>Increase in Levy</b>
	FY12      664,927
	FY13      622,739
	FY14      646,977
	FY15      501,452
	FY16            0

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.

<i>In addition, the tax levy attributable to "new growth" is added to the levy limit</i>	<b>New Growth</b>
	FY12      415,275
	FY13      385,325
	FY14      734,550
	FY15      710,099
	FY16      788,910

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.

<b>EXEMPTIONS</b>			
<b>Clause</b>	<b>Persons who are eligible</b>	<b>Qualifications</b>	<b>Amount</b>
17D	Surviving Spouse 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 combat zone	Full
22E	Disabled Veterans	100% disability and incapable of working. Must file certification indicating inability to work.	1000.00
PARAPLEGIC	Disabled Veterans spouses 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 Massachusetts for 10 years and owned real estate in Massachusetts 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 combine 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 excluded.	1,000.00

### **DEFERRALS**

**Statutory Reference**  
Ch. 59, Sec. 5, Cl. 41A

**Qualifications**

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  
Recovery Agreement

Agreement allowing persons eligible under Clause 41A to enter into deferral and recovery agreement, thereby deferring payment. Application should be filed within six months after notice of assessment. This is recorded as a lien on the property and no transfer of 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

## Chief's Report

John Chandler, III – Fire Chief

It was a very difficult year for the Holden Fire Department as it experienced three untimely deaths. Richard Dewitt had been a member of the Holden Fire Department since June of 1972 when he was appointed a regular member by then Chief Gordon Creamer. Rich was a lieutenant from October 1978 to February 1986 when he moved back to a firefighter position due to his Department of Public Works responsibilities.

Captain James Oberg, brother of retired Chief Edward Oberg, also passed away. Jim was an active member of the Department for 47 years. He joined the Holden Fire Department in 1968 and had been a captain for the last 30 years.

Firefighter Steven DeWitt, son of firefighter Rich DeWitt, passed away in July 2015. Steven was an active member for 21 years. He joined the Holden Fire Department in 1994 and was a key member of the Chaffins Station as well as the main driver for Engine 3. The loss of these three very active members took an emotional toll as well as practical toll on the whole department. They all will be sorely missed.

In 2015, we also saw the retirement of Deputy Chief Jack Cross, Jr. Jack joined the Fire Department in January 1970 and rose through the ranks to the position of Deputy Chief. As deputy, Jack was the Operations Chief and in charge of most fire incidents. As a full-time employee with the Department of Public Works, Jack was always available for town issues, and his contribution to the Town will be greatly missed.

## Calls for Service



Throughout the year, the Department responded to more than 2,000 calls, an increase of about 4 percent. Remember, in the event of an equipment malfunction or fire, working smoke detectors save lives! Residents are reminded to please be sure that their homes are adequately equipped with smoke detectors! All residents are now required to have working carbon monoxide detectors on every floor, as well as smoke detectors. Please make sure your house is equipped with working carbon monoxide detectors! For general fire

prevention questions or placement of detectors, please contact the Fire Prevention Division.

## PUBLIC SAFETY FIRE DEPARTMENT

### Holden Fire Department Personnel

The Holden Fire Department command staff consists of one chief, two deputy chiefs, and nine lieutenants. At the end of 2015, the Department roster consisted of 15 full-time firefighters, 18 on-call firefighters, 4 firefighter recruits, and five auxiliary members, two administrative assistants, one chaplain, one public information officer/photographer, and one special projects coordinator.

MEMBER	RANK	YEARS OF SERVICE
John Chandler III	Fire Chief/EMT	9
Peter Bergstrom	Deputy Chief/EMT	37
Russell Hall	Deputy Chief/P	6
David Chapin	Lieutenant/EMT	14
Scott Charbonneau	Lieutenant/EMT	38
Eric Fasshauer	Lieutenant	15
Andrew Miller	Lieutenant /EMT	15
Joshua Poznanski	Lieutenant/EMT-P	9
Michael Rosen	Lieutenant/EMT-I	37
Sean Smith	Lieutenant/EMT	9
Barry Tupper	Lieutenant//EMT	23
John Whipple	Lieutenant	23
Jerome Ball	Auxiliary	
Amanda Beahn	Firefighter	3
Matthew Benoit	Firefighter/EMT	22
Charles Borowy	Firefighter/EMT-P	9
Engels Delacruz	Auxiliary	
Dennis Carlson	Firefighter	3
Brendon Connor	Firefighter	5
Robert Connor	Firefighter/EMT-P	2
Derryl Dion	Firefighter/EMT	16

David Eddy	Firefighter	23
Patrick Gagne	Auxiliary	
Luis Garcia	Auxiliary	
Nicholas Gezotis	Firefighter/EMT	
Kevin Harmon	Firefighter	4
Daniel Hazen	Firefighter	7
Michael Himmer	Firefighter	16
Derek Hirons	Firefighter/EMT-P	6
Max Jette	Firefighter	
Richard Johnson	Firefighter/EMT-P	1
Nicholas Kakelec, Jr.	Firefighter/EMT	13
Peter Lacy	Firefighter/EMT	12
Jeremy LaFlamme	Firefighter/EMT	6
Tyke Lothrop	Firefighter/EMT-P	5
David Maloof	Auxiliary	
Christopher Montiverdi	Firefighter/EMT-P Emergency Management Coordinator	1
Ryan Mouradian	Firefighter	9
Ethan Naiman	Firefighter/EMT-P	1
Ryan Murphy	Recruit	1
Robert Nickerson	Firefighter/EMT-P	6
Adam Parslow	Firefighter	3
Bryan Patch	Firefighter/EMT-P	5
Ryan Pescaro	Firefighter/EMT	
Paul Pierce	Firefighter/EMT-P	4
Mark Ponte	Firefighter	6
Andrew Rodriguez	Recruit	
Brian Rushlow	Firefighter/EMT	7
David Russo	Firefighter/EMT-P EMS Coordinator	4

Connor Shamlian	Recruit	
Leah Francese-Wood	Fulltime Senior Clerk	8
Heidi LaFleur-McAlice	Part time Senior Clerk	8
Rev. John Barber	Chaplain	1
Ira Hoffman	Special Projects Coordinator	4
James Schakenbach	Public Information Officer/Photographer	1

The on-call firefighter membership had much turnover this year as a number of members moved out of the area or could not meet the demanding time it takes to be trained as call firefighters with family life and their jobs. In 2015, the Fire Department conducted its own in-house Firefighter I/II class and has already brought on three new members who completed the class and passed the three state certification tests. The Department has three more recruits who are still in the testing process.

#### **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. In 2015, the Massachusetts rolled out a new fire code known as NFPA 1. This new code works to streamline local fire codes to align with the state's building codes more closely and other states in the country. Although this is a national code, Massachusetts still maintains many of the state specific codes as amendments to NFPA 1 and Massachusetts General Law Chapter 148, which are the Fire Prevention laws that are still in place.

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. 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, etc. Along with issuing permits and conducting 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. In this past year, the Fire Prevention Division continued working on the construction of the new Mountview Middle School. Along with the school, the Fire Department had smaller projects come into town which required inspection and review such as the remodel and opening of the new Urgent Care of Holden on Shrewsbury Street.

## PUBLIC SAFETY FIRE DEPARTMENT

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 Wachusett Regional School District schools in town. In 2015, the Department made great strides in enhancing its 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.

	2014	2015
<b>STRUCTURE FIRES BY FIXED PROPERTY USE</b>		
Private dwellings (residential fires)	18	15
Apartments (residential fires)	4	1
All other residential	0	0
Public Assembly	0	1
Schools	1	1
Health Care	0	0
Stores and Offices	1	0
Industry, Utility, Laboratories	0	0
Storage in Structures	1	0
Other Structures	1	0
<b>Total Structure Fires:</b>	<b>26</b>	<b>18</b>
<b>OTHER FIRES</b>		
Fires in Highway Vehicles	1	1
Fires in Other Vehicles	2	1
Fires in Outside Structures	3	13
Fires in Rubbish	4	2
All Other Fires	13	1
<b>Total Other Fires:</b>	<b>23</b>	<b>18</b>
<b>EMERGENCIES</b>		
Rescue, Emergency Medical Service	1308	1470
False Alarm Responses	208	215
Mutual Aid Fire and EMS	45	49
Hazmat Responses	30	23
Hazardous Conditions	18	14
All Other Responses	238	194
<b>Total Emergencies:</b>	<b>1847</b>	<b>1965</b>
<b>TOTAL ALL DEPARTMENT INCIDENTS:</b>	<b>1,896</b>	<b>2,001</b>

The Fire Department provides many different types of permits and inspectional services to the community on a daily basis. The permits and inspections below reflect the activity over the course of 2015.

## PUBLIC SAFETY FIRE DEPARTMENT

<b>DEPARTMENT PERMITS ISSUED</b>	<b>2014</b>	<b>2015</b>
Oil Burner Permits	76	81
Brush Burn	306	259
Smoke Detectors	314	398
Fire Alarm Permits	84	83
Liquid Propane Gas Storage	95	79
Blasting	1	1
Other (aboveground tank installation /removals, tank truck inspections, agricultural permits, sprinkler permits, blasting, welding)	132	112
<b>Total Permits:</b>	<b>1,008</b>	<b>1,013</b>

<b>DEPARTMENT INSPECTIONAL ACTIVITY</b>	<b>2014</b>	<b>2015</b>
Fire Drills	40	36
Health care facilities (quarterly)	6	4
Commercial/School/ Places of Assembly Inspections	51	50
Plan Review	91	90
New Fire Alarm Inspections	90	84
MGL 26F Smoke Detector Inspections	375	468
Oil Burner/Oil Tank Inspections	143	168
LPG Tank Inspections	106	92
Blasting	0	4
Courtesy Inspections	5	15
Transfer Tank Inspections	12	4
<b>Total Annual Inspections:</b>	<b>919</b>	<b>1,015</b>

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 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 Holden Fire Explorers Post 2012 continues to be an important part in 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. Currently, the Post has 24 active members and four adults registered with the Mohegan Council and the Boy Scouts of America.

For the past three years, the Holden Fire Explorers Post 2012 has been under the direction of firefighter and senior advisor David Eddy. He has been an advisor to the Holden Fire Explorers Post for 12 years and has 39 years of experience as a firefighter. Advisors who preside under him are Tim Kelly, Jeremy LaFlamme, and Claudia Eddy who bring a combined experience of 37 years to the program. The liaison for the past 15 years to the Post and Mohegan Council is Howie Gellis. Fire Chief John Chandler serves as the Executive Officer for the program. The Holden Fire Explorer Post 2012 meets once

## PUBLIC SAFETY FIRE DEPARTMENT

a week and learn all aspects of fire, rescue, EMS, wilderness survival, and search and rescue. The main mission of Post 2012 is to support the Holden Fire Department.

The Explorers participated in some exciting events this year. The Post attended the Klondike at Treasure Valley in Rutland and for this even the Explorers were in charge of the Wilderness First Aid Station. Their task was to score incoming Boy Scout troops on their knowledge of first aid and teamwork. This was solely the Explorers responsibility and they had to work as a unit. The Advisors were present if assistance was needed.

Under the direction of the chiefs, the Explorers assist the Fire Department to check apparatus, equipment, packing hose, and other tasks assigned by officers, as needed. This year the Fire Department had five Explorers join departments as paid on-call firefighters in the towns of Holden, Princeton and Winchendon. Special thanks to retired Deputy Chief Jack Cross for his years of dedication to the Explorers Program, as well as Lt. Scott Charbonneau for his yearly training on the SCBA's. The Department appreciates the years of knowledge that they share with the Explorer Post 2012 members. The Explorer Program is open to any youth between the ages of 14 and 21. If interested in joining, please contact Firefighter David Eddy or Chief John Chandler.

### **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 - 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 FY15 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 3, as well as preschools/daycare centers.

In the upcoming year, the S.A.F.E. Coordinator is planning to collaborate with Wachusett Regional High School to teach students cold water/ice rescue demonstrations and techniques for self-rescue.

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. Topics included were "*Give Space Heaters Space, Do Not Overload Plug Strips, and Home Oxygen Use.*" Presentations focused on all aspects of home fire safety. Home hazard discussions provided solutions to prevent hallway clutter, bathroom slip and fall prevention, as well as throw rug trip hazards in the home. These topics are very important to this age group as they have limited mobility.

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

## PUBLIC SAFETY FIRE DEPARTMENT

for residents, holds an annual Public Safety Day Open House, participates in the town-wide Big Truck Day, and provides fire education during the town's Holden Days event.

### **Emergency Medical Services**

The Holden Fire Department EMS service continued to provide high level emergency care to residents in 2015. The Department answered nearly 1,535 requests for service



with 78 percent of the patients transported requiring Advanced Life Support care from the Department's paramedics. The Fire Department service saw an 8 percent increase in patients requiring Advanced Life Support care from last year. The service continues to attract experienced providers who provide quality medical care to our patients.

In trying to keep Holden's service ahead of the curve and on the cutting edge of the technology in the EMS field, the Fire Department has added some new equipment. The Department took delivery of a third Lucas 2 from Physio Control. This equipment is attached to a patient in cardiac arrest and it performs CPR mechanically. The benefit of this device is that it provides the proper compression ratios and depth that only a mechanical device can. It also frees one additional provider to do other treatments for the patient. This device has been utilized on many patients and has had positive results in return of spontaneous circulation which leads to a more positive outcome. With the third Lucas 2 in service, the technology will be available in the Department's primary and secondary ambulances, as well in the officer vehicle. This will allow the Department to provide the very best mechanical CPR, should the need arise when its members are handling multiple calls.

As 2015 comes to a close, the Fire Department can look back and see the success of its EMS service continuing and moving forward. The Department continues to research the life saving techniques it can bring to the Town and its residents whether through education or testing new equipment. In the Holden Fire Department EMS service, it is the dedication of the experienced and caring providers that ensures each call for aid is met with the highest level of service and care.

### **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 John Chandler is currently the chairman.

The Community Emergency Response Team (CERT) is comprised of volunteers who help during emergencies. The CERT Team, which falls under Emergency Management, is

## PUBLIC SAFETY FIRE DEPARTMENT

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.

Additionally, during this past fiscal year, the Fire Department hired an Emergency Management Coordinator. The Emergency Management Coordinator is a firefighter/paramedic that focuses their efforts to ensure all town preparedness planning is current and the Town is prepared for any type of event. The Emergency Management Coordinator works closely with other town departments as well as neighboring communities on all planning initiatives.

The primary focus of emergency management this year consisted of: 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 towns 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.

### **South Wachusett Regional Emergency Planning Committee**

The South Wachusett Regional Emergency Planning Committee (SWREPC) is a regional planning committee made up of the towns of Boylston, Holden, Sterling, and West Boylston that has been established through the Federal Emergency Planning and Right-to-Know Act (EPCRA) of 1986. Members represent all four towns and all key departments in those towns including: Administration, Department of Public Works, Board of Health, Light, Police and Fire, as well as local industry and organizations such as the American Red Cross and University of Massachusetts Medical School. The Committee looks at various types of disasters and hazardous material problems that could impact the towns, develops plans to address those incidents, and tests those plans to ensure first responders are proficient with the plans to address these incidents. The Committee meets quarterly and works closely with the Massachusetts Emergency Management Agency (MEMA). Annually the committee conducts a major hazardous materials spill simulation to test our readiness and skills at responding as a unified team to a major disaster.

This year's drill took place in October and involved a train derailment leading to a chemical spill into the Wachusett Reservoir. The drill involved several members of the Holden Fire Department as well as public safety representatives from each of the SWREPC towns and representatives from the Massachusetts Water Resources Authority, Massachusetts Department of Conservation and Recreation, Massachusetts Department of Environmental Protection, Massachusetts State Police and Pan Am Railways. Additionally, the SWREPC is in the process of obtaining its 5-year recertification through the State Emergency Response Commission.

## PUBLIC SAFETY FIRE DEPARTMENT

### **Community Emergency Response Team (CERT)**

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 31 members on the team. To date, 21 members are fully trained and credentialed, two members are HAM radio licensed (Ray Sherbourne – KC1CAW, Rebecca Evanoff – KC1CAV). There are two advisors- Lynne Walker and Dr. Danielle Friend from the Holden Veterinary Clinic, as well as four Medical Reserve Corps members-Nancy Owens, Betty Fogg, Rebecca Evanoff, and Drew Knapic.

In 2015, CERT had four members join and complete their training- Kimberley Greene, Richard Clark, Renee Marion, and Alicynn Wilson. Currently Holden CERT is recruiting for 2016.

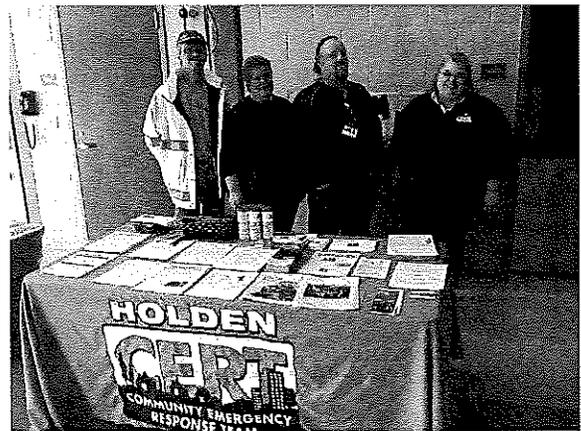
CERT members participated in a fire department small-vehicle and UTV driving training so that members can move vehicles, haul light and sign boards and further assist fire personnel at incidents by freeing up resources.

For 2015, CERT responded to numerous missions. These were both emergency/non-emergency incidents, and public information events in town, as well as assisting other towns when requested.

## PUBLIC SAFETY FIRE DEPARTMENT

Mission (2015)	Location
Fire Association Road Race - safety	Holden
Missing person – standby at station	Holden
Live Burn drill - rehab	Holden
Funeral Support – 4 instances	Holden
TEEN CERT booth – Masonic Lodge/Shriners	Wilmington
Winter Carnival – Lights, planning, site monitoring	Holden
Fire support – (Wachusett St)	Holden
Holden Days –Public information	Holden
SWREPC drill – Side B/ logistics	SWREPC / DCR building
Region 3/4 CERT meetings	Various locations
Liaison with CMDART	Rebecca attends as an advisory board member
MA DOT drill – Richard Clark Attending	Foxboro
Sterling Fair – Public safety/traffic assistance	Sterling
Public Safety Days – preparedness scavenger hunt	Holden
CPR/AED recertification	Holden
GRANT – awarded \$2,500.00 Holden CERT (antenna)	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. CERT members have attended the Police Department Civilian Police Academy in the past. CERT has also extended an invitation to HPD to join them in trainings so that there is a better understanding of CERT functions and capabilities as well as an increased confidence level in the team.



(left photo) CERT provided rehab services for firefighters at a live burn exercise. (right photo) CERT members Richard Clark, Jennifer Brenner, Paul Hanson and Rebecca Evanoff staff an informational table at the Fire Department Open House.

# PUBLIC SAFETY POLICE DEPARTMENT

## **Chief's Report**

Police Chief David A. Armstrong

Similar to other law enforcement agencies in the area, the Holden Police Department felt the effects of the current opiate epidemic. Holden police saw an increase in house breaks and larcenies that are directly related to this drug abuse. The Holden Police Department's patrol and investigative units did a fantastic job in clearing these cases and stemming the tide of these activities.

The strength of the Holden Police Department continues to be its commitment to Community Policing - the attention given to school programs and safety is always a priority for staff and officers. The School Resource Officer program at Wachusett Regional High School is still a model for agencies across the county.

The Holden Police Department continues to expand its Wachusett Regional Dispatch Center with the Town of West Boylston, which is projected to be operational in 2017. This project, similar to when the Town of Princeton regionalized its dispatch services with Holden, has been a lot of work and energy on behalf of the staff and dispatchers. Staff and dispatchers have done an excellent job taking the dispatch center into the future.

The Town of Holden's growth has affected traffic in Holden. The Holden Police Department's Traffic Unit has targeted high priority areas, schools, high speed and high volume problem areas.

The Department hopes to add personnel to areas that need extra attention in the upcoming years.

The Holden Police Department continues to be built on professionalism and integrity. We thank the leadership of the Town Manager's staff, elected officials and boards. We look forward to the challenges of the coming year.



## 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 also 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, 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.

In 2015, the Detective Bureau continued to see a concerning correlation between Opioid addiction and crime. The Bureau continues to utilize new technology and expanding resources to address this issue. This year the Bureau reenlisted with the Worcester County Regional Drug Task Force, a fourteen-member community law enforcement collaborative that serves 185,754 residents in central Massachusetts. The task force can be utilized to assist in any drug-related investigation and it maintains a special focus on Opioid distribution disruption.

In 2016, the Bureau will continue to work on strengthening its 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.

# PUBLIC SAFETY POLICE DEPARTMENT

## **Animal Control**

Michael Sendrowski, ACO/SPO (full-time)

Thomas Walsh, ACO (part-time)

2015 was a very busy year for the Animal Control Office. The office received 554 service calls, up from 431 calls in 2014. This is an increase of 29 percent. Calls had been trending upward from 2010 through 2012 before falling during 2013 and again in 2014. But with the Town in a steady population growth mode, this large increase for 2015 would seem to make sense. The Animal Control Office experienced very large increases in the number of calls in all of the major areas they service:



## **Lost & Found**

The most numerous calls the office received involved domestic dogs and cats that are either lost or found. 120 calls came in 2015 as compared to the 97 calls the office received in 2014, an increase of 24 percent. The Animal Control Office keeps a lost & found listing at the dispatch center in the Public Safety Facility, so please call either the Animal Control Office at (508) 210-5649 or the police/fire general business line at (508) 829-444 so the pertinent information concerning a lost or found pet can be put on the listing.

## **Wildlife**

Wildlife calls ranked second in 2015, with the office receiving 117 calls for service in this area. These calls were 27 percent more than the 92 calls the Office received in 2014. 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. However, residents are reminded that if an animal appears sick or injured or otherwise presents a public safety hazard they should call the office or 911 immediately.

## **Loose Dogs**

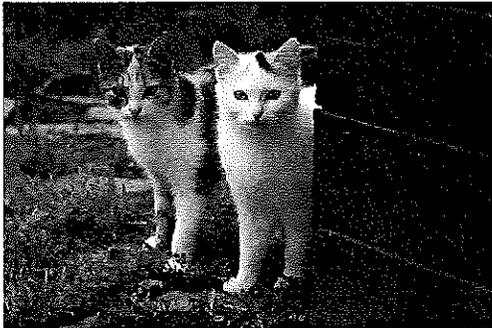
The office received 76 calls concerning loose dogs in 2015. These types of calls ranked third and were an increase of 36 percent from the 56 calls received in 2014. Holden has a 24-hour leash law that essentially requires all dogs to remain on their owner's or keeper's property and be leashed when on a public way. Animal Control issued only nine citations for leash law violations in 2015 as most people respond favorably to the verbal warnings it tries to apply first.

## PUBLIC SAFETY POLICE DEPARTMENT

### Barking Dogs

Placing fourth were calls concerning dogs incessantly barking and disturbing someone's peace. Animal Control experienced an 88 percent increase in this area as the number of calls in 2015 rose to 32 as compared to the 17 in 2014. 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, Animal Control finds most situations can be resolved without these hearings taking place.

### Cats



Lastly, the number of calls for service concerning domestic cats increased 36 percent to 30 as compared to the 22 calls received for 2014. These calls usually take the form of people being concerned that a cat is stray or abandoned but occasionally will involve other areas such as bites, feral, or welfare concerns.

The aforementioned areas are the most common areas handled by this office. However, the public should note that there are other areas of significance Animal Control 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. Animal Control typically does not handle calls concerning wild animals in homes, but we 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. The Animal Control Office is staffed by one full-time Animal Control Officer and one part-time Animal Control Officer.

# PUBLIC SAFETY POLICE DEPARTMENT

## Traffic Division

Sgt. Richard E. Horrigan

Holden has 120 miles of roadway within its 35 square miles of land, but the majority of vehicle movement is confined to just a few major roadways and intersections, resulting in congestion. As the Wachusett region continues to grow and businesses expand, Holden remains the “hub” of both commerce and traffic. The ever-increasing volume of vehicles moving through town poses a traffic safety challenge, but the Holden Police Department always makes its best effort to follow evolving technology and strategies for prevention and enforcement.

In 2015, in response to citizen concerns, Holden police tightened up its enforcement efforts in order to increase public safety. Citation numbers were up in 2015, with a total of 2,787 tickets written. These citations include 1,755 written warnings, 859 tickets with civil (traffic and vehicle) charges, 96 involving criminal charges, and 77 arrests. The criminal and arrest numbers account for the bulk of the increase, compared to 55 criminal and 43 arrest citations in 2014.

As always, Holden police appreciate it when Holden residents help identify safety issues around town. Our Traffic Enforcement Request form is extremely popular, so if you send one in, rest assured it will be reviewed, although we do not have the resources to respond by email or phone to each one individually. To access the Traffic Enforcement Request Form, please visit the following web page: [www.holdenma.gov/police-department/webforms/traffic-enforcement-request](http://www.holdenma.gov/police-department/webforms/traffic-enforcement-request). For additional traffic safety information and what to do if you get a traffic or parking ticket, please visit: <http://www.holdenma.gov/police-department/pages/traffic-safety>.

Some good news in 2015 was a decrease in reportable accidents. There were no fatalities, as well. Holden police responded to 214 accidents in 2015 compared to 235 in 2014. As predicted, the majority of these events occurred during the winter months, with snow, ice, and darkness contributing factors. January, February, March, November, and December accounted for 55 percent of the accidents. Not surprisingly, crashes center around four major roads in town: Main Street (76 accidents), Reservoir Street (22 accidents), Shrewsbury Street (17 accidents) and Wachusett Street (10 accidents). Holden police are still noticing a high occurrence of rear-end collisions, with a common cause being distraction, as well as impatience (resulting in tailgating). Rear-ending someone is almost always determined to the fault of that second-in-line driver, and although many of these accidents occur at low speeds without injury, citation fines and insurance surcharges can be very expensive. Pay attention, and leave plenty of space in front of you to avoid a costly mistake.

In late 2015, Holden police received a grant to conduct a focused OUI patrol, resulting in two OUI arrests. If you are not sure if you should drive due to consumption of alcohol or medications, protect yourself and others by handing over your keys to a friend, or by

## PUBLIC SAFETY POLICE DEPARTMENT

postponing your errands or trip until you are not impaired. If you notice anyone driving in a manner that concerns you, please call Holden police immediately to report it. In many cases, citizen reports result in OUI arrests, potentially saving lives. In all, 12 OUI arrests were made in 2015, equal in number to those made in 2014.

On behalf of the Holden Police Department, the residents, business owners and employees, and visitors are thanked for their continued cooperation, support, and assistance in all matters affecting public safety. Holden police will continue to do their very best to protect you.

## DEPARTMENT OF PLANNING AND DEVELOPMENT

Dennis J. Lipka – Director/Building Commissioner (Retired 10/2015)  
Pamela Harding – Senior Planner/Conservation Agent (Appointed Director 11/2015)  
David Lindberg – Building Commissioner/Code Enforcement Officer (Hired 12/2015)  
Martha Grant – Clerk Supervisor  
Carol Perkins – Senior Clerk (Appointed 4/2015)  
Paul Kathman – Part-Time Inspector of Wires  
Peter Liddy – Alternate Inspector of Wires  
Thomas Reardon – Part-Time Building Inspector  
Brian Lederer – Part-Time Plumbing/Gas Inspector  
Dennis Harney – Alternate Plumbing/Gas Inspector

The Department of Growth Management was reorganized into the Department of Planning and Development in November 2015. The Department 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, Economic Development, 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.

Holden is in its third year as a partner with the Regional Alliance for Board of Health Services. This regional effort includes Worcester, Holden, Shrewsbury, Leicester, Grafton, Millbury 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.

## DEPARTMENT OF PLANNING AND DEVELOPMENT

Dennis J. Lipka – Director/Building Commissioner (Resigned 10/2015)  
Pamela Harding – Director (Appointed 11/2015)  
David Lindberg – Building Commissioner/Code Enforcement Officer (Appointed 12/2015)  
Martha Grant – Clerk Supervisor  
Carol Perkins (Appointed 4/2015)  
Paul Kathman – Part-Time Inspector of Wires  
Brian Lederer – Part-Time Plumbing/Gas Inspector

### **BUILDING INSPECTION AND CODE COMPLIANCE**

The objective of this program is to provide the residents of the town with buildings that meet their needs while complying with the applicable building and mechanical codes. The following chart indicates the various permitting divisions and the cost of the work performed under the permits issued.

<b>Type of Permit</b>	<b># of Permits</b>	<b>Construction Cost</b>	<b>Permit Fees</b>
Building	592	\$ 25,790,473.28	\$ 124,425.00
Electrical	449	\$ 761,419.70	\$ 27,840.00
Plumbing	302		\$ 32,835.00
Gas Fitting	199		\$ 19,900.00
Totals	1,542	\$ 3,340,492.98	\$205,000.00

### **SOLID WASTE/TRASH COLLECTION AND RECYCLING**

The Town of Holden continues to operate one 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 2015, the program collected 6,298.45 tons of residential solid waste from approximately 5,751 single family homes. Of this amount, 4,439.09 tons was residential trash disposed of at the Wheelabrator Trash to Energy Facility in Millbury, Massachusetts at a cost \$64.00 per ton. Holden residents recycled 2,005.69 tons of material during 2015.

## DEPARTMENT OF PLANNING AND DEVELOPMENT BOARD OF HEALTH

Mark Johnson – Chairman

Mary Ricker (Resigned 9/2015)

Bruce Pennino

Phil Leger – Director, Central Mass Regional Public Health Alliance

The Board of Health is a three-member appointed board with each member serving a term of three years. The Board of Health is responsible for providing oversight to many different matters pertaining to public health and the environment, including but not limited to 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.

Under the direction of the Holden Board of Health, the Town entered into an inter-municipal agreement with the City of Worcester's Division of Public Health (WDPH) and six other neighboring municipalities (Central Massachusetts Regional Public Health Alliance) in order to provide an even further wide array of public health services to the community in 2013. The Central Mass Regional Public Health Alliance (CMRPHA) is a coalition of seven municipalities (towns of Holden, Grafton, Leicester, Millbury, Shrewsbury, and West Boylston and the City of Worcester) working cooperatively to create and sustain a viable, cost-effective, and labor-efficient regional public health district serving a total population of 283,664 residents. The regional health district provides a comprehensive array of services to partner municipalities through a single organization managed by Worcester's Division of Public Health. The inspiration to develop a regional alliance arose from the considerable disparity in size, available resources, and kinds and types of resources offered by each municipality.

The goals of the Alliance are to establish an accredited public health district that demonstrates cost-savings and efficiencies, measure/monitor health status and risk and identify health priorities. In 2015, the Alliance conducted a comprehensive community health assessment (CHA) in order to determine priority areas for health improvement. After analyzing youth survey data, MASS CHIP data, and reviewing the qualitative data garnered from community forums, the Alliance identified five key areas of public health. Those areas are the foundation for the Alliance's first-ever community health improvement plan (CHIP) which has the vision of creating the "Healthiest Region in New England by 2020." The Alliance will develop its district-wide strategic plan as a way to set short-term and long-term goals that focus on workforce development, sustainability, health improvement and safe places. The Alliance has been preparing for national public health accreditation since 2012 and in September completed the final site visit. We will know in the spring if we are officially the first accredited local public health agency in Massachusetts.

## DEPARTMENT OF PLANNING AND DEVELOPMENT BOARD OF HEALTH

With a total workforce of 25 public health staffers, the Central Massachusetts Regional Public Health Alliance communities can rely on public health expertise and experience as described within this annual report below.

### **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 75 food establishments. 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 (PHS) 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 2015:

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

Low Risk Food Inspections	27
Medium Risk Food Inspections	30
High Risk Food Inspections	39
Temporary Food Events	<u>6</u>
<i>Total of Routine Food Inspections</i>	102
<i>Total of Re-inspections conducted</i>	10
<hr/>	
Housing Complaints	8
Food Safety Complaints	7
Nuisance Complaints	21
Total Complaints Investigation	36
Total Number Inspections (complaints)	61
Animal Complaints/Quarantine Orders	<u>42</u>
<hr/>	
<u>Category</u>	<u>Number of Inspections</u>
Pool Inspections (2 public pools)	2
Barn Inspections	26
Camp Inspections (3 camps)	2
Tanning Facility Inspections	0
Tobacco Inspections	(See Community Health)
<hr/>	
Title V (system inspection)	160
Perc/Soil Testing	33
Septic Plan Reviews	25
New Construction Installation	19
Septic Upgrade/Repair	9
Septic Abandonments	<u>26</u>

**Communicable Disease**

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 2015:

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

<b><u>Reportable Disease</u></b>	<b><u>Number of Cases</u></b>
Babesiosis	2
Campylobacteriosis	3
Ehrlichiosis	1
Enterovirus	1
Giardiasis	2
Group B Streptococcus	3
Hepatitis B (chronic)	3
Hepatitis C (acute)	2
Hepatitis C (chronic)	13
Human Granulocytic Anaplasmosis	6
Influenza	15
Legionellosis	2
Lyme Disease	41
Pertussis	1
Salmonellosis	1
Varicella	3
Viral Meningitis (aseptic)	1
<b>Total</b>	<b>100</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.

**Tuberculosis**

4 LTBI (Confirmed, suspect, contact cases)  
2 Active TB cases (revoked/Mycobacterium Avium Complex)

**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.

## DEPARTMENT OF PLANNING AND DEVELOPMENT BOARD OF HEALTH

During 2015, there were no underage sales of tobacco products by retailers in the town. Currently, the Board of Health is updating existing environmental tobacco smoke regulations, with the assistance of WDPH/CMRPHA staff.

Numerous presentations were made to the Board of Health on the prescription drug abuse epidemic and WDPH/CMRPHA activities to support awareness and collection of unused, unwanted or expired medications that languish in the home. 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.

In the spring, staff provided information on healthy living to the school wellness committee as well as resources related to the Greater Worcester Community Health Improvement Plan. In the fall, WDPH/CMRPHA staff applied for a regional Mass in Motion grant which promotes healthy eating and active living. Although unsuccessful, messaging and campaigns around this topic are often shared with the communities in the Alliance.

### **Public Health Emergency Preparedness**

In May 2015, the Worcester Division of Public Health (WDPH) was 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). This multi-year grant strives to support regional multi-disciplinary emergency planning and response initiatives throughout the 74 cities and towns located in the MDPH Emergency Preparedness Region 2. As Sponsoring Organization, WDPH will serve as both the fiscal and administrative oversight as well as spearhead regional preparedness and response planning that will support much of the local public health emergency planning already taking place.

In October 2015, WDPH staff participated in the Wachusett Reservoir Railroad Incident Field Exercise at Wachusett Reservoir. This full scale exercise built upon the collaboration during the December 2014 discussion based table top exercise also attended by staff. The scenario was a hazardous materials spill to test the notification, communications, and public information protocols; operational procedures utilized by first responders; coordination between responding agencies; and mutual aid and available response resources.

September was National Preparedness Month. The WDPH/CMRPHA once again developed a media and public education campaign and provided promotional and educational materials to correspond with the four themes of preparedness month: "Get Ready – Individual and Family Preparedness," "Get Involved – Join the Response," "We're All in This Together – Considerations for Individuals with Access and Functional Needs," "Get Vaccinated – Fight the Flu." Staff distributed these materials through libraries,

## DEPARTMENT OF PLANNING AND DEVELOPMENT BOARD OF HEALTH

billboards, WRTA buses, websites and social media throughout all CMRPHA communities.

The Worcester Regional Medical Reserve Corps (WRMRC) is a federally recognized unit of the MRC. Holden has 45 residents who are in the WRMRC database out of 370 total volunteers in the system. In 2015, the WRMRC participated in many events throughout Holden including, "Wellness in Wachusett," a health fair held at Dawson Elementary School; Holden Days; HAM radio involvement with the CERT team; and two MRC orientations at the Holden Public Safety Complex. Holden's resident MRC volunteers participated in multiple statewide call-down drills, were asked to remain on standby for several local events, and invited to attend speakers, drills and exercises across the region. To recognize national preparedness month in September, the MRC displayed a board on personal preparedness to educate citizens at the Gale Free Library.

## DEPARTMENT OF PLANNING AND DEVELOPMENT PLANNING BOARD

Pamela Harding – Director/Town Planner

Liz Fotos – Recording Secretary

William J. Ritter – Chairman

Jeffrey Head

John Michalak

Otto Lies

David Lindberg (Resigned 11/2015)

Tina Stratis

Scott Carlson

Robert Ricker (Appointed 12/2015)

### **Related Committee/Commission Memberships**

Otto Lies – Central Massachusetts Planning Commission (CMRPC)

### **Responsibilities**

Massachusetts General Laws (MGL) Chapter 41, Section 81 establishes the regulations and procedures the Planning Board must follow including, but not limited to, the Subdivision Control Law and the requirement to file an annual report. The Planning Board has established local regulations under this law to control the establishment of new subdivisions within the Town. Holden's bylaws provide additional procedures for the Planning Board to conduct site plan review of other development projects to assure the safety of access and egress and internal circulation on those sites.

### **Subdivision Regulations**

The Board conducted various administration and oversight of active subdivisions approved in previous years.

In 2015, 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.

The Planning Board approved a seven lot subdivision referred to as Red Tail Estates. The project consisted of a cul de sac off Nola Drive.

The Planning Board denied a subdivision referred to as Wachusett Valley Estates located at 325 Bullard Street. The application was for a 36 lot subdivision under the Open Space Residential Design Subdivision. The Planning Board denied the subdivision based on drainage and density issues.

**DEPARTMENT OF PLANNING AND DEVELOPMENT  
PLANNING BOARD**

**HOLDEN ACTIVE SUBDIVISIONS**

Name of Subdivision	Date Approved	Lots	Homes Built	Acres
Wagner Meadows	07/2003	26	26	16
January Lane (Stanjoy Estates Phase I)	8/2005	11	11	7
Bullard Estates	4/2006	11	11	15
Wachusett Woods	4/2006	39	39	18
Stoney Brook Estates	5/2006	75	62	62
Greenwood Estates	3/11/2008	96	0	30
Oak Hill Subdivision	10/8/2013	55	10	84
St. Mary's Drive	5/27/2014	4	0	5
Red Tail Estates	9/15/2015	7	0	7.6

**Special Permit/Site Plan Review**

The Planning Board held two public hearings for site plan review/special permit applications. A site plan special permit application was approved for the construction of a common driveway granted for property located on Mason Road. Another Special Permit was denied for an Open Space residential Development referred to as Wachusett Valley Estates.

**Zoning Bylaws**

In 2015, the Planning Board reviewed and recommended amendments to the Sign Bylaw to provide clear definitions and guidance for enforcement and address new issues such as signage boards and gasoline pricing.

**Master Plan Implementation**

The Planning Board continues to play an important role in implementing goals identified in the Town of Holden's first Master Plan by working with the Central Massachusetts Regional Planning Commission.

## DEPARTMENT OF PLANNING AND DEVELOPMENT PLANNING BOARD

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; review of possible Subdivision Control amendments; Zoning By-law changes; and participation in the Central Massachusetts Regional Planning Commission (CMRPC). In 2015, the Planning Board continued working with the CMRPC to expand on the Central 13 Prioritization Project, which was a regional plan identifying priority development and protection areas by utilization of the District Local Technical Assistance Program and examining the development potential at the Boyden Road/Main Street intersection.

The Planning Board also utilized this program and planning hours to evaluate the existing Open Space and Residential Development Bylaw, and study the zoning requirements and potential development of the Jefferson Mill/Main Street area.

## DEPARTMENT OF PLANNING AND DEVELOPMENT CONSERVATION COMMISSION

Pamela Harding – Conservation Agent  
Matthew Kennedy – Chairman  
Robert Lowell  
Anthony Costello  
Kenneth Strom  
Michael Scott  
Michael Krikonis  
Luke Boucher

The Holden Conservation Commission reviews projects that are jurisdictional under the Massachusetts Wetlands Protection Act M.G.L. 131 Section 40. 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 addition to administering the State Wetlands Protection Act, 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.

In 2015, the Commission held public hearings for: 17 Notice of Intent, 6 Extensions of Time, 1 Requests for Determinations of Applicability, and 9 Certificates of Compliance, four amendments to Orders of Conditions and review two Requests for Releases from Chapter 61A. The Commission denied one Notice of Intent for Fisher Road Phase II which was appealed to the Department of Environmental Protection.

## OFFICE OF PLANNING & DEVELOPMENT ZONING BOARD OF APPEALS

Ronald Spakauskas – Chairman  
Silvio Annunziata - Clerk  
Roy Fraser III  
Fred Lonardo  
James Deignan  
Robert Butler (1<sup>st</sup> Alternate)  
Robert Ricker (2<sup>nd</sup> Alternate, resigned 11/20/15)  
Martha Grant – Part-time Secretary

The 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 that 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 2015, the Zoning Board of Appeals conducted eight meetings. The Board approved five variance applications and two special permit applications. One amendment to an existing Comprehensive Permit under Chapter 40B was denied. The Zoning Administrator approved two special permit applications.

**OFFICE OF PLANNING & DEVELOPMENT  
ZONING BOARD OF APPEALS**

<b>Zoning Board of Appeals Cases Heard in 2015</b>		
January	Fisher Terrace/Fisher Road	Amendment to an existing Comprehensive Permit Chapter 40B
	Public Hearing for a proposed change to the ZBA Rules & Regulations regarding the submission of plans	
February	1134 Main Street	Special permit for a restaurant use and a variance for relief from minimum lot area, lot width, front yard & side yard setback requirements
	Fisher Terrace/Fisher Road	Continued public hearing from January
April	Shrewsbury Street	Variance for relief from signage requirements
	128 Wachusett Street	Variance from side yard setback requirements for an addition
May	204 Doyle Road	Variance for relief from side yard setback requirements for an addition
	30 Salisbury Street	Special permit to extend a non-conforming use by the addition. A new 3 <sup>rd</sup> building to the two existing buildings on the site to be used for auto repair
	411 North Street	Relief from front yard setback requirements for an addition
<b>Zoning Administrator Cases</b>		
April	249 Shrewsbury Street	Special permit for an addition to a nonconforming structure
August	182 Union Street	Special permit for an accessory apartment

# DEPARTMENT OF PUBLIC WORKS

## ADMINISTRATIVE DIVISION

John R. Woodsmall, III, P.E.-Director of Public Works  
Brenda J. Harvey-Office Manager  
Marlene Whipple-DPW - Senior Clerk

The Holden Department of Public Works (DPW) is comprised of six Divisions: Administration; Engineering; Highway; Equipment Repair; Building & Grounds, and; Water & Sewer. 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 buildings); 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

2015 was a year of loss and transition in the Department of Public Works. In February, recently retired Highway Working Foreman James Oberg passed away, four months after he retired from working 45 years with the Town. In March, long-time former Highway Working Foreman and DPW Supervisor of Operations Richard DeWitt passed away. And in July, Steven DeWitt, Equipment Operator (EO) III in the Buildings & Grounds Division, passed away as a result of a motor vehicle accident. These three gentleman devoted a great amount of time and energy to the Town and the DPW, and they are sorely missed.

In continuing with the changeover in personnel, two Highway Division Equipment Operator IIIs retired in 2015. Stephen Nawn retired in June after 38 years of service. John Sobol retired in December after 33 years of service. Their knowledge of the Town, and the great pride they each showed in their work will be greatly missed by the Department of Public Works and the Town. We congratulate both Mr. Nawn and Mr. Sobol on their hard earned retirements.

## DEPARTMENT OF PUBLIC WORKS

Finally, on September 25, 2015 long-time DPW employee Jack Cross retired after more than 40 years of service with the DPW. For the past several years, Mr. Cross was the Supervisor of Operations for the Highway, Buildings & Grounds, and Mechanics Divisions of the DPW. His work ethic, knowledge, and experience will be greatly missed. We wish Jack well in his hard earned retirement.

With the retirements and loss of personnel, a number of subsequent internal promotions and external hires occurred. At the end of this process, Daniel Deptula and Adam Hickey each were promoted to EO III in the Buildings & Grounds (B&G) Division; William Martinez was promoted to EO II in the B&G Division; Eric Fasshauer and Gregory Rozak were promoted to EO III in the Highway Division; John DiPerrio moved from the Water & Sewer (W&S) Division to become an EO II in the Highway Division. Further, three new hires began work with the DPW: Justin Kublebeck was hired as an EO II in the Highway Division; Kyle Kelly was hired as a Custodian in the B&G Division; and Jeremy Glynn was hired as a Water Operator I in the W&S Division.

### Operations

The Holden Department of Public Works had a very successful year. The winter of 2014-2015 once again was extremely busy, with an above average number of snow and ice events, which deposited well above average amounts of snow in the area for the third year in a row. Thirty-one snow and ice events occurred which deposited more than 100 inches of snow. In particular, a blizzard which began on January 26 dropped 34 inches of snow and required 41 hours of work to clear the roads. Following the January blizzard, more than 60 inches of snow were dropped in a series of nine events in February, with March bringing an additional 10 inches of snow through 11 events. The seemingly constant snowfall and extremely cold conditions caused problems with road salt supply for the second year in a row. The severe cold weather conditions throughout the country caused an unprecedented rise in salt demand which affected the Town's ability to obtain salt from its suppliers. The winter of 2015-2016 started slowly, with the first snow event not occurring until December 29.

The B&G Division successfully completed a major rehabilitation of the old police station building at 1420 Main Street. This work allowed the Recreation Department and the Information Technology Department to move into the renovated offices. 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 W&S Division spent much time repairing hydrants and performing leak detection efforts.

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.

# DEPARTMENT OF PUBLIC WORKS

## **ENGINEERING DIVISION**

Isabel McCauley - Senior Civil Engineer  
Daniel Hazen - Civil Engineer II

### **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. Sixty-five new sewer connections were witnessed for 2015. 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 assisted in the inspection of 50 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). In January, the DPW-Engineering Division submitted comments on behalf of the Town to the EPA on the EPA's new draft MS4 General Permit. The DPW-Engineering Division continued the Town's representation in the Central Massachusetts Regional Stormwater Coalition.

### **SUBDIVISIONS**

The DPW - Engineering Division routinely assists the Planning Board, Conservation Commission, Transportation & Circulation Committee 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 DPW - Engineering 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 Engineering Division as well as the witnessing of water and sewer main testing to ensure that the systems are free of any deficiencies. The DPW - Engineering Division also coordinates all work

## DEPARTMENT OF PUBLIC WORKS

and procedures associated with other DPW Divisions, namely the Highway and Water & Sewer Divisions during proposed street acceptances.

The DPW – Engineering Division provided inspections on several subdivisions, including Stanjoy Estates (January Lane, located off of Winter Hill Road), Stoney Brook Estates (located off of Reservoir Street), Fisher Terrace (located off of Fisher Street), Bullard Estates and Wagner Meadows (both located off of Bullard Street), Oak Hill (located off of Salisbury Street), and Red Tail Estates (located off of Nola Drive).

### **STREET OPENING PERMITS**

Seventy-two roadway opening applications were permitted for 2015. 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 began a significant modernization program this year, with an effort made to electronically scan and file all of the flat plan files found in the Engineering office. Doing so allowed for the old plans to be moved to the Town's offsite file storage area at the Fire Department Annex.

The Division oversees and manages contracted services for all post-closure monitoring activities for the Town-owned landfill on River Street. In 2015, the Town conducted additional Comprehensive Site Assessment (CSA) activities as required and by the Massachusetts Department of Environmental Protection (MassDEP). These activities included the installation and sampling of additional monitoring wells, and monitoring and sampling of surface water and sediments within the leachate seeps along the Quinapoxet River banks.

The Division manages and maintains the Town's 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.

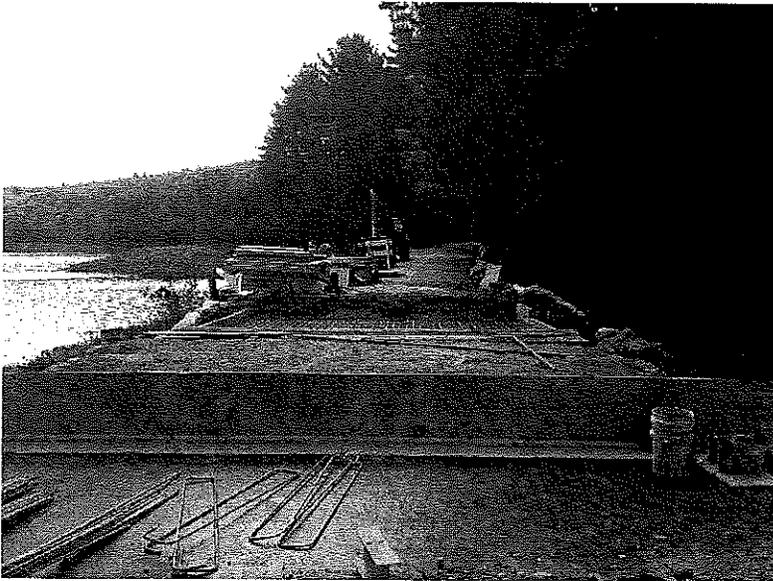
The Division continued its management of street line painting operations. The entire Town had new street lines installed in November.

### **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 2015 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

Project support was provided to the Fire Department with a project to install emergency vehicle pre-emption capability at each of the signalized intersections along Main Street, as well as the Shrewsbury Street at Holden Street/Chapel Street and Shrewsbury Street at Doyle Road intersections. This pre-emption capability allows emergency vehicles to trigger the traffic signals at these locations and improve response time.



The Engineering Division also oversaw the removal of failing stone walls at a culvert along Reservoir Street, and its replacement with a modern, cast-in-place concrete crash barrier. This work was designed by Vanasse Hagen Brustlin, Inc., of Worcester, Mass. and constructed by R. Bates & Son, Inc. of Sterling, Mass. Reservoir Street was closed in both directions for a number of weeks between October and November.

# DEPARTMENT OF PUBLIC WORKS

## HIGHWAY DIVISION

Jack Cross - Superintendent of Operations (retired on 9/25/15)  
Daniel Hazen - Superintendent of Operations (appointed 11/16/15)  
John Whipple - Highway Working Foreman  
Stephen Nawn - Equipment Operator (EO) III (retired on 6/1/15)  
John Sobol - EO III (retired on 12/30/15)  
Stephen Jenkins - EO III  
Eric Fasshauer - EO II (appointed EO III on 6/1/15)  
Gregory Rozak - EO II (appointed EO III on 12/31/15)  
Jon Scott - EO II  
John DiPerrio - EO II (transferred on 7/7/15)  
Justin Kublebeck - EO II (hired 10/6/15)  
Kyle Kelly - EO II (transferred on 12/31/15)

## 2015 HIGHLIGHTS

On September 25, 2015 long-time DPW employee Jack Cross retired after more than 40 years of service. For the past several years, Mr. Cross was the Supervisor of Operations for the Highway, Buildings & Grounds, and Mechanics Divisions of the DPW. Mr. Cross had a vast knowledge of the DPW operations and the Town of Holden. His work ethic, knowledge, and experience will be greatly missed.

Joining Mr. Cross in retirement this year were Stephen Nawn and John Sobol, both EO IIIs with a total of 71 years of time spent with the DPW combined. Their patience and willingness to mentor the other members of the DPW were great qualities that will also be sorely missed.

Following Mr. Cross's retirement, Daniel Hazen was promoted from the Engineering Division to the Supervisor of Operations position. Mr. Hazen has worked for the DPW for a number of years, and brings a wide depth and breadth of experience to his new position.

From January 26-29, the DPW battled a blizzard which dropped more than 30 inches of snow. After that blizzard, a bitterly cold and snowy stretch of winter commenced, and did not end until close to six weeks later and more than 100 inches of snow. It was a long and tiring time period for the Highway Division, but they performed their usual fantastic job of keeping the roads and sidewalks of Holden clear.

Following springtime cleanup, an extensive reconstruction of Shrewsbury Street, between Doyle Road and Arizona Drive, was begun using a combination of Highway Division forces and outside contractors. This project included the reconstruction of numerous drain catch basins and manholes, sewer manholes, and water gate boxes. New roadway berm was installed in many areas, and sidewalks were replaced throughout the project area. Work on Shrewsbury Street was completed in November.

## DEPARTMENT OF PUBLIC WORKS

### GENERAL OPERATIONS

The winter of 2014-2015 was an extremely busy winter, with an above average number of snow and ice events, which deposited well above average amounts of snow in the area for the third year in a row. Thirty-one snow and ice events occurred which deposited more than 100 inches of snow. In particular, a blizzard which began on January 26 dropped 34 inches of snow and required 41 hours of work to clear the roads. Following the January blizzard, more than 60 inches of snow were dropped in a series of nine events in February, with March bringing an additional 10 inches of snow through 11 events.

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 town bylaw violation 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 road 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.

During snow events it is important to note that when traveling, motorists should keep a safe distance of at least 300 feet behind town-equipment at all times. Town trucks make frequent stops and turns to provide safe and reliable public roads (and sidewalks) for our residents and businesses.

In May, the DPW - Highway Division solicited bids for a variety of roadway treatments, including: cold-planing (or milling); reclaiming and grading; crack sealing, and; new hot mix asphalt. Between June and November, a large number of streets received some type of surface treatment. Not including streets that were crack sealed, a total of 5.41-miles of roads were resurfaced in 2015. 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-

## DEPARTMENT OF PUBLIC WORKS

related projects throughout the Town during the construction season and responded to numerous customer-related service requests.

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.

# DEPARTMENT OF PUBLIC WORKS

## LOCAL ROADS

### 2015 - HIGHWAY MAINTENANCE

#### Highway Patching

Thirty tons of cold patch and bituminous concrete was used to perform highway patching throughout the Town.

#### Berm Maintenance

3,150 feet of bituminous berm was repaired and/or installed during the reconstruction of various streets.

#### Sidewalk Maintenance and Construction

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

#### Service and Dig Safe Requests

The Highway responded to 200 service requests and 915 Dig Safe requests were processed.

#### Drainage

Storm drainage work included the installation, replacement and/or repair of 88 structures and 80 feet of piping on various streets as follows:

<u>Name of Street</u>	<u>Structures</u>
Forest Drive	7
Nola Drive	3
Cimarron Lane	7
Bull Run	2
Quinapoxet Street	3
Mayo school	2
Wild Willow	1
Steppingstone Drive	1
Senior Center	1
Red Barn Road	2
Colorado Drive	1
Raymond Street	1
Fort Sumter	1
Mill Street	1
Windsor Circle	1
Jackson Street	1
Davis Hill School	1
Shrewsbury Street	52
<b>Total No. of Structures:</b>	<b>88</b>

# DEPARTMENT OF PUBLIC WORKS

## 2015 - DRAINAGE PROJECTS

Shrewsbury Street Remove and replace 80-feet of 10-inch pipe

**Total feet of pipe installed: 80-feet**

## 2015 - FULL DEPTH RECLAMATION AND ASPHALT PAVING

Shrewsbury Street: 3,276 feet x 29 feet 0.62 miles  
**Total miles:** **0.62 miles**

## 2015 - COLD PLANING WITH TWO (2) INCH - HOT MIX ASPHALT OVERLAY PROJECTS

Street	Quantity	Miles
Forest Drive	2,171' x 26'	0.41
Nola Drive	2,171' x 22'	0.41
Cimarron Lane	1,722' x 28'	0.33
Bull Run	1,295' x 28'	0.24
Avery Road	1,385' x 22'	0.26
Mill Street	3,200' x 20'	0.61
Putnam Road	555' x 20'	0.10
Putnam Lane	1,453' x 20'	0.28
Scott Terrace	56' x 22'	0.01
Winter Hill	2,425' x 21'	0.46
Quinapoxet Street	300' x 25'	0.06
Reservoir Street	6,265' x 24'	1.18
<b>Total Miles</b>		<b>4.35 miles</b>

## 2015 - 3-INCH HOT MIX ASPHALT OVERLAY WINTER RAPID ASSISTANCE PROGRAM (WRAP) PROJECT

Street	Quantity	Miles
Reservoir Street	2,328' x 24'	0.44

## DEPARTMENT OF PUBLIC WORKS

### 2015 - CRACK SEALING PROJECTS

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Hot liquid rubber was injected into visible cracks in the asphalt. 59,122-feet of road were maintained in this fashion, which equated to 11.20 miles of road.

In summary, the DPW - Highway Division completed a total of 16.61 miles of public road surface improvements to approximately 14-percent of the total miles of public roads in Holden.

### GENERAL MAINTENANCE

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General maintenance activities completed during 2015 includes:

- 2,008 drainage structures were cleaned and inspected.
- 120 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 Mountview 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.

## DEPARTMENT OF PUBLIC WORKS

### **BUILDINGS & GROUNDS DIVISION**

Dennis Griffin - Working Foreman  
Gary Kaczmarek - Facilities Manager (part-time)  
James Ringgard - EOIII  
Steven DeWitt – EOIII (deceased, 7/5/15)  
Daniel Deptula – EOII (promoted to EO III, 11/1/15)  
Steven Stewart - Laborer/EOI  
Jeffrey Riggles - Laborer  
Adam Hickey – Custodian (promoted EO III, 9/21/15)  
William Martinez – Custodian (promoted EO II, 11/12/15)  
Kyle Kelly – Custodian (hired, 10/6/15)

### **YEAR 2015 HIGHLIGHTS**

The Buildings & Grounds (B&G) Division of the Department of Public Works suffered a great loss in July when long time EO III Steven DeWitt passed away unexpectedly from injuries suffered in an off-duty motor vehicle accident. Mr. DeWitt had worked for the DPW for more than 20 years, and was an extremely bright and hard-working individual. Mr. DeWitt is dearly missed by all who know him.

The B&G Division 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, Gale Free 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 and Jim Ringgard are each licensed certified pool operators.

The B&G Division completed a number of significant projects this past year. The first was the completion of the renovation of the new Recreation Building at 1420 Main Street so that the Information Technology Department could move into new office. Other work involved painting the third floor offices in the Starbard Building and installation of new flooring in the Treasurer/Collector office. Several projects were completed in the Gale Free Library, including the re-installation of large glass windows in the Children's Room, as well as the installation of new door to that room. New flooring was also installed in the common areas of the Damon House.

### **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. The fields at Mayo Elementary School, Davis Hill Elementary School, Mountview Middle School, Dawson Elementary School and Recreation Area, and the Jefferson Building are primarily maintained by Steven Stewart. Spring and fall turf maintenance for each of these areas are performed with the assistance from other B&G Division employees. Adam Hickey maintained each of the other smaller park areas with assistance from

## DEPARTMENT OF PUBLIC WORKS

Jeffrey Riggles and William Martinez. 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 soccer fields were aerated, top-dressed and over-seeded in the fall with field repairs (as needed) throughout the season. The various mini-parks along Main Street were also maintained throughout the year. The B&G Division took possession of a new infield groomer for the baseball and softball fields, and that allowed the Division to prepare these fields to an even higher level of service.

In conjunction with our Highway Division personnel, all roadway shoulders and intersections were mowed from May through July using our CAT – Boom Flail Mower operated by Steven DeWitt. The Christmas tree program proved useful and was very well received. Staffed by B&G Division employees, 652 trees were recycled at the Adams Road - DPW Facility. Numerous smaller projects were completed in Town buildings throughout the year. The B&G Division assisted the Highway Division and the Municipal Light Department with the removal of several trees on Avery Road and Shrewsbury Street, in advance of road paving operations on those streets. 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.

### CEMETERIES

B&G crewman Daniel Deptula maintained Grove Cemetery, Park Avenue Cemetery and the Historic Cemetery - 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 2015, 17 cremation burials and 23 full burials occurred.

# 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 26 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.

The activities of the Equipment Repair Division in 2015 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.

## DEPARTMENT OF PUBLIC WORKS

### WATER & SEWER DIVISION

Mark A. Elbag, Jr., P.E. - Water & Sewer Superintendent  
Marlene E. Whipple - DPW Senior Clerk  
Adam T. Perkins - Water & Sewer Foreman  
Kenneth J. Dunn - Water & Sewer Operator (WO) III  
Russell T. Henderson - WO II  
Justin M. Pedersen - WO II  
Joseph R. Kenney - WO II  
Jesse M. Riedle - WO II  
John A. DiPerrio - WO II (Transferred to Highway 7/7/15)  
Phillip S. Waldo - Water & Sewer Operator I  
Jeremy Glynn - Water & Sewer Operator I (Hired on 9/8/15)

### HIGHLIGHTS

DPW - Water & Sewer (W&S) Division oversaw the completion of an upgrade to the Water & Sewer Supervisory Controls and Data Acquisition (SCADA) computer system. The SCADA system was revitalized with new software, a new location, and a connection to a backup power system.

The Division purchased listening equipment in 2014 to enable the Division staff to conduct in-house 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.

The Division received an award from the United States Centers for Disease Control (CDC), issued by the Massachusetts Executive Office of Health and Human Services. The award was a 2014 Water Fluoridation Quality Award. This award was issued for maintaining a consistent and optimal level of fluoride in Holden's public drinking water system. Fluoridation of the water supply provides an important public health benefit, and this award recognizes the quality work that the DPW – Water & Sewer Division performs in ensuring that the fluoride is added to the drinking water a constant and well monitored level. Congratulations to the employees for the DPW – Water & Sewer Division for the work that they do every day that earned them this award.

June 30, 2015 marked the end of the fourth full fiscal year with a new rate structure in place. This rate structure was developed by CDM Smith (formerly Camp, Dresser, and McKee, Inc.) as part of the Water and Sewer Financial Plan and Rate Analysis finalized in March 2011. This new rate structure has proved to be successful over the course of these first four fiscal years, with the proper amount of revenues collected as anticipated.

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 2013. The litigation is in regards to the unfair

## DEPARTMENT OF PUBLIC WORKS

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.

### **GENERAL OPERATIONS**

During 2015, the DPW - Water & Sewer Division personnel continued to diligently operate and maintain the water and sewer systems. Thirty-nine water system breaks or leaks were identified and repaired (by the Division or private contractors). Fifty new water service connections were made with new water meters, and 65 new sewer service connections were made.

The Division completed a vast number of customer service calls made over the course of the year ranging from one to two a day during slow times to five or more per day during busy times. The Division has upgraded its work order system to an electronic system to better track, record, and organize the customer service provided.

In addition to providing diligent service to the Town of Holden during normal business hours, Water & Sewer Division personnel were essential in providing 24-hour 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.

## DEPARTMENT OF PUBLIC WORKS

### WATER SUPPLY

Holden produced 325.320 million gallons of water (or 66-percent of the total supply) from our four well fields; Holden purchased 164.568 million gallons of water (or 34 percent of the total supply) from the City of Worcester through the Brattle Street and Salisbury Street Interconnections. In 2015, the total quantities of water produced and purchased are as follows:

Wachusett Street Water Treatment Plant <i>(Includes Quinapoxet Wells and Mill Street Well Field)</i>		
Quinapoxet wells	167.884 million gallons	34%
Mill Street well field	<u>88.873 million gallons</u>	<u>18%</u>
	256.757 million gallons	52%
Mason Road well field	40.949 million gallons	8%
Spring Street well	27.614 million gallons	6%
Worcester Interconnections		
Salisbury Street	42.581 million gallons	9%
Brattle Street	<u>121.986 million gallons</u>	<u>25%</u>
	164.568 million gallons	34%
<b>Total (produced/purchased)</b>	<b>489.888 million gallons</b>	<b>100%</b>

The Town currently operates four groundwater well fields, four water storage tanks, two interconnections with the City of Worcester, four booster pump stations, four pressure reducing/flow control vaults, and more than one 108 miles of water mains of various types, sizes and ages with approximately 25 miles of cast iron water mains, 45 miles of asbestos cement water mains and 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 130,000 to 150,000 gallons per day; the Wachusett Street Water Treatment Facility, which is comprised of the two Quinapoxet gravel-packed wells and the 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.

### WASTERWATER DISPOSAL

The Town of Holden maintains 27 sewer-pumping stations, one sewer flow meter, and more than 78 miles of sanitary sewer mains. More than half of the Town remains on the municipal sewer system – of which 67 percent of the sanitary sewer mains are tributary to our sewer-pumping stations, 31 percent discharge directly into the Rutland-Holden

## DEPARTMENT OF PUBLIC WORKS

Trunk and Relief Sewer (RHTRS), and 2 percent 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, Mass. 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 \$2.18 million in the FY2016 projected expenditures which accounts for more than 31 percent of the projected expenditures in the Water & Sewer Enterprise Fund Budget.

During 2015, the Town conveyed approximately 335 million gallons of sewage to the City of Worcester system for ultimate treatment at the UBWPAD treatment facility and 65 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 more than 35 years. In 2014, the treatment facility once again discharged 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. Implementing the full requirements of the permit has the potential to double the current debt service in the District's budget, and to double annual assessments to all member communities.

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

## Selectmen/Light Commissioners

Jeremy Kurtz – Chairperson  
Kenneth O'Brien  
Timothy Ethier  
Robert Lavigne  
Anthony Renzoni

## Municipal Electric Power Advisory Board

Peter Liddy – Chairperson  
Scott Carlson  
Donna Fitch  
Gary Harrington  
Thomas Runstrom  
John Shepherd

### **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 7,800 customers within the Town with annual sales exceeding \$14 million and about 115 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. At the end of 2015, Donna Fitch, a longstanding member of the Advisory Board stepped down. The Department thanks Donna for her thoughtful and sound contributions to the Town and the Light Department.

### **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 almost 20 years ago, the wholesale electricity market has become increasingly complex and, on several occasions, subject to dramatic price volatility.

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

Despite the many changes to the industry, public power continues to be a good deal 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.

A recent addition to our generation portfolio is 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 in Hancock, Mass. The project went into service in May 2011. Holden's share is 6.8% or 1,022 KW.

Over the past several years, the Light Department was able to lock in a significant portion of its power needs through 2019 at very attractive prices. Since about 83% 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 once 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 once 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. Total rate reductions since 2010 exceed \$11.0 million.

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

In 2009, Board of Light Commissioners and Municipal Electric Power Advisory Board authorized the Light Department to join the Massachusetts Technology Collaborative (MTC). When the Light Department joined, the MTC was directing the activities of the Massachusetts Renewable Energy Trust. (The Trust has since been transferred to the Massachusetts Clean Energy Center - MassCEC.) Through the Renewable Energy Trust, grants and financial assistance are now available to Light Department customers and businesses to install alternative energy projects such as solar panels, wind turbines and geo-thermal. At the end of 2014, there were 40 residential photovoltaic (PV) systems in place in Holden, having benefited from the Town's membership in the state's Renewable Energy Trust, as well as the Light Department's net metering program, where customers get full credit for all excess energy delivered to the electric system. In addition to the residential systems, there are PV systems in place at the Senior Center, the Light Department office and the Recreation Department. A large commercial scale system is in place at the City of Worcester's water treatment plant in the southwest corner of the Town.

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

### **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 \$200,000 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 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 2015, that amounted to more than \$201,700 for services rendered by the Treasurer/Collector, Accounting, Town Manager, Information Technology, Public Works and Police Departments.

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 2015 was \$137,426.

### **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 Rebate Program** – The appliance rebate program encourages consumers to purchase energy efficient appliances. The Department gives rebates, in the form of credits to customer electric accounts, for purchase of energy efficient (*Energy Star* rated) refrigerators, clothes washers, air conditioners, dishwashers, and

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

dehumidifiers. The rebate is meant to make-up the difference between a less expensive model and the *Energy Star* rated efficient product.

- 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.
- CodeRED – CodeRED, the Town’s emergency notification system, 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 2015, 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 2016 is a continuation of the past several years. Solid growth in 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. It also includes several initiatives that will:

- Reduce rates to reflect lower cost structure
- Make a contribution to the rate stabilization fund
- Build energy conservation/efficiency programs
- Continue to strengthen electric system
- Replace aging equipment

## HOLDEN MUNICIPAL LIGHT DEPARTMENT

Revenue growth and cost reductions in other areas will allow for the inclusion of these new initiatives without impacting customer rates.

Starting in 2013, the debt on the Seabrook and Millstone 3 projects began to be paid off. By mid-2018, all debt will be paid off, resulting in more than \$1 million of annual savings from today's level. Since that point is still several years away, we are looking at ways to stabilize our rates such that we can mitigate or avoid near term cost increases by utilizing our rate stabilization fund, if need be.

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

We would like to acknowledge our very capable operations and office staff. Our operations staff, which was led by Superintendent Mike Flagg, 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 early 2016, Mike Flagg retired after 17 years with the Light Department. We thank him for his very capable service to the Town and Light Department. Barry Tupper, also a veteran with the Light Department, was promoted to General Foreman and will continue to lead the strong performance of the operations staff.

Our helpful and knowledgeable staff 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. In early 2015, Donna Cross, a longstanding member of the office staff, had a promotional opportunity and transferred to another town department. We thank Donna for her strong service to both the Department and our customers.

# HOLDEN MUNICIPAL LIGHT DEPARTMENT

## **Administration**

Jim Robinson - General Manager  
Mike Flagg- Superintendent (retired January 2016)  
Barry Tupper - General Foreman (promoted January 2016)  
Teresa Montoya - Business Office Manager  
Lori Ensom - Financial Consultant (part-time)

## **Office Staff**

Donna Cross - Customer Service Representative/Collections  
Sandi Tremblay - Customer Service Representative/General  
Cheri Kerxhalli - Principal Bookkeeper  
Paula Howell - Senior Customer Service Representative  
Rob Gorton - Customer Service Representative/General  
Kim Robinson - Customer Service Representative/General  
Rick Grensavitch - Custodian (part-time)

## **Line Personnel**

Brian Hickey - Service Foreman  
Barry Tupper - Line Foreman (promoted to General Foreman January 2016)  
Mike Griffin - Construction Foreman  
Larry Josti - First Class Lineman (promoted to Line Foreman January 2016)  
Joe Hand - First Class Lineman  
Nate Campaniello - First Class Lineman  
Eric Horn - Second Class Lineman  
Derek Peto - Third Class Lineman  
Kyle Grendell - Forestry Foreman  
Shane Lavoie - Forestry Apprentice  
Bob Oliver - Meter Reader/Tester

# HOLDEN MUNICIPAL LIGHT DEPARTMENT



**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:

1. **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.
2. **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.
3. **Power Supply.** The Department has developed and will maintain a reliable and secure supply of electric energy at a reasonable cost.
4. **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.
5. **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.
6. **Environment.** The Department will meet or exceed applicable environmental regulations, keeping customers informed of the progress and costs involved.
7. **Efficiency.** Education programs will provide information to customers in energy efficiency and the wise use of energy.
8. **Community Service.** The Department will participate in community outreach and education programs to promote good public relations and serve customers.

## HUMAN SERVICES VETERANS SERVICES

Karen Greenwood – Veterans' Agent



The Veterans' Department is under the direction of Chapter 115 of the General Laws of the Commonwealth of Massachusetts. Local veterans' agents 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 percent.

## HUMAN SERVICES COUNCIL ON AGING – SENIOR CITIZEN SERVICES

Jacquelyn Kelly –Town Manager and Director of Human Services

Louise Charbonneau – Director, Senior Services

Maureen Buffone – Secretary

Naomi Sohlman – Transportation Coordinator

Clare Nelson – Activities Coordinator, Part-Time

Paula Earley – Outreach Worker, Part-Time

Cynthia L. Smith – Outreach Worker, Part-Time

James Wells – Van Driver, Part-Time

Mary Sloan – Van Driver, Part-Time

George Warden – Van Driver, Part-Time

Robert Giannotti – Van Driver, Part-Time

Lawrence Pierce – Van Driver, Part-Time

The purpose of the Holden Council on Aging is to assist 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.

The Senior Center is a focal point for Holden's 60-and-older 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; community education; computer classes; information and referral; walking; day trips; entertainment and a book discussion group.



Special events included: Friends Cookie Sale; Valentine's Day party; St. Patrick's Day party; VNA wellness services; senior prom; Strawberry Social; annual picnic; summer social; Light Department Luncheon; home cooked meals; Volunteer Recognition Luncheon; 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. The Senior Center 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 the Center's pen-pal program. This year the Senior Center matched 88 Mayo School third graders with 88 seniors. They exchanged letters

## HUMAN SERVICES COUNCIL ON AGING - SENIOR CITIZENS SERVICES

bi-monthly and met twice during the school year. In the fall, the seniors travelled to 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. Several volunteers created monthly favors for the trays of each of our Meals on Wheels clients. 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 and flu shot clinics; Book Express in cooperation with the Gale Free Library. The Senior Center coordinated with the Holden Police Department to offer the telephone reassurance program. Also, each month a special distribution day for seniors was held at the Wachusett Food Pantry.

This year, the Senior Center partnered with the Holden Fire Department in obtaining grant monies through the Department of Fire Services to offer a SAFE for seniors' series. Three informative programs were offered, namely, "Slips, Trips and Falls," the "Importance of Files of Life" and "Fire Safety in the Home."

This year volunteers provided roughly 15,231 hours of service saving the Town of Holden approximately \$258,927. 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. The Senior Center can always use volunteers of any age and would welcome new volunteers at any time.

Besides the Town budget monies, we received a Formula Grant of \$25,088 from the State Executive Office of Elder Affairs. These monies were used to subsidize the salaries of the Center's van drivers and allowed the Senior Center 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. The Senior Center also received considerable support from the Friends of the Holden Council on Aging. Their funding went toward paying for half of the postage for the Center's monthly newsletter as well as special events and programming. The Friends group works very hard to raise funds used to enhance programs. The Senior Center thanks Oriol Healthcare who generously sponsored a fitness class call Spring Chicken Fitness; 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; Holden Grange 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 thanks the community for its continued support of the Senior Center and our elders.

**HUMAN SERVICES  
COUNCIL ON AGING - SENIOR CITIZENS SERVICES**

**\*SERVICES PROVIDED FOR 2015**

**\*Approximate Numbers**

Holden's Elder Population 60+*	4,132
Elders Served	1,334
General Information*	11,863
Food Shopping	599
Health Screening & Services	622
Fitness/Exercise	4,249
Intergenerational*	2,916
Educational Programs	1,926
Congregate Meals	5,722
Meals on Wheels	9,270
Transportation	4,170
Newsletter*	22,080
Recreation	11,583
Tax Help	95
Volunteer Hours 2015	15,769

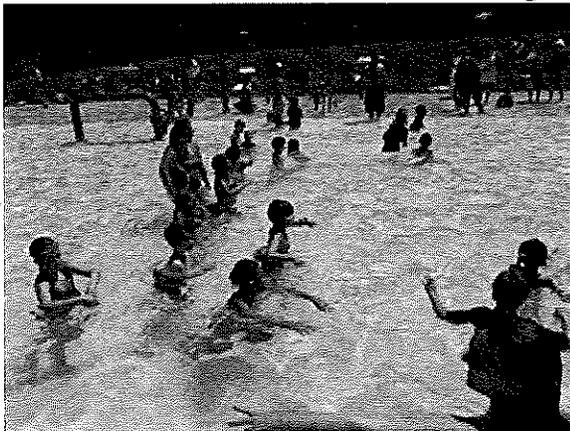
## HUMAN SERVICES RECREATION DEPARTMENT

Denise M. Morano - Recreation Director  
Wendy J. Nickel - Recreation Leader  
Angela T. Greene - Senior Clerk

The Recreation Department moved to its new headquarters at the end of December last year, and since that time it has been busy settling in to its comfortable and roomy surroundings. A lot of the focus has been on the fitness studio - adding mirrors, window blinds and barres - enabling the Recreation Department to expand its program offerings. The Recreation Department has offered six different yoga classes, from a teen only class to a Power Yoga class. All yoga classes had tremendous participation. The environment that the studio presents is one of a peaceful, quiet and warm-welcoming room, which is certainly ideal for any Yoga class. However, if we turn on the lights, lower the heat, open the blinds and crank up the music, we now have an energized area, and just the right setting to accommodate the more active and physical classes that we offer.

The conference room has a dual purpose, where we have held meetings and classes. A couple of very popular babysitter's training, conversational French, painting and wreath making classes were done in this room. There will be many more classes that will be offered as we begin the New Year.

The Before and After School Programs continue to be highly sought after childcare services for our working parents. The staff oversees almost 300 children daily. Each elementary school is licensed for 52 children in the morning and 52 in the afternoon. To see the interaction of 52 energized and rambunctious 5 - 12 year old children, with 5 very dedicated and loving staff members is heart-warming. The staff has at its disposal lots of games, crafts, books and an assortment of playground equipment for various activities, which gives the children a well-rounded, loosely structured, recreation program. The staff also assists the children with their homework, all the while making sure the children are safe and having fun.



The summer programs and the pool continue to define what the Recreation Department is all about - providing our residents with the vehicle necessary to engage children and adults into life-long activities that help promote good health. The Department strives to help each individual reach his or her full potential by offering a variety of programs that help build on the physical, emotional and social benefits that are necessary for every individual. The Recreation Department welcomed almost 43,000 visitors to the pools and had more than 1,650 children registered

in the classes. The young adults who teach and oversee the summer classes and the pool are second to none. They are a dedicated and passionate group of highly talented people who thoroughly enjoy teaching their specialized craft to the children.

## HUMAN SERVICES RECREATION DEPARTMENT

The Recreation Department will continue to reach out and expand its classes with new ideas for programs, but it will also keep the tried and true that so many people have come to enjoy.

### Seasonal and Part Time Staff

#### HEAD LIFEGUARDS

Liz Ebbrecht  
Alisa White

#### WSI/LIFEGUARDS

Abby Ebbrecht  
Conor Hanlon  
Alexis Hoeffy  
Amanda Hoeffy  
Katie Hughes  
Shannon Kelley  
Nolan Ryan  
Olivia Wisniewski  
Grant Woodin

#### LIFEGUARDS

Emily Gardner  
Deirdre Hennessy  
Katie Horrigan  
Dan McGrath  
Riley Moore

#### GAMES GALORE

Megan Amaral

#### PASS CHECKER

Katie Gauthier  
Katherine Lindberg  
Emily McCarthy  
Mariessa Ricciardi  
Cassidy Windler

#### SNACK BAR

Ryan Blake  
Abby DeNorscia  
Cece Fitzgerald  
Kathryn Putnam

#### HALF DAY PROGRAM

Lexie Atkins  
Brittany Benoit  
Alyssa Kelley  
Julia Lucchesi  
Nick Marconi  
Amanda Rollins

#### BASKETBALL

Jack Grogan

#### DRAMA

Allie Zeena

#### ALL DAY PROGRAM

Cara Cammuso  
Brenda French  
Olivia Gibbs  
Michaela Goodhile  
Amelia Hirtle  
Mike McCarthy  
Emily Oliver  
Tyler Rosseland  
Maria Russo

#### CRAFTS

Sarah Matys  
Mackenzie Ryan

#### TENNIS

Paul Burgholzer  
Sarah Conger  
Chloe Lazar  
Ashlyn Murphy

# HUMAN SERVICES RECREATION DEPARTMENT

## **BEFORE & AFTER SCHOOL PROGRAM STAFF**

Anne Atkins  
Britt Benoit  
Beverly Berthel  
Marie Clemente  
Nancy Corrigan  
Jennifer Dupont  
Cece Fitzgerald  
Katie Gauthier  
Judi Gluck  
Donna Horsfall  
Frank Kopeski  
Carol Leslie  
Julia Lucchesi  
Nick Marconi  
Mike McCarthy  
Hannah Pavini  
MaryJane Quist  
Mackenzie Ryan  
CJ Ward

Lexie Atkins  
Maria Behonick  
Cara Cammuso  
Kate Conlon  
Georgie DeWitt  
Lisa Ericksen  
Brenda French  
Olivia Gibbs  
Emily Henderson  
Alyssa Kelley  
Ginger Kopeski  
Katherine Lindberg  
Cindy Maki  
Emily McCarthy  
Emily Oliver  
Kate (KP) Putnam  
Tyler Rosseland  
Muriel Ventres  
Cassidy Windler

## **NEW CLASSES & INSTRUCTORS**

Resistance Training  
Barre Fitness  
Summer Shape Up; Cardio Sculpt  
Rape Aggression Defense  
Wreath Making  
Babysitter's Training  
Painting  
Conversational French  
Yoga for Teens

Megan Anderson  
Paula Sheehan  
Lisa Ericksen  
Holden Police  
Bemis Farms  
American Red Cross  
Lori Nelson  
Kathleen Kelley-Mulry  
Marty French

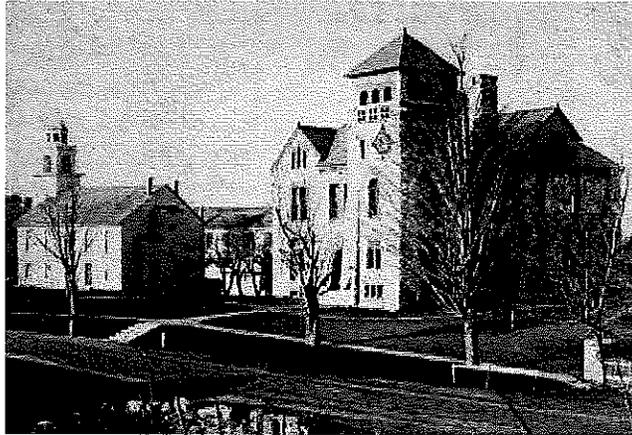
## **ONGOING CLASSES & INSTRUCTORS**

CCYo; Yoga for Everybody  
Hatha Yoga; Restorative Yoga  
Beginner's Golf  
Yoga Power; Core Pilates  
Men's Basketball  
Women's Volleyball  
Youth Wrestling

Marty French  
Marty Twomey  
Holden Hills  
Nina Cerviatti  
Mark Haynes  
Marcia Sherbourne  
Andy Meier

## CULTURE GALE FREE LIBRARY

Susan Scott – Director



**Damon Memorial Building 1888**

The Gale Free library is in constant use and has consistent growth each year while maintaining a vibrant and current collection that reflects the community. The Gale Free Library belongs to the Central/Western Massachusetts Automated Resource Sharing network, known also to our patrons as CW/MARS. This network allows library users access to hundreds of Massachusetts's Libraries materials, which can be reserved from any computer with Internet access and a library card. The Gale Free Library is now part of Massachusetts' Library System's Commonwealth E-Book program which significantly broadens patron access to electronic materials.

Computer usage is on a steady incline due to limited resources at home and the advent of wireless. The library has become a destination for those who own their own mobile devices and those who have no Internet access outside of the library. New databases include Ansestry.com, Heritage Quest, Universal Class, Rocket Languages. The reference department is always eager to assist patrons with any kind of questions and can also answer a broad range of technical questions. Recent additions such as downloadable and streaming music service Freegal, has increased website and access numbers. Indieflix, also a new addition, is a streaming movie service that patrons can access with their card on a variety of devices.

The Children's Department has an excellent collection of books, DVDs and audio books, and strives to 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 visited 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

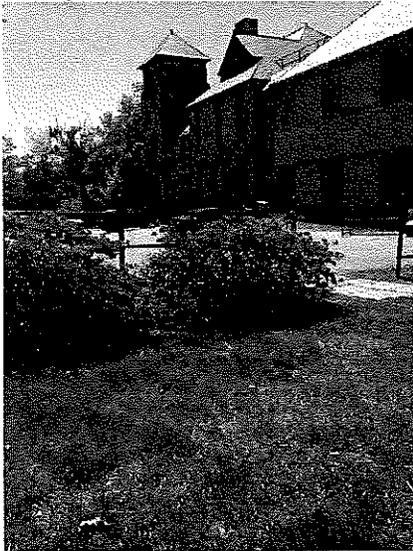
## CULTURE GALE FREE LIBRARY

times, a summer and winter reading program, family dinner and movies nights, writing workshops, crafts activities and scavenger hunts.

A new area was designated for the Young Adult collection complete with furniture and computer access. Special attention is given to the Young Adult collection as it had become a major reading crossover section with adults.

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. First-time authors and small independent presses are encouraged in the collection.

The Friends of the Gale Free 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 funded a new and very popular museum pass collection; patrons can check out a variety of passes to local museums for free. Also, this year the Friends brought in authors and local interest groups to give educational and exciting programs. The Friends create a community spirit and enhance the role the library plays in the community. The fundraising done by the Friends is vital to the diversity of the Gale Free Library's programming. Other programs that continued this year were Food for Fines, Summer Music Series, cooking, 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. Meetings are on the third Thursday of the month.

The library wishes to thank Town Manager Jacquelyn Kelly, the Board of Selectmen and the Finance Committee for their continued support. The Director, staff and trustees would also like to highlight the dedicated work of the Buildings and Grounds crew who make us look good every day. 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, Beverly Dinneen, Al Ealy, Joyce Golden, Caitlin McKeon, Nancy Gunther, Nancy Richards, Christine Roy, Spencer Perry, Barbara Oberlin, Kim Challenger, Rachel Mimms, Taylor Adams, Carolyn Passey, Carol Bradway, Veronica BeJune, and Christine McKernan

## Board of Trustees

Stephanie Borg - Chairperson  
Alan Degutis  
Virginia Powell-Frasier  
Stephanie Adams  
Richard Maurer  
Nina Mazloff



## CULTURE CULTURAL COUNCIL

Mary Copeland - Chairperson  
Jane Becker  
Simon Gregory  
Nancy Rocheleau  
Kathleen Welsh

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<sup>th</sup> and is advertised through public notices and the local media. Applications for funding can be obtained at the Gale Free Library or can be found on-line at <http://www.mass-culture.org>.

One public meeting was held by the HCC in the fall and a follow-up meeting was held in January. This was 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.

### **2015 Specifics**

This year Holden's allocation from MCC together with money not used in prior cycles and reverted back to the HCC was approximately \$5,710. Of the 16 applications received, the HCC approved seven totaling \$5,710. This preliminary approval was based on the content of the application and new programs. Grants were fully and partially funded. As in past years, the Council chose to fund a variety of population sectors. The following are samples of the grants approved:

Gale Free Library: On Your Mark, Get Set, Read  
Steve Henderson/Senior Center  
Holden Bandstand Concert 2016  
White Oak: Wildlife Saturdays  
Richard Clark: Two to Tango

## COMMITTEE REPORTS HISTORICAL COMMISSION

Charles T. Skillings - Chairperson  
Ida J. Nystrom  
Louise L. Hugo  
Nancy Rocheleau  
James Brantl

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. A long range goal will be to computerize the inventory and make it more usable by the public.

### **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, Dawson, 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 36th Annual Hendricks House Flea Market was held in August in conjunction with the annual Holden Days celebration on the front and side lawns of the Hendricks House. In December, with the cooperation of the Holden Garden Club, the Hendricks House was decorated inside for the holidays and open for Holden's third Winter Festival celebration.

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.

### **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

Lawrence Kowalczyk – Chairperson  
Lance Lazar  
Susan Kowalczyk  
Michelle Leveillee  
Nicholas Langhart  
Karen Clickner

The Holden Historic District Commission (HHDC) presides over the structures, ground, and monuments within Holden's two historic districts: Holden Center and Boyden Road. The Commission reviews applications for maintenance and changes seen from the public way. Three types of applications are available: a Certificate of Appropriateness, Non-Applicability, and Hardship. These certificates must be obtained before work can proceed. The specific boundaries of the districts and the Commission's procedures are reviewed within Holden's town website and literature is available at both the Town Hall and the Gale Free Library.

The HHDC received nine applications in 2015. The HHDC reviewed two applications at its March meeting. The first was an application for a Certificate of Appropriateness received from Chris and Michelle Leveillee proposing to replace existing aluminum gutters and add additional gutters where needed to their home located at 32 Highland Street. This application was approved. The second application was for a Certificate of Non-Applicability received from Verizon/Holden Congregational Church proposing to remove existing sheathing on the lower portion of the steeple and replace it with a fiberglass material. The HHDC recommended the application be changed from Non-Applicability to Appropriateness. This change was agreed upon and the application was approved with the understanding that the approval is exceptional in light of the fact that the construction of the existing steeple is not original to the building and due to the prior history of the use of non-appropriate materials on the existing steeple and church body.

In April, the Friends of the Gale Free Library submitted an application for a Certificate of Appropriateness proposing to permanently install a sign on the lawn of the library to advertise the Book Cellar and its hours of operation. The application was approved. Also discussed at the April meeting was an application for a Certificate of Appropriateness received from Joseph Griffin proposing the removal of 5 non-historic trees from his property located at 28 Boyden Road. This application was also approved.

The HHDC received an application for a Certificate of Appropriateness from Benjamin Coughlin proposing to remove damaged clapboards and paint the exterior of his home located at 12 Boyden Road. Also included in the application was the replacement of his garage door. This application was also approved.

## COMMITTEE REPORTS HISTORIC DISTRICT COMMISSION

In July, the HHDC was in receipt of two applications from the Baptist Church. The first was for a Certificate of Appropriateness proposing to prep and paint the exterior of the sanctuary portion of the building. This application was approved. The second application was for a Certificate of Hardship proposing to apply vinyl siding to the hall portion of the building and replace existing windows in the hall with vinyl windows. Following some modification of the original application, a Certificate of Hardship was granted. The committee members would like to acknowledge the efforts and financial sacrifice of the parishioners of the Baptist Church in reaching an agreement regarding the scope of the work to be completed on the Baptist Church. The Baptist Church transformation is amazing and we are proud to say it is representative of the Holden Center Historic District.

Jeffrey Ward submitted an application for a Certificate of Appropriateness on behalf of Bill Latimer for the property located at 20 Boyden Road proposing to remove existing roofing materials, repair any damage, and re-shingle with like asphalt shingles. The application was approved.

The final application received this year was a request for a Certificate of Appropriateness from Chris and Michelle Leveillee of 32 Highland Street proposing to fence a portion of their yard. This application was approved.

The HHDC would like to thank all the homeowners and caretakers of our historic properties for their time and efforts in maintaining the integrity of our historic districts.

## COMMITTEE REPORTS INFRASTRUCTURE INVESTMENT FUND

Deborah Williams McDonnell - Chairperson  
Karl Makela  
John Lambert  
Edmond Benoit  
Paul Challenger  
Dawn Michanowicz  
Al Berg

The Infrastructure Investment Fund (IIF) was created in 1993 by Holden voters and by a special act of the Massachusetts Legislature. Its purpose is to enable Holden citizens to regularly set aside monies to support capital projects and to recommend the use of those monies for needed capital improvements.

The purpose of the Fund is best captured in this mission statement:

. to identify and prioritize those municipal needs that will enhance the quality of life for Holden citizens

. to establish financial policies and funding strategies to support the infrastructure needs of the community

The Fund is managed by a seven-member Board of Trustees, appointed by the Town Moderator. Of the seven trustees, at least four are members of the Town's Finance Committee. The Board serves as an advisor to Town Treasurer Sharon Lowder, who supervises the assets of the Fund. The Board must approve all appropriations from the Fund. All expenditures must be approved at a Town Meeting by a two-thirds vote, also.

The Trustees of the Fund and Town Meeting voters have supported six projects to date:  
. \$1,600,000 for debt service on the Main Street underground utility project. (paid in full)

. \$ 960,000 for purchase of land for the Davis Hill School and recreation area. (paid in full)

. \$1,500,000 for the construction of the new Senior Center. (paid in full)

. \$125,000 for repair of town buildings (paid in full)

. \$2,500,000 for the replacement of the swimming pool at the Dawson Recreation Center

. \$6,940,500 toward the construction of a Public Safety (Police and Fire) Facility

Funding for the first five of these projects has been successfully completed and the town is enjoying the improvements.

The Fund's initial capital was a one-time transfer of about \$400,000, voted at the 1994 Town Meeting. This was money that had been earmarked for specific capital projects (library reconstruction, for example) that were no longer needed. In 1994, and in subsequent years, there have been regular appropriations voted at annual Town Meetings. The Fiscal 2015 appropriation was 421,503.00

## COMMITTEE REPORTS INFRASTRUCTURE INVESTMENT FUND

Expenditures from the Fund in Fiscal Year 2014 totaled \$547,888.50: \$222,888.50 for the Dawson pool, \$325,000 for the Public Safety Building. Investment earnings for Fiscal 2015 were \$10,645.53. The ending fund balance was \$1,333,961.17.

The Trustees witnessed the grand opening of the Public Safety Building in the fall of 2010. It was completed below budget, is an attractive addition to the town, and will provide years of service and enhance the well-being of our citizens.

The Trustees will continue to analyze, identify and prioritize what it believes to be the major infrastructure needs of our town.

In the mode similar to other major capital programs (e.g. financing new schools), the Fund's viability rests on continuing financial support from the Town's annual operating budget. To date the Finance Committee, Selectmen and voters have provided needed support through annual appropriations.

## COMMITTEE REPORTS

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

Marilynn Foley - Chairperson  
Roy Fraser III  
Jane Becker

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 for summer concerts in 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 as donors Light-A-Light in memory of, in honor of and in support of the Bandstand programs. Those donors are listed on the Town of Holden website, [www.holdenma.gov](http://www.holdenma.gov).

The Bandstand is also used for events during the year such as weddings, Girl Scout programs, nursery school graduations and Holden Days events.

The Committee is looking for members to join us in future planning and our fun.

As we look forward to our 24th year of presenting the 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

**2015 Summer Concerts**

July 12 - The Shakers

July 19 - Mud Puddle Stompers (Sponsored by the Holden Cultural Council)

July 24 - Wachusett Community Band (Sponsored by Oriol Health Care)

August 2 - Rick Barron and the Quavers

August 9 - Slo Grass

August 16 - Tim Hart, llusions

August 23 - Holdin Back

Partial Sponsors: Sunnyside Ford

Miles Funeral Home

Janice Mitchell Real Estate

Pepsi Cola Bottling Company of Worcester, Inc.

## COMMITTEE REPORTS AGRICULTURAL COMMISSION

Denise Cummings – Chairperson  
James Dunn  
Maleah Gustafson  
Michael Antinarella  
Eileen Charbonneau  
Steve D'Aquila

The Agricultural Commission welcomed two new members in 2015: Eileen Charbonneau and Steve D'Aquila. The Commission is thrilled to have them aboard.

Tim Either, the Commission's associate from the Board of Selectman, has been assisting the Commission with its mission in preserving open space. In the spring, selectmen passed as policy the Chapter 61 Land Right of First Refusal Guidelines. The guidelines' main objective is to utilize the state allowed 120 day window for taking action toward exercising the right of first refusal option. This gives an outside non-profit or governmental agency time to perform due diligence and possibly save a property from being developed. There were three Chapter 61 properties that came before selectmen this year. Utilization of these guidelines allowed the Board of Selectman and the Town to understand the process more clearly, define areas within the process that can be improved upon and allow potential interested entities to utilize the maximum time allowed for purchasing purposes.

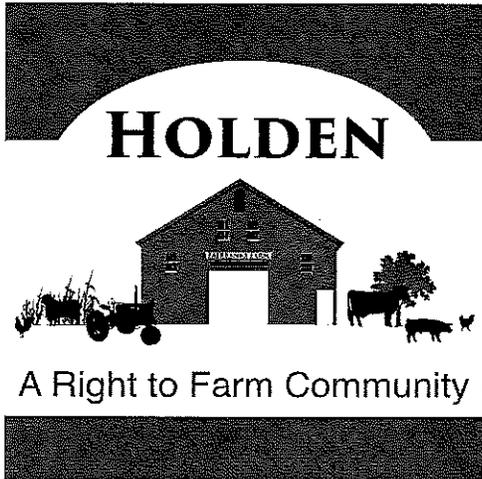
The Commission has initiated with the Board of Selectmen to include an Open Space Preservation Fund. The Commission's goal is to have the fund opened with a nominal dollar amount from the general fund of \$100,000 and going forward a \$50,000 annual deposit until the fund meets the maximum of \$500,000. This initiative is currently being worked out with the Finance Committee on the upcoming FY17 budget. The Commission's intent will be to have an article on the town meeting warrant in May 2016 for the Town's vote in support of the Commission's efforts.

In conjunction with an Open Space Preservation Fund, the Commission is also in the beginning stages of prioritizing the remaining Chapter 61 properties. With assistance from other town boards, the Commission's intentions are to identify the top few favorable chapter properties left in order to maintain and preserve their status as open space.

The Commission's 2014 garden drawing winner received her new raised bed garden. Commission members were pleased with the success she had in her first harvest with a beautiful bounty of vegetables. Supplies and materials were donated from town supporters. The Friends of The Red Barn supplied spare barn boards. These were used as the frames for the beds. Tydebrook Farm on Malden Street supplied the compost for the beds. The rich and perfectly groomed compost allowed the crops to flourish and cause our winner to have tremendous success in her first year.

## COMMITTEE REPORTS AGRICULTURAL COMMISSION

Taking lead from the Town Manager via news articles and meetings, the Commission set out to find if the Town was ready and willing to have a community garden. The Commission was matched with great enthusiasm from multiple citizens who in turn created a committee of their own and brought one of the elementary schools on board.



They now have a designated space at Davis Hill School and are ready to break ground in the spring.

The Commission's Facebook page was finalized and has been up since the beginning of the year. People now have a better way follow the agricultural news, events and happenings within Holden. The Commission sends out its periodical newsletter that has gotten rave reviews from our recipients you can view the latest edition on the Town's website. Please contact Denise Cummings, commission chairperson, at: [northwoodsfarm@live.com](mailto:northwoodsfarm@live.com) or call her at (508)328-5837 for more information.

## COMMITTEE REPORTS WACHUSETT GREENWAYS

### Board of Directors

Colleen Abrams - Chairperson  
Gordon Elliot (retired 9/2105)  
Christy Barnes  
Jeffrey Keay  
Stephen Chanis  
David Fitzpatrick, Treasurer  
Michael Peckar, Secretary

Together with partners, the Massachusetts Department of Conservation and Recreation (DCR), Wachusett towns, local foundations and businesses, Wachusett Greenways (WG) has served central Massachusetts for 21 years and has completed nearly 20 miles of the planned central 30 miles of the Mass Central Rail Trail (MCRT) and the four mile Trout Brook/White Oak Trail.

### Strong Support

Greenways membership remains strong with more than 800 members. WG welcomed 73 new members in 2015. Nearly 400 donors contributed to Wachusett Greenways' MCRT Construction Fund. This year, more than 200 volunteers of all ages helped carry out Greenways' mission of connecting the Wachusett communities with trails and greenways.

### State Trails Conference

Wachusett Greenways directors attended the annual State Trails Conference which was led by Paul Jahnige and Amanda Lewis of DCR's Trails and Greenways Program and the Massachusetts Recreational Trails Advisory Board (MARTAB). Trail enthusiasts from across the Commonwealth serving with government agencies, town committees and nonprofit groups gathered to inspire and encourage one another.

### Trail Stewardship

Wachusett Greenways continued to steward the MCRT and Trout Brook/White Oak Trail. Partners including the DCR and Wachusett towns helped with mowing and machine maintenance. WG is planning MCRT upgrades in Rutland, Holden and Sterling with a DCR Recreational Trails grant and WG matching funds for 2016. WG also plans new MCRT signage for 2016.

### Mass Central Rail Trail Connection Plans

Preparation is underway to complete the MCRT connection along the Route 140/Beaman Street causeway in West Boylston. Design and engineering grants from the DCR Recreational Trails Program and two Partnership Matching Programs have been awarded to Wachusett Greenways which is providing the match for these grants. Wachusett Greenways has also applied for a DCR Recreational Trails Grant to construct

## COMMITTEE REPORTS WACHUSETT GREENWAYS

the first section of this connection from West Boylston trail terminus at the Thomas Street parking lot through the Route 140 crossing.

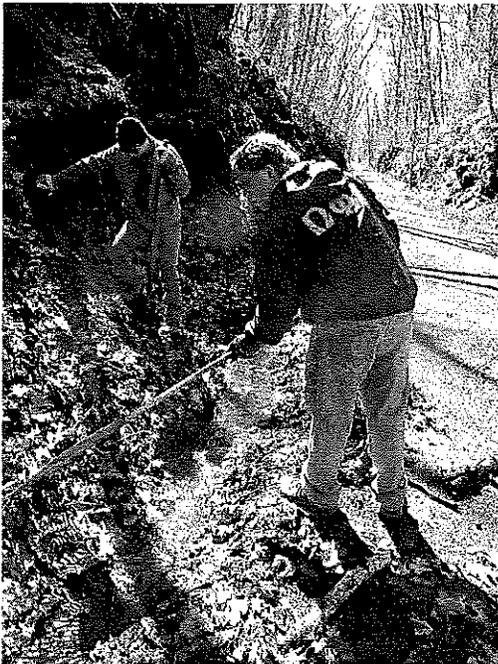
### **Teaming Up for Trail Maintenance and Upgrades**

Wachusett Greenways trail patrollers and trail clearing volunteers continued to maintain the MCRT. The Wachusett towns and the DCR also supported trail maintenance including mowing some rail trail shoulders and plowing parking lots.

The amenity of portable toilets is a service that trail users appreciate and is beneficial for the watershed. Wachusett Greenways funds three portable toilets year round in Sterling at the cider mill entrance, in West Boylston at the Thomas Street entrance and in Holden at River Street. The DCR provides portable toilets in West Boylston at Thomas Street and in Rutland at the MCRT/Midstate Trail parking lot.

### **Reaching Out**

Greenways held several hospitality days and trail counts on the Rail Trail and welcomed visitors at Holden Days and University of Massachusetts Medical School's Earthday Celebration. At one trail count, several visitors stopped to express their appreciation to all who have helped build and care for this trail.



Student teams bring fresh energy. Bancroft middle-school and 5<sup>th</sup> grade students returned for their annual series of volunteer days. Worcester Polytechnic Institute students from the Alpha Phi Omega co-ed service fraternity served for several trail days including at the Springdale Mill celebration. Rutland Girl Scouts, Sterling Girl Scouts, St. John's High School students and Westborough Synagogue Mitzvah families also volunteered.

### **Welcome Center**

Planning for the accessible ramp and trail connection at the Welcome Center at 21 Miles Road in Rutland is still underway. WG expects that 2016 will be the landmark year when it begins to welcome regular visitors there. Most gracious and community minded landscaper Doug Hagman donated mowing and leaf removal. WG is grateful for good neighbors Everett Reynolds and Lynda Lambert, Seth Stidsen and Dave Camarra who continue to help out with plowing and more. Wachusett Greenways also thanks Sentry Oil for continued support.

## COMMITTEE REPORTS WACHUSETT GREENWAYS

### **The Garden is Coming**

Jeff Keay and his intrepid team built raised vegetable garden beds, and Christy Barnes selected the site for a rain garden. Greenways is looking forward to spring planting for vegetables to share with visitors. Greenways is seeking garden volunteers, too.

### **New Benches**

Greenways installed new granite benches at the Springdale Mill site just in time for the 10<sup>th</sup> annual Springdale Mill Celebration. At least three new engraved benches are planned for 2016 installation along the MCRT.

### **Outdoor Events**

Wachusett Greenways offers a wide variety of free outdoor events year round from walks and bicycling to full-moon snowshoeing, cross-country skiing and canoeing. New leaders and trail event suggestions are always welcome.

### **WG welcomes volunteers, members and supporters!**

Sign up at [www.wachusettgreenways.org](http://www.wachusettgreenways.org) to help. New members receive the *Wachusett Greenways* guide which includes a map for the regions' trails and greenways. Section maps of the Mass Central Rail Trail are available at <http://www.wachusettgreenways.org/wordpress/maps-and-trail-sites/mcrt-map/>.  
Wachusett Greenways, P.O. Box 121, Holden 01520.

## COMMITTEE REPORTS

### WACHUSETT WATERSHED REGIONAL RECYCLE CENTER WACHUSETT EARTHDAY

2015 was another year of growth for the Wachusett Watershed Regional Recycle Center, at 131 Raymond Huntington Highway in West Boylston. The Center is a partnership of seven Wachusett towns (Boylston, Holden, Paxton, Princeton, Rutland, Sterling and West Boylston), the Massachusetts Department of Conservation and Recreation (DCR), and the volunteer non-profit Wachusett Earthday, Incorporated.

Wachusett Earthday operates the Wachusett Watershed Regional Recycling Center on Monday from 5 to 7 p.m., Tuesday from 9 to 11 a.m., Wednesday from 2:30 to 4:30 p.m. and the third Saturday of each month from 8 to 11 a.m. to collect bulk, recycling and reuse items. Visit [www.wachusettearthday.org](http://www.wachusettearthday.org) or [www.holdenma.gov](http://www.holdenma.gov) for updates.

In 2015, the number of visits by residents from the seven town region to the Center increased by 43 percent to 22,113. During 2015, Wachusett Earthday held 155 collections.

Four special collections of household hazardous products with a disposal fee were held on the third Saturday of April, June, September and November from 8 a.m. to 12 p.m. Three free document shredding days were held on the third Saturdays of March, May and October.

Neighbors shared many thousands of household goods and furnishings, fabric arts, school supplies, sporting goods, cards and gift items. Seniors downsized and children shared favorite toys and games they had outgrown. Residents moving in or out of the region found a place to leave their extra household goods or handle their chemicals and paints. Students and young families found just the right item to help set up housekeeping. Teachers found a great place to share resources.



Increasing by 48 percent, more than 11,400 gallons of household hazardous products (chemicals and paints) were safely removed from the watershed. Collected items totaled more than 144 tons of appliances and metals; 1,106 tires; 635 propane cylinders; 59 fire extinguishers; 120 tons of cardboard, paper, plastic and mixed recycling; 401 tons of project debris and furniture; 2 tons of fluorescents; more than 2 tons of alkaline batteries; more than 2 tons of rechargeable and lead acid batteries; thousands of electronics including more than 2,000 computer monitors and TVs; and several tons of clothing. More than 13,000 returnable bottles and cans were collected.

**COMMITTEE REPORTS**  
**WACHUSETT WATERSHED REGIONAL RECYCLE CENTER**  
**WACHUSETT EARTHDAY**

Ninety five dedicated volunteers served at the Wachusett Watershed Regional Recycle Center. Additional volunteer groups who helped include Scout troops and Worcester Polytechnic Institute Alpha Phi Omega volunteers. Earthday volunteers offered free sample items and reuse and recycling information at Wachusett town celebrations.

Six household hazardous products, i.e. chemicals and paints collections, are planned for 2016. Chemical and paint collections will be held on April 16, June 18, September 17 and November 19. Those collections will also include bulk, recycling and reuse. Please note that chemicals and paints will only be collected on May 7 and October 1. The other areas of the Recycle Center will be closed on those two Saturdays. Free document shredding will be held on March 19, May 21 and October 15 in 2016

The Center will be closed on May 30, July 4, September 5 and November 23 in 2016.

The Wachusett Watershed Regional Recycle Center Town Representative Team includes designated representatives of the seven Wachusett towns; the Massachusetts Department of Conservation and Recreation and Wachusett Earthday, Incorporated. The team meets periodically to review operations. The Board of Directors of Wachusett Earthday, Incorporated, a volunteer non-profit group, meets monthly to manage operations.

The Towns of Boylston, Holden, Princeton, Rutland and Sterling collect sharps. West Boylston has a program to mail in sharps without a fee. The towns of Holden, Paxton, Princeton, Rutland, Sterling and West Boylston collect pharmaceuticals at their Public Safety buildings.

Contact Wachusett Earthday at [www.wachusettearthday.org](http://www.wachusettearthday.org) for updates including weather closings.

**2015 Members of the Wachusett Regional Recycle Center**  
**Town Representative Team**

Boylston—Martin McNamara  
Rutland—Sheila Dibb  
Holden—Dennis Lipka/Pam Harding  
Sterling—William Tuttle  
Paxton—Carol Riches  
West Boylston—Leon Gaumond/Mike Kittredge/Nancy Lucier  
Princeton—Arthur Allen  
Wachusett Earthday—Colleen Abrams  
MA Department of Conservation and Recreation—John Scannell

COMMITTEE REPORTS  
WACHUSETT WATERSHED REGIONAL RECYCLE CENTER  
WACHUSETT EARTHDAY

**2015 Directors of Wachusett Earthday**

Colleen Abrams, Norma Chanis, George Dvorak, Tim Harrington, Eric Johansen, Mark Koslowske, C. Mary McLoughlin (became emeritus 10/1/2015), Anna Perkins, Patt Popple, Ben Ribeiro, Vanya Seiss, Helen Townsend and Robert Troy.

Retired in 2015: Andre Gaudet (6/30/15), Sandra Hakkarainen (3/8/15), Lydia Shewchuk (9/28/15)

## COMMITTEE REPORTS 275<sup>TH</sup> CELEBRATION COMMITTEE

Roy Fraser - Co-Chairperson  
Eric Johansen-Co-Chairperson  
Marilynn Foley  
Barbara Nystrom-Mellor  
Debra Osipov  
Lois Johansen  
Jeremy Kurtz  
Cheryl Jenkins  
Denise Morano

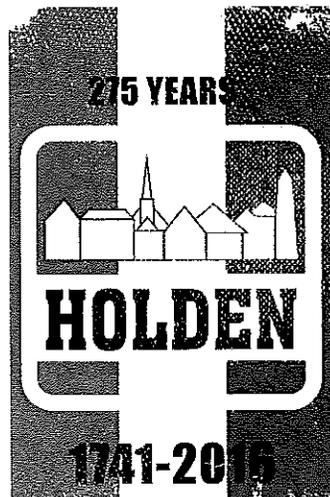
This Committee was formed in April 2015 to plan the celebration of the town of Holden's 275<sup>th</sup> Birthday. It is comprised of volunteers from the Town with a selectman and two members of Holden town offices. Meetings have been held on the third Tuesday of each month.

The committee has begun planning a number of potential events to celebrate the 275<sup>th</sup> including a family picnic, fireworks and to possibly be a part of the Fire Department Muster. Other ideas that have been discussed include a Holden History Night along with the Holden Senior Center. The plans are not limited to these events at this time.

To kick off fundraising the Committee planned a 275<sup>th</sup> Kickoff Celebration Gala to be held at Val's Restaurant on January 11, 2016. Appetizers were served. A Silent Auction was held as well.

The Committee is fortunate to have a number of very effective, enthusiastic volunteers to assist in the planning and carrying out of the events planned.

It is the hope of this Committee that there will be surplus to allow a commemorative gift to be purchased or a sum of money will be passed to the Holden 300<sup>th</sup> Committee.



## COMMITTEE REPORTS RECREATION COMMITTEE

Lisa Post - Chairperson  
Erin O'Neil Bradbury  
Melissa Staiti  
Robin Grady  
Nancy 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 2015, the Recreation Department offered several new programs including: a wreath making class, RAD training, Barre Fitness, yoga for teenagers, a conversational French class, and a painting program for children aged eight to twelve. 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 or by filling out the "Do Something Questionnaire" available at [www.holdenma.gov](http://www.holdenma.gov).

## COMMITTEE REPORTS HELP AT H.O.M.E. COMMITTEE

Karen Halley - Chairperson  
Brian Bullock  
Faye Ellis  
Marty Holman  
Susie Marsh  
Jim Robinson  
Joe Sullivan

This past year, Help at H.O.M.E. raised \$14,656 and disbursed \$12,377 to 28 Holden households (\$442/household). Most of the funds disbursed went to pay for utilities (electric and heating oil).

The fundraising was done principally via the envelopes distributed in the Holden Municipal Light Department bills last November. This has been the primary method of fundraising since the inception of Help at H.O.M.E. Donors include individuals, civic organizations, schools, churches, and local businesses. 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 2012 revised edition of the Help at H.O.M.E. emergency resource guide is available at the Town Hall, the Holden Senior Center, the Gale Free Library and the Light Department.

The Help at H.O.M.E. Committee is a town committee that consists of seven members appointed by the Town Manager.

The Welcome Aldrich Relief Fund 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. The purpose of the fund is to help Holden residents, regardless of their age, who seek assistance with their heating/fuel/utilities bills. It is turned to as a last resort, when the residents have been unable to receive support elsewhere and are experiencing an emergency. The fund has been providing assistance to residents for more than 70 years.

We will continue this necessary work with the continued generosity of the Holden community.

Since Help at H.O.M.E. was launched in 2008, more than \$135,000 has been received in donations and \$109,000 has been disbursed (81%), and 193 disbursements have been made. If you know someone who may need assistance, please encourage them to contact Senior Center staff at (508) 210-5570.

**COMMITTEE REPORTS  
CABLE ADVISORY COMMITTEE  
HOLDEN COMMUNITY TELEVISION**

Jay Brunetta – HCTV Public Access Director  
Evan Shakenbach – Production Assistant  
Larry Popple – Chairman  
Patricia Popple  
Hank Ouellette  
Louis Tilson  
Christopher Hugo



Holden Community Television (HCTV) was busy making upgrades and working on various video projects this year. At the Holden Senior Center new cameras, new wireless gooseneck microphones, audio speakers and a new LED projector were installed for the summertime Holden Board of Selectmen meetings, and community events giving a more enhanced picture and clearer sound to these productions.

HCTV continues to produce a wide variety of programs. Hometown Holden continued its third season, with Town Manager Jacquie Kelly as host. The show highlights the various departments of the Town of Holden. Past episodes have included a tour of the Holden Department of Public Works, Water Department, and the Public Safety Building with a focus on the Holden Police Department and Holden Fire Department. Future episodes will highlight the new Holden Recreation Department and the Holden Senior Center. A new show was introduced to the community called “Wachusett Now” hosted by Wachusett Regional School District Superintendent Darryll McCall. Each episode of “Wachusett Now” will spotlight a different school in the district and highlight the unique characteristics of the school and the diverse opportunity provided at each school. HCTV continues to broadcast all Holden selectmen meetings, Wachusett Regional School District School Committee meetings and other town events, such as the Holden Memorial Day Parade, Holden Days, Wachusett Flag Football Super Bowl, lectures and seminars taped at the Holden Senior Center, the Mountview Middle School graduation, and the seasonal musicals at the Wachusett Regional High School.

Holden Community Television is thankful to its committed volunteers who have contributed to the continued success of the public access facility. A majority of its locally produced, original programs can be viewed 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, please contact HCTV at (508) 829-6185.

## COMMITTEE REPORTS

### DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE

Daniel Nason - Chairperson  
James Kempton  
Dawn Michanowicz  
Eugene Stirchak  
Mark Johnson  
John Cross, Jr.  
William Randell

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:
  - a. Identification, review and selection of the optimum site for the facility;

## COMMITTEE REPORTS

### DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE

- 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.

Anthony Renzoni and David White were designated the non-voting representative from the Board of Selectmen and the Finance Committee, respectively.

John Woodsmall, Director of Public Works; Daniel Hazen, DPW Supervisor of Operations; Mark Elbag, Water-Sewer Superintendent; and Isabel McCauley, Senior Civil Engineer, serve as ex-officio members and staff to the Committee without a vote.

In 2015, the Committee met on September 17 and 22, October 22, and November 19.

## COMMITTEE REPORTS MOUNTVIEW SCHOOL BUILDING COMMITTEE

Paul Challenger - Chairperson

David White

Larry Galkowski

Erik Githmark

Jacquelyn Kelly

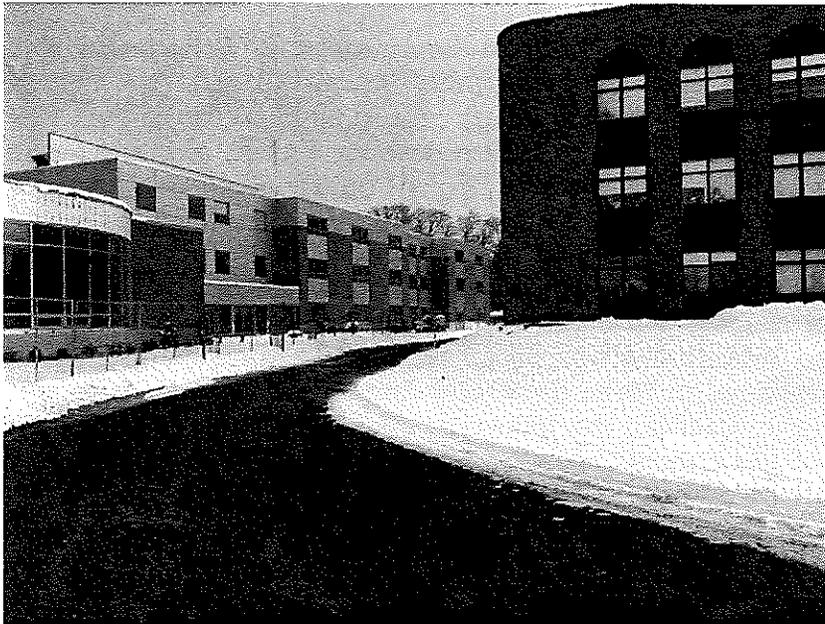
Christopher Lucchesi

Darryll McCall

Robert McCarthy

Margaret Watson

2015 saw tremendous progress in completing the new Mountview Middle School, despite some unusually harsh weather during the year. As the year ended, walls were being painted, floors laid and cabinets and carpentry were being installed. The architect conducts a walk-through weekly to check on the progress of the work, and the owner's project manager and his assistant are on site every day. Both report that the new building shows quality workmanship and the construction areas are kept clean and organized at all times, indications that the contractor is managing the sub-contractors well.



**The new Mountview Middle School (left) during construction.**

Beginning in late January, Holden experienced six weeks of sub-freezing temperatures and heavy snow that brought progress on the job almost to a halt. When the weather improved, work started up again and the project was brought back on schedule. The school and the site were not damaged during the storms.

During the winter, the metal panel system for hanging the exterior panels was installed, and the external brick work commenced in April. The Committee decided to

extend the dehumidification provided by the HVAC system to include the gymnasium as well as the classrooms, to make that space more useable during hot weather.

Workers at the construction site were treated to an appreciation lunch in July, which was well received. By the beginning of the summer, the site work and the water run-off retention basin were 90 percent complete. However, before the basin was complete, an

## COMMITTEE REPORTS

### MOUNTVIEW SCHOOL BUILDING COMMITTEE

erosion control incident occurred at the end of June during a very intense rainstorm, when a temporary infiltration barrier burst, and the last ten feet of wall was undermined. Water and soil escaped the retention basin and flowed into the woods, requiring the hiring of an environmental clean-up firm to return the woods to its original condition. Since then the water control system has been completed, including an underground drainage water line that has been installed as an additional precaution.

Meetings, formal and informal, have been held to address concerns of abutters, and to explain the use of the entrance off Mountview Drive as temporary and only for personal vehicles.

Decisions were finalized for technology and furniture in the new building, and the utility lines were installed along Shrewsbury Street during the summer. By the end of September, interior tiles had been installed in bathrooms and corridors. Ceiling grids in classrooms, lights, and smoke detectors were in by the end of September, also.

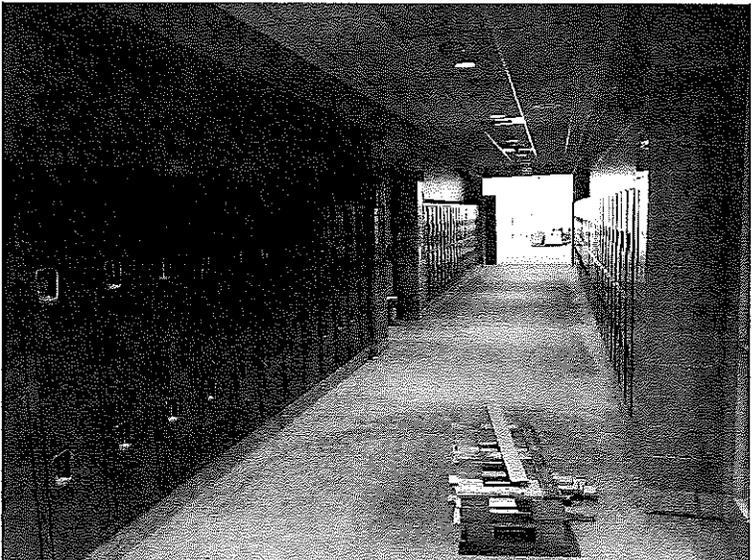
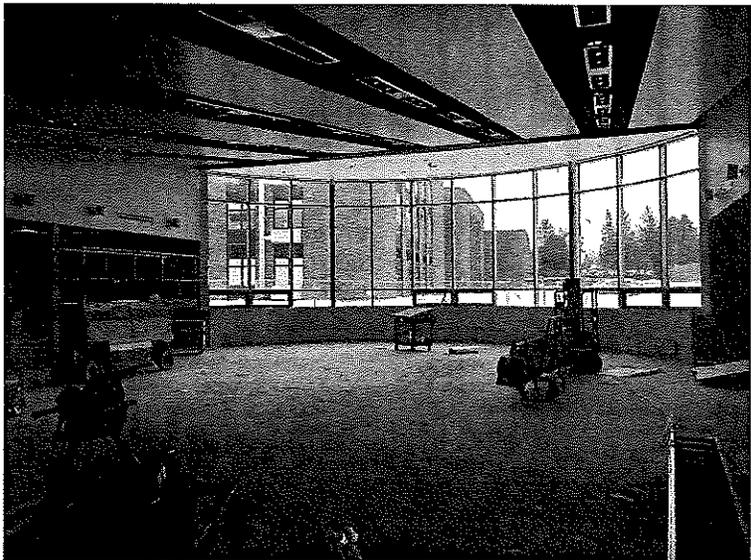
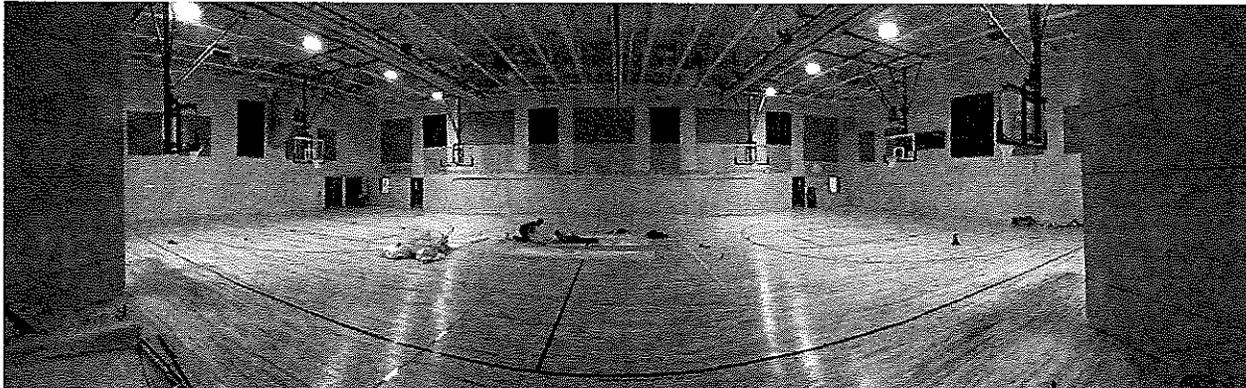
In October the work continued on schedule with work on sidewalks, landscaping, fencing, and solar panels. On October 17, tours of the new building were conducted for members of the Finance Committee, Holden Board of Selectmen, the Wachusett Regional School District School Committee, other town committees, and the press. The school earned great praise for its size, function and quality.

An electronic sign will be placed on the lawn near Shrewsbury Street, and the stone plaque on the boulder now placed at the front of the current building will be preserved and relocated to a spot just outside the main entrance.

Moving from the present middle school to the new building will be completed during the April 2016 vacation week, and classes will begin in the new building when students return from the vacation week. Bids went out to professional movers for completion of the move, which will be accomplished in three days, allowing time for teachers to set-up classrooms before returning to teaching the following week. Removal of hazardous materials and the demolition of the current building will commence immediately and will be completed before school starts in the fall of 2016. This is necessary to allow for construction of the parking lots and playing fields. The project is approximately 85 percent complete as of year-end 2015.

The Committee continues to meet monthly and is working diligently to complete the project on time and within the funds appropriated for the project, while ensuring that we deliver the highest quality project possible. All meetings are publicly posted, and the community is welcome to attend. The construction and its oversight continue with all due diligence to ensure quality and careful use of funding. As of this writing, the Committee fully anticipates an on-time opening and completion of the project significantly under the amount appropriated for it.

COMMITTEE REPORTS  
MOUNTVIEW SCHOOL BUILDING COMMITTEE





## 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
- 275<sup>TH</sup> Celebration 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.

