



TOWN OF HOPKINTON
SELECT BOARD MEETING AGENDA
Tuesday, January 25, 2022 6:00 PM
REMOTE MEETING

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/81932093605?pwd=TzlxRkpMTHQyZDYyNVZmSjVCTEIKUT09>

Passcode: 184441

Or One tap mobile :

US: +16468769923,,81932093605# or +13017158592,,81932093605#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 819 3209 3605

International numbers available: <https://us02web.zoom.us/j/81932093605?pwd=TzlxRkpMTHQyZDYyNVZmSjVCTEIKUT09>

6:00 PM

CALL TO ORDER

1.

EXECUTIVE SESSION

a. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 3) to consider strategy with respect to collective bargaining relative to DPW, Police, Fire and Library Unions because an open meeting may have a detrimental effect on the negotiating position of the Board.

b. To approve executive session Minutes (01/11/2022)

Supporting Exhibit: [Executive Session Memo](#)

6:30 PM

CALL TO ORDER - OPEN SESSION

2.

PLEDGE OF ALLEGIANCE

6:31 PM

PUBLIC FORUM

3.

Residents are invited to share ideas, opinions or ask questions regarding Town Government.

6:40 PM

RECOGNITION - OFFICER PHIL POWERS

4.

The Select Board will recognize Police Officer Phil Powers, who is retiring with just over 34 years of service.

6:45 PM

CONSENT AGENDA

5.

The Select Board will consider the following consent agenda:

a. **MINUTES** - The Select Board will consider approving the Minutes of the January 11, 2022 and January 13, 2022 meetings.

b. **MARATHON FUND COMMITTEE GIFT** - The Select Board will consider accepting a gift of \$1,000 to the Marathon Fund Committee in the memory of Frederick L. Murphy, from TSG Enterprises LLC.

- 6:50 PM**
6. PARADE PERMIT APPLICATION - MASPENOCK MILE ROAD RACE, MAY 27, 2022
The Select Board will consider approving a Parade Permit for the Maspenock Mile Road Race, to be held on Friday, May 27, 2022. The starting and ending point is Sandy Beach and no road closures are requested.
Supporting Exhibits: Parade Permit application and supporting documents; Permitting Team Comments
- 6:55 PM**
7. STREET NAME APPROVAL - TURKEY RIDGE ESTATES SUBDIVISION, LINCOLN ST. & CEDAR ST. EXT.
The Select Board will consider the request of Courtney Lussier for approval of street names for two new streets in the Turkey Ridge Estates subdivision. They have proposed the following names for a new street off Cedar St. Ext.: Sunrise Path, Emerald Walk, Honeybee Pass or Cabo Way; and an extension of Lincoln Street would be named "Lincoln Street".
Supporting Exhibits: Street Name Request; Staff Comments; Subdivision Plan
- 7:00 PM**
8. SECTION 15 ALCOHOL LICENSE - CHANGE OF OFFICERS, MOBIL MART, 92 WEST MAIN STREET
The Select Board will consider approving a Change of Officers for the Section 15 Package Store Alcohol License for Global Montello Group Corp. DBA Mobil Mart Hopkinton.
Supporting Exhibits: Application and supporting documents
- 7:05 PM**
9. BOARD/COMMITTEE APPOINTMENTS
The Select Board will consider making the following appointments:
 - Ilana Casady and Amy Groves to the Cultural Council, to terms 1/30/2022 - 1/29/2025Supporting Exhibits: Board/Committee Applications
- 7:10 PM**
10. COVID-19 UPDATE
The Select Board will receive an update on the Town's response to the Covid-19 Pandemic.
- 7:15 PM**
11. 2022 ANNUAL TOWN MEETING AND FY23 BUDGET PRESENTATION/DISCUSSION
The Select Board will hear FY23 budget presentations for the Library Services, Senior Services, Youth and Family Services, Parks and Recreation, Land Use and Inspectional Services, Public Health Services, Information and Technology Services, Communications, Human Resources, Town Clerk and Elections, Finance, Accounting and Procurement, Town Manager. The Select Board will discuss its own potential annual town meeting articles and consider voting to submit articles into the 2022 annual town meeting warrant.
Supporting Exhibits: 2022 Annual Town Meeting Timeline & FY23 Budget Schedule; List of Select Board & Town Manager Potential Town Meeting Articles; Budget Presentation Slides
- 8:45 PM**
12. TOWN MANAGER REPORT
Town Manager will report on the following:
 - a. Lykan Bioscience Tax Increment Finance (TIF) Agreement Update

- b. Designation of Michelle Murdock as a Records Access Officer for the Police Department, pursuant to the Massachusetts Public Records Law

8:50 PM **LIAISON REPORTS/BOARD INVITES**
13. Supporting Exhibit: FY 22 Liaison Assignments

8:55 PM **FUTURE BOARD AGENDA ITEMS**
14. Board members will identify future agenda items.

9:005 PM **ADJOURN**

Correspondence to Select Board

1. Xfinity Program Advisories
2. Public Hearing Notice, Zoning Bylaw Amendments - Jan. 31, 2022
3. Notice of Decision, Board of Appeals - 311 Wood Street

Upcoming Select Board Meetings

1. February 1, 2022
2. February 8, 2022
3. February 15, 2022
4. February 22, 2022
5. March 1, 2022

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Unless an agenda item is a posted public hearing, the matter may be considered earlier than the indicated time if there are last minute cancellations or other unforeseen events which cause the Board to move more quickly through the agenda.

CONVENING IN EXECUTIVE SESSION UNDER THE OPEN MEETING LAW M.G.L. c.30A, §21(A)

PROCEDURE FOR CONVENING AN EXECUTIVE SESSION

1. The Chair posts notice of the Executive Session at least 48 hours prior to convening (excluding Saturdays, Sundays and legal holidays). Such notice must state the purpose for convening in Executive Session (see reverse side).

If the Executive Session will be convened under Purpose 1, the individual in question must receive written notice 48 hours in advance of the Executive Session.

If the Executive Session could not have been reasonably anticipated by the Chair at the time of the posting of the meeting, the Chair must explain the circumstances that justify convening in Executive Session without having posted its intention to convene in Executive Session.

2. The Board or Committee convenes in an open session.
3. The Chair requests a motion to enter into Executive Session.
4. A majority of members vote (by roll call recorded in the minutes) to convene in Executive Session.

RECORDS RELATING TO AN EXECUTIVE SESSION

1. All votes taken during an Executive Session must be recorded roll call votes and shall become a part of the record of the Executive Session.
2. The minutes of the Executive Session and records used during the Executive Session may remain secret only as long as publication would defeat the lawful purpose(s) of the Executive Session, but must thereafter become public records.
3. The Board or Committee must, at reasonable intervals, review the minutes of Executive Sessions to determine if the minutes remain exempt from disclosure, and such determination must be announced at the next meeting of the Board or Committee and recorded in the minutes of that meeting.

MODEL MOTION FOR CONVENING IN EXECUTIVE SESSION

[CHAIR READS]: I request a motion that the Board vote to convene in Executive Session

1. For the purposes of [*insert purpose as listed on reverse side modified to include all subjects that may be revealed without compromising the purpose of the Executive Session (for example, the motion should specifically identify the identity of the union, the nonunion member, the litigation matter, or the property to be discussed)*];
2. [*For Purposes 3, 6, and 8*] because the Chair declares that having such discussion in Open Session would have a detrimental effect on [*insert language from specific Purpose*];
3. To allow [*name any nonmembers*] to participate in the discussion; and
4. [*Not to/to*] convene in Open Session after the conclusion of the Executive Session.¹

¹ Remote Participation: A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

PURPOSES FOR CONVENING IN EXECUTIVE SESSION

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual.²
2. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
4. To discuss the deployment of or strategy regarding security personnel or devices, e.g., a sting operation.
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.
8. To consider or interview applicants for employment by a preliminary screening committee, if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to any meeting regarding applicants who have passed a prior preliminary screening.
9. To meet with a mediator regarding any litigation or decision; provided that (i) any decision to participate in mediation shall be made in open session and the parties disclosed and (ii) no action shall be taken with respect to the issues involved without deliberation and approval of the action at an open session.
10. To discuss trade secrets or confidential or proprietary information regarding activities by a governmental body as energy supplier, municipal aggregator or energy cooperative, if an open session will adversely affect conducting business relative to other entities making, selling or distributing energy.

² If the Board wishes to convene in Executive Session for these purposes, the individual in question has the right to receive written notice 48 hours in advance of the Executive Session; to be present at the Executive Session; to have counsel or another representative present to advise the individual, though not to actively participate in the session; to speak in his/her own behalf; to make an audio recording or transcription of the Executive Session; and to require that that the discussion be held in open session.



**TOWN OF HOPKINTON
SELECT BOARD**

18 Main Street, Hopkinton, MA 01748
508-497-9700 www.hopkintonma.gov

PARADE PERMIT APPLICATION

Date: 1/7/2022

Applicant Name: Chris Stevenson

Applicant Address: 25A Lakeshore Dr Hopkinton MA 01748

Telephone Number: 774-991-0781 Email: Legacyinvestments89@gmail.com

Applicant: Private/Individual Business Non-Profit
 Town Dept./Board/Committee

Date of Event: 5/27/2022 Rain Date: _____ Time: 6:00PM

Road Closures: None per Hopkinton PD

Please provide a description/purpose of the event in the space below. (Attach a separate visual or map of the complete route of the event)

1 Mile road race to kick off the summer
Please see IAP that was completed in partnership with HPD and HFD for guidance

Route Starting Point: _____ Ending Point: _____

Expected Number of Participants: _____

Person Responsible for Control of Litter: _____ Phone: _____

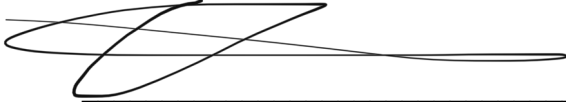
On-Site Person Responsible (Day of Event): _____ Phone: _____

ADDITIONAL REQUIREMENTS:

1. A Certificate of Insurance must be provided with this application, naming the Town of Hopkinton as an additional insured for at least \$1 million dollars in the case of accident.
2. Map, plan, or specific written description of the route of the proposed event.
3. Safety Plan
4. Litter Control Plan

The undersigned Applicant agrees that the Applicant and parade participants will conform to applicable laws, bylaws and regulations, as well as special requirements that may be made a condition of the granting of a Parade Permit pursuant to this application.

I/we agree to hold the Town of Hopkinton harmless from any and all liability and will defend the Town of Hopkinton in connection therewith.



1/7/2022

Signature of Applicant

Date

Revised 10/5/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/09/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	CONTACT NAME: Mass Merchandising Underwriting	
	PHONE (A/C, No, Ext): 800-426-2889	FAX (A/C, No): 260-459-5105
E-MAIL ADDRESS: info@sportsinsurance-kk.com		
PRODUCER CUSTOMER ID:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Christopher Stevenson 25A Lakeshore Dr Hopkinton, MA 01748 A Member of the Sports, Leisure & Entertainment RPG	INSURER A: Nationwide Mutual Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** W02076762 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		6BRPG000007485200	05/27/2022 12:01 AM EDT	05/29/2022 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG000007485200	05/27/2022 12:01 AM EDT	05/29/2022 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDER Town of Hopkinton 18 Main St Hopkinton, MA 01748 (Owner/Lessor of Premises)	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Town of Hopkinton 18 Main St Hopkinton, MA 01748 Named Insured: Christopher Stevenson
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Maspenock Mile Road Race and Event Safety Plan

Event Overview: 1 Mile road race to kick off the summer season on Lake Maspenock. The race will take place Friday May 27 at 6pm (for now).

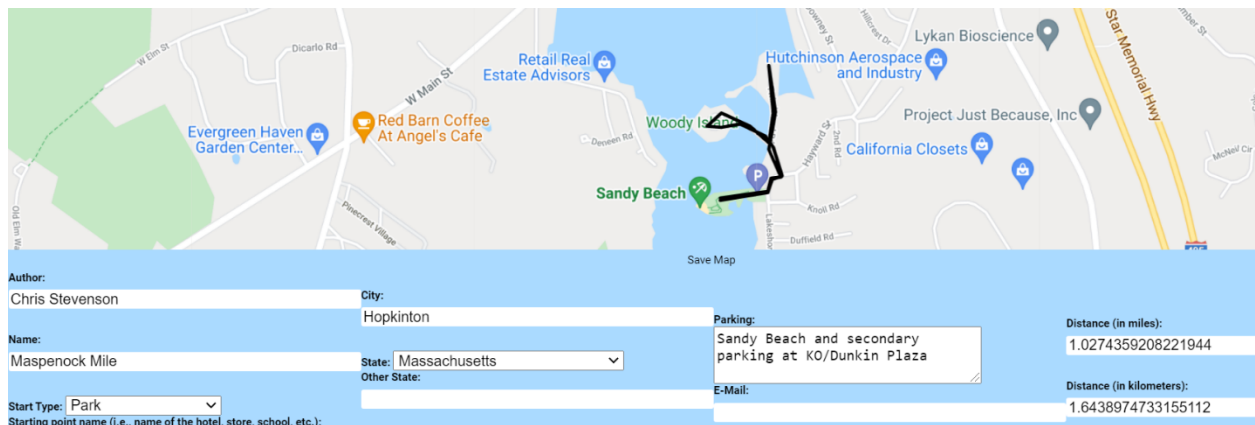
The venue will be Sandy Beach Hopkinton MA. Race start and finish is Sandy Beach walkway.

Race Director Contact Info:

Chris Stevenson 774-991-0781

25A Lakeshore Dr

Hopkinton MA 01748



Race Start: Sandy Beach Walkway towards parking lot and up Hayward St.

Left on to Woody Island

Right onto Twin Island Road (all the down and turnaround at end of road)

Right onto Woody Island Rd and around the circle (out and back)

Right on to Hayward St

Right onto parking lot of Sandy Beach

Finish at starting point, walkway to Sandy beach.

*We will utilize volunteers and road cones to ensure safe and consistent route will be followed.

Venue overview: Since this is a small race, no venue is needed besides Sandy Beach.

Risk Assessment: Our goal is to have 25 participants (not capped) for our first event. We will seek guidance from Police and Fire Department for details needed, especially if we have more

participants than expected. No police detail or medical needed with this small of an event per input from Deputy Chief Porter and Chief Miller.

per towns request we will have insurance coverage for the event, with the town as the beneficiary for a minimum of a \$1 million policy.

Stage and Infrastructure: None needed, road cones used for start/finish and turn arounds.

Electrical: None needed

Food/Refreshments: Will provide water and bananas for finishers

Waste/Disposal: Will utilize Harvey's for a disposal receptacle.

Staff/Security: 2-5 Volunteer's. Two-way radio will be used for on course volunteers. Race Director Chris will oversee calling 911 in case of an emergency.

Traffic Management: Will personally notify all households on course route of the event and staff will help direct any overflow.

Parking: Sandy Beach parking and if needed, overflow will be on the corner of Hayward st and South St. No transportation will be provided.

Permitting Team Comments
Parade Permit- Maspenock Mile Road Race
SB Meeting- 01/25/2022

January 10, 2022

The DPW approves the Litter Control Plan and has no other comment on the application..

John K. Westerling
Director of Public Works, Hopkinton DPW

January 10, 2022

Facilities has no Comments

Dave Daltorio
Facilities.

January 11, 2022

The FD has no further comment.

Chief Miller
Hopkinton Fire Department.

January 11, 2022

The Health Department approves the plan.

Shaun McAuliffe
Health Director

January 12, 2022

This plan looks good to me with the additional information Mr. Stevenson has provided me. Given the small size of runners, I would not be in favor of closing the roadways. As far as detail officers, I would suggest that Mr. Stevenson look to have in some way volunteers or cones that direct his runners. These marshalls should all be wearing reflective vests and have communication ability. I would make sure it is clear to the runners that this is not a closed route (vehicle traffic). If the event size becomes larger than 50 participants, then detail officers should be used to assist. He should also notify his neighbor's of the event as well.

Lt. John J. Porter
Police Department.

December 13, 2021

To the Board of Selectmen,

I respectfully request to apply for a new street name in regards to my approved subdivision plan entitled "Turkey Ridge Estates".

I would like to request that the new road that will be off of Cedar Street Extension be named Turkey Ridge Road.

I have two alternates in case this street name is not satisfactory:

Catalpa Drive

Woodrow Drive

Thank you for your consideration,

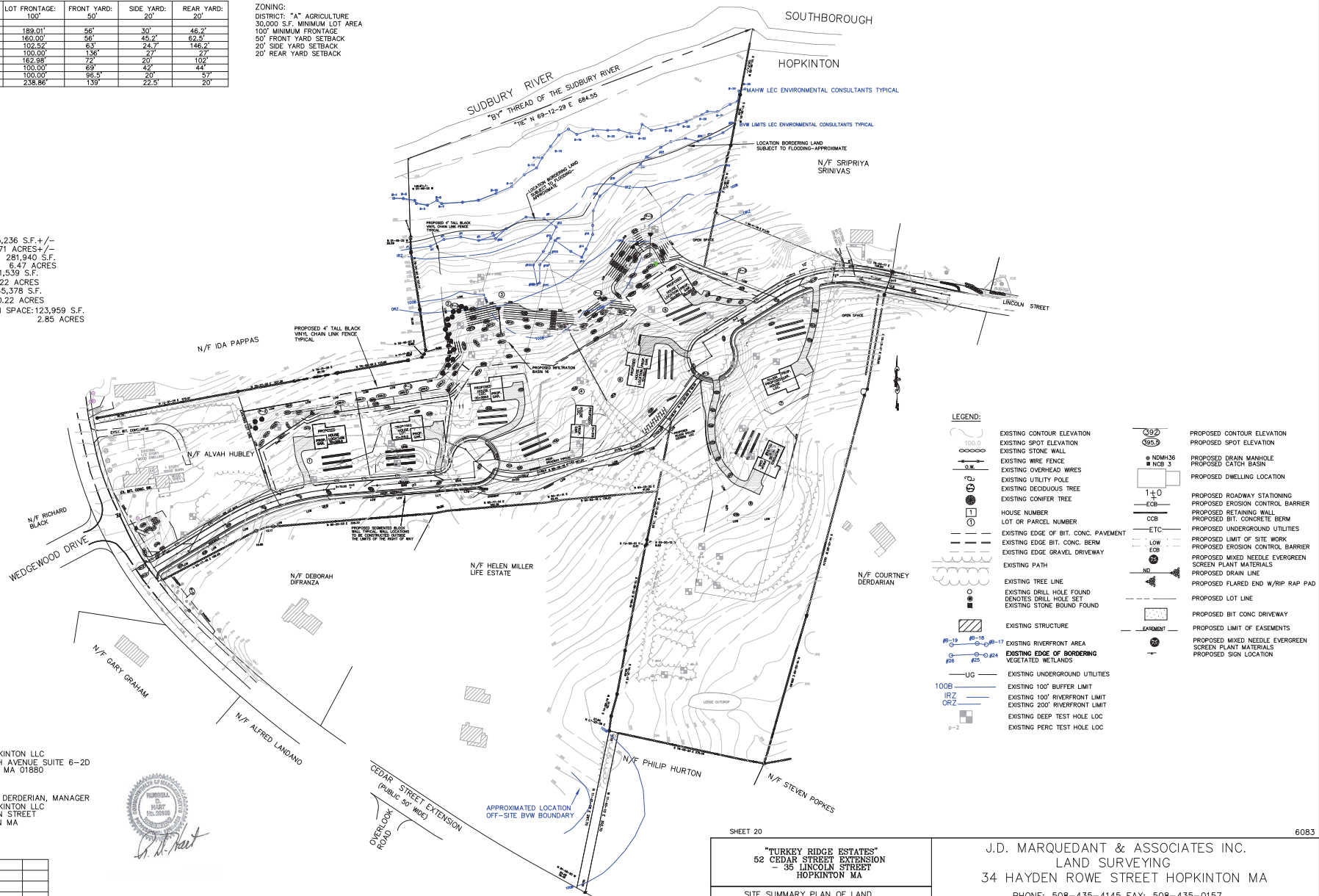
A handwritten signature in cursive script, appearing to read "Courtney Lussier".

Courtney Lussier

ZONING TABLE:	LOT AREA:	LOT FRONTAGE:	FRONT YARD:	SIDE YARD:	REAR YARD:
REQUIRED	30,000 S.F.	100'	50'	20'	20'
PROVIDED					
LOT 1	30,262 S.F.	189.01'	56'	30'	46.2'
LOT 2	40,110 S.F.	160.00'	56'	45.2'	62.5'
LOT 3	40,042 S.F.	102.52'	63'	24.7'	146.2'
LOT 4	43,672 S.F.	100.00'	136'	20'	27'
LOT 5	41,644 S.F.	162.98'	75'	20'	102'
LOT 6	40,045 S.F.	100.00'	69'	42'	44'
LOT 7	50,084 S.F.	100.00'	98.5'	20'	57'
LOT 8	30,233 S.F.	238.86'	139'	22.5'	20'

ZONING: DISTRICT: "A" AGRICULTURE
 30,000 S.F. MINIMUM LOT AREA
 100' MINIMUM FRONTAGE
 50' FRONT YARD SETBACK
 20' SIDE YARD SETBACK
 20' REAR YARD SETBACK

PROJECT SUMMARY:
 TOTAL PROJECT SIZE: 815,236 S.F. +/-
 18.71 ACRES +/-
 TOTAL LOTS: 281,940 S.F.
 6.47 ACRES
 TOTAL ROADWAY AREA: 21,539 S.F.
 1.22 ACRES
 TOTAL OPEN SPACE: 445,378 S.F.
 10.22 ACRES
 TOTAL WETLANDS IN OPEN SPACE: 123,959 S.F.
 2.85 ACRES



- LEGEND:**
- EXISTING CONTOUR ELEVATION
 - EXISTING SPOT ELEVATION
 - EXISTING STONE WALL
 - EXISTING WIRE FENCE
 - EXISTING OVERHEAD WIRES
 - EXISTING UTILITY POLE
 - EXISTING DECIDUOUS TREE
 - EXISTING CONIFER TREE
 - HOUSE NUMBER
 - LOT OR PARCEL NUMBER
 - EXISTING EDGE OF BIT. CONC. PAVEMENT
 - EXISTING EDGE OF BIT. CONC. BERM
 - EXISTING EDGE GRAVEL DRIVEWAY
 - EXISTING PATH
 - EXISTING TREE LINE
 - EXISTING DRILL HOLE FOUND
 - INDICATES DRILL HOLE SET
 - EXISTING STONE BOUND FOUND
 - EXISTING STRUCTURE
 - EXISTING RIVERFRONT AREA
 - EXISTING EDGE OF BORDERING REGULATED WETLANDS
 - EXISTING UNDERGROUND UTILITIES
 - EXISTING 100' BUFFER LIMIT
 - EXISTING 100' RIVERFRONT LIMIT
 - EXISTING 200' RIVERFRONT LIMIT
 - EXISTING DEEP TEST HOLE LOC
 - EXISTING PERC TEST HOLE LOC
 - PROPOSED CONTOUR ELEVATION
 - PROPOSED SPOT ELEVATION
 - PROPOSED DRAIN MANHOLE
 - PROPOSED CATCH BASIN
 - PROPOSED DWELLING LOCATION
 - PROPOSED ROADWAY STATIONING
 - PROPOSED EROSION CONTROL BARRIER
 - PROPOSED RETAINING WALL
 - PROPOSED BIT. CONCRETE BERM
 - PROPOSED UNDERGROUND UTILITIES
 - PROPOSED LIMIT OF SITE WORK
 - PROPOSED EROSION CONTROL BARRIER
 - PROPOSED MIXED NEEDLE EVERGREEN SCREEN PLANT MATERIALS
 - PROPOSED DRAIN LINE
 - PROPOSED FLARED END W/RIP RAP PAD
 - PROPOSED LOT LINE
 - PROPOSED BIT CONC DRIVEWAY
 - PROPOSED LIMIT OF EASEMENTS
 - PROPOSED MIXED NEEDLE EVERGREEN SCREEN PLANT MATERIALS
 - PROPOSED SIGN LOCATION

OWNER: CS2K HOPKINTON LLC
 599 NORTH AVENUE SUITE 6-2D
 WAKEFIELD MA 01880

APPLICANT: COURTNEY DERDERIAN, MANAGER
 CS2K HOPKINTON LLC
 31 LINCOLN STREET
 HOPKINTON MA



NO.	DATE	DESCRIPTION	BY
1	8-30-21	REVIEW COMMENTS	
2	9-15-21	REVIEW COMMENTS	
3	10-6-21	REVIEW COMMENTS	
4	11-5-21	REVIEW COMMENTS	
5	11-12-21	REVIEW COMMENTS	

SHEET 20		6083	
"TURKEY RIDGE ESTATES" 52 CEDAR STREET EXTENSION - 35 LINCOLN STREET HOPKINTON MA		J.D. MARQUEDANT & ASSOCIATES INC. LAND SURVEYING 34 HAYDEN ROWE STREET HOPKINTON MA PHONE: 508-435-4145 FAX: 508-435-0157	
SITE SUMMARY PLAN OF LAND			
PREPARED FOR: COURTNEY DERDERIAN 31 LINCOLN STREET HOPKINTON MA		SCALE: 1"=80'	DATE: JUNE 11, 2021
		DRAWN BY:	CHECKED BY:



Vasudha Dutta <vdutta@hopkintonma.gov>

Street Name Request

Courtney Derderian <cpd2@comcast.net>
To: Vasudha Dutta <vdutta@hopkintonma.gov>

Wed, Jan 5, 2022 at 3:22 PM

Hi Vasudha!

So, we have not heard back from the Historical Society in regards to road name suggestions. In the meantime, we would like to submit a few more...we would like to get this process going. We are not really picky about the road name, we just want to find something that is satisfactory to the board.

Thank you!

Courtney Lussier

1. Sunrise path
2. Emerald walk
3. Honeybee pass
4. Paper street
5. Cabo Way

On 12/30/2021 9:50 AM Vasudha Dutta <vdutta@hopkintonma.gov> wrote:

[Quoted text hidden]

[Quoted text hidden]

Request For a New Street Name Off of Cedar St extension

December 27, 2021

I have no issues with any of the name options.

John Gelcich
Principal Planner

December 27, 2021

From the FD's perspective, with the development being called "Turkey Ridge," I would like to see a different name used from the actual development name. Woodrow Drive is too close to Wood Street in name and Catalpa Drive can be confused with the Legacy Farms North project that has all tree named streets.

My recommendation is for additional names to be submitted.

Chief Miller
Fire Department

December 27, 2021

The police department has no comment..

Joseph Bennett, Police Chief

December 27, 2021

The DPW has no comment on this request.

John Westerling
Director of Public Works

January 6, 2022

New name suggestions were submitted by the applicant.

January 6, 2022

Any one of the below proposed streets will work for me.

Chief Miller
Fire Department.

January 6, 2022

I would advise against "Paper Street" as that would be very confusing.

John Gelcich
Principal Planner

January 10, 2022

I would also advise against Paper Street

Chief Bennett III
Police Department.



TOWN OF HOPKINTON
SELECT BOARD

18 Main Street, Hopkinton, MA 01748
508-497-9700 www.hopkintonma.gov

20200909

GENERAL LICENSE APPLICATION

DATE: 12/22/21

Please check all boxes that apply:

- Alcohol Common Victualer Livery/Limo Class I Class II
Other (please specify)
New License Renewal

(Please complete application in full)

Global Montello Group Corp. James Brodeur
Applicant/Owner Manager of Business

Global Montello Group Corp. Mobil Mart Hopkinton
Business Name DBA (if different)

800 South Street, Suite 500 (781) 398-4419 permits@globalp.com
Street Address/P.O. Box Telephone (required) Email (required)

Waltham MA 02453
City/Town State Zip

The licensed premises, activity, or equipment shall be located at the following address:

92 West Main Street, Hopkinton, MA 01748

The license is requested for the following expected hours of operation and days of the week:

- x Sunday Hours: 5:00 A.M. - 11:00 P.M.
x Monday Hours: 5:00 A.M. - 11:00 P.M.
x Tuesday Hours: 5:00 A.M. - 11:00 P.M.
x Wednesday Hours: 5:00 A.M. - 11:00 P.M.
x Thursday Hours: 5:00 A.M. - 11:00 P.M.
x Friday Hours: 5:00 A.M. - 11:00 P.M.
x Saturday Hours: 5:00 A.M. - 11:00 P.M.

Type of Business: gas station / convenience store with Wine & Malt Package Store License

In the space below, describe the activity/details of the license you're applying for:

Amendment Application for Change of Corporate Officers for the entity owning the Wine & Malt Beverages Package Store License.

I certify under the pains of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all state taxes under law, and that all the information in this application are to the best of my knowledge true and correct.

Global Montello Group Corp.

Signature:  By: Sean T. Geary, Secretary, VP of M&A and Acting General Counsel

Date

12/21/2021

Checklist of additional information to be included with General License Application (if applicable):

- Application Fee (must accompany application; checks made payable to Town of Hopkinton)
- CORI Form
- Floor Plan/Seating Plan
- Certificate of Insurance Liability
- Workers Compensation Certificate
- TIPS Certification (Alcohol only)
- Entertainment License Application (if applicable)
- Parade Permit Application (if applicable)
- Safety Plan*
- Litter Control Plan*

*must be included with all Special Temporary Alcohol License and Parade Permit applications

Revised 10/5/2021



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION FOR A NEW LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input checked="" type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358**

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.
INVOICE #: c064a8e2-9600-485e-8388-628e52f9c775

Description	Application License or Registration Number	Amount
FILING FEES-RETAIL	90047-PK-0544	\$200.00
		\$200.00

Total Convenience Fee: **\$4.70**

Date Paid: **11/10/2021 12:19:45 PM EDT**

Total Amount Paid: **\$204.70**

Payment On Behalf Of

License Number or Business Name:
90047-PK-0544

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Sean

Last Name:
Geary

Address:
800 South Street, Suite 500

City:
Waltham

State:
MA

Zip Code:
02453

Email Address:
permits@globalp.com

**Application for Amendment with
Applicant's Statement**



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

APPLICATION FOR AMENDMENT
-Change of Officers, Stock or Ownership Interest

Change of Officers/ Directors/LLC Managers **Change of Stock Interest**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Ownership Interest

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Non-Profit Club Change of Officers/ Directors

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

Management Agreement

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

**If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Global Montello Group Corp.	Hopkinton	90047-PK-0544

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Change in Corporate Officers due to recent resignations, retirements and unexpected deaths.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Jon D. Aieta	Attorney	jaieta@mqmlp.com	(617) 946-4600

APPLICANT'S STATEMENT

I, the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory
of
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Date:

Title:

Exhibit A
Other Beneficial Interests

Name of Licensee	Type of License	License Number	Licensee Name & Address
Global Montello Group Corp.	§15 Package Store	00012-PK-0034	Global Montello Group Corp. d/b/a Alltown Ashburnham 6 Gardner Road, Ashburnham, MA 01430
Global Montello Group Corp.	§15 Package Store	89344-PK-0984	Global Montello Group Corp. d/b/a Alltown Fresh 22 Long Pond Road, Plymouth, MA 02360
Global Montello Group Corp.	§15 Package Store	00023-PK-0596	Global Montello Group Corp. d/b/a Convenience Plus #2750 241 Main Street, Lee, MA 01238
Global Montello Group Corp.	§15 Package Store	00046-PK-0636	Global Montello Group Corp. d/b/a Honey Farms #3829 134 Leominster Shirley Road, Lunenburg, MA 01462
Global Montello Group Corp.	§15 Package Store	00037-PK-0944	Global Montello Group Corp. d/b/a Honey Farms #2759 24 Sutton Avenue, Oxford, MA 01540
Global Montello Group Corp.	§15 Package Store	00044-PK-0932	Global Montello Group Corp. d/b/a Honey Farms #3826 167 Daniel Shays Highway, Orange, MA 01364
Global Montello Group Corp.	§15 Package Store	90022-PK-0394	Global Montello Group Corp. d/b/a Alltown Fitchburg 129 Whalon Street, Fitchburg, MA 01420
Global Montello Group Corp.	§15 Package Store	90047-PK-0544	Global Montello Group Corp. d/b/a Hopkinton Mobil 92 West Main Street, Hopkinton, MA 01748
Drake Petroleum Company, Inc.	§15 Package Store	00033-PK-1248	Drake Petroleum Company, Inc. d/b/a/ Sturbridge Xtra Mart 215 Charlton Road, Sturbridge, MA 01566

Exhibit B
Prior Beneficial Interests

Name of Licensee	Type of License	License Number	Licensee Name & Address
Global Montello Group Corp.	§15 Package Store	00300-PK-0630	Global Montello Group Corp. d/b/a Alltown Lowell 980 Chelmsford Street, Lowell, MA 01851
Global Montello Group Corp.	§15 Package Store	15-1400042	Global Montello Group Corp. d/b/a Alltown Wrentham 1001 South Street, Wrentham, MA 02093
Global Montello Group Corp.	§15 Package Store	0546000006	Global Montello Group Corp. d/b/a/ Mr. Mike's 35 Main Street, Hubbardston, MA 01452
Global Montello Group Corp.	§15 Package Store	89921-PK-0608	Global Montello Group Corp. d/b/a Alltown Leominster 2850 New Lancaster Road, Leominster, MA 01453
Drake Petroleum Company, Inc.	§15 Package Store	00023-PK-1254	Drake Petroleum Company, Inc. d/b/a Sutton Xtra Mart 27 Worcester Providence Turnpike, Sutton, MA 01590
Drake Petroleum Company, Inc.	§15 Package Store	00573-PK-1508	Drake Petroleum Company, Inc. d/b/a Exit 4 Xtra Mart 1181 West Boylston Street, Worcester, MA 01606
Drake Petroleum Company, Inc.	§15 Package Store	00047-PK-0712	Drake Petroleum Company, Inc. d/b/a Millbury Xtra Mart 100 Worcester Providence Turnpike, Millbury, MA 01527
Drake Petroleum Company, Inc.	§15 Package Store	122400019	Drake Petroleum Company, Inc. d/b/a Spencer Xtra Mart 94-96 Main Street, Spencer, MA 01562

Corporate Organizational Structure

Global Partners LP is a publicly traded company (NYSE: *GLP*) acting through its wholly-owned subsidiary, Global Montello Group Corp.



Corporate Vote

SECRETARY'S CERTIFICATE

I, Sean T. Geary, acting in my capacity as a duly elected and appointed Secretary of Global Montello Group Corp. ("Company"), a Delaware corporation, hereby certify that the following resolutions were by Written Consent of the Sole Member of the Board of Directors (the "Board") of the Company, and have not been rescinded, modified or rescinded:

VOTED: That, believing it to be in the best interest of the Company, that Sean T. Geary assume the roles of Acting General Counsel and Secretary effective as of May 24, 2021 to fill the vacancies left by Edward J. Faneuil's recent passing (such positions to be in addition to Mr. Geary's continuing role as Vice President, Mergers & Acquisitions);

VOTED: That, believing it to be in the best interest of the Company, that Gregory B. Hanson assume the role of Chief Financial Officer to fill the vacancy left by Daphne H. Foster's recent retirement, effective September 1, 2021;

VOTED: That, believing it to be in the best interest of the Company, that Margaret Niekrash assume the role of Treasurer to fill the vacancy left by Gregory B. Hanson's recent appointment to Chief Financial Officer, effective September 1, 2021;

VOTED: That the Board acknowledges and accepts the resignation of Mr. Andrew Slifka from the office of Executive Vice President of the Company, effective September 27, 2021;

VOTED: That the President and Chief Executive Officer, the Chief Financial Officer, the Chief Operating Officer, the Chief Accounting Officer, the Treasurer, the Acting General Counsel, VP, M&A and Secretary, and any Assistant Secretary of Drake (each an "Authorized Officer") be, and each of them acting singly hereby is, authorized and empowered, for and on behalf of and in the name of Drake, to prepare, execute, deliver and file any and all documents, instruments or certificates they may deem necessary or appropriate to further the intent and purposes of the foregoing resolution.

I further certify that the following duly elected or appointed individuals hold the office or offices set forth opposite their respective names, each such person continuing to serve in accordance with the Bylaws of the Company until the next annual meeting of the Board or any consent in lieu thereof or until their successor is duly elected and qualified, or until their earlier death, resignation or removal from office, or the expiration or earlier termination of such person's underlying employment contract (as applicable):

<u>Name</u>	<u>Office(s)</u>
Eric Slifka	President and Chief Executive Officer
Gregory B. Hanson	Chief Financial Officer
Mark Romaine	Chief Operating Officer
Sean T. Geary	Acting General Counsel, VP, M&A and Secretary
Matthew Spencer	Chief Accounting Officer

Page | 1

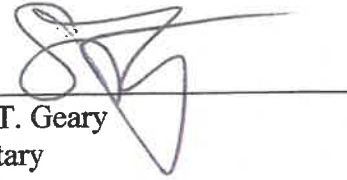
Margaret Niekrash

Treasurer

IN WITNESS WHEREOF, the undersigned has executed this Secretary's Certificate this 15th day of October, 2021.

By: _____

Sean T. Geary
Secretary

A handwritten signature in blue ink, appearing to read 'Sean T. Geary', is written over a horizontal line. The signature is stylized and somewhat abstract.

**Business Entity Summary, Certificate of
Amendment and Foreign Corporation
Certificate of Registration**

Corporations Division

Business Entity Summary

ID Number: 000913533

[Request certificate](#)[New search](#)Summary for: **GLOBAL MONTELLO GROUP CORP.**

The exact name of the Foreign Corporation: GLOBAL MONTELLO GROUP CORP.		
Entity type: Foreign Corporation		
Identification Number: 000913533		Old ID Number:
Date of Registration in Massachusetts: 01-04-2006		
Last date certain:		
Organized under the laws of: State: DE Country: USA on: 11-30-1998		
Current Fiscal Month/Day: 12/31		Previous Fiscal Month/Day: 12/31
The location of the Principal Office: Address: 800 SOUTH ST., SUITE 500 City or town, State, Zip code, WALTHAM, MA 02453 USA Country:		
The location of the Massachusetts office, if any: Address: 800 SOUTH ST., SUITE 200 City or town, State, Zip code, WALTHAM, MA 02453 USA Country:		
The name and address of the Registered Agent: Name: CORPORATION SERVICE COMPANY Address: 84 STATE STREET City or town, State, Zip code, BOSTON, MA 02109 USA Country:		
The Officers and Directors of the Corporation:		
Title	Individual Name	Address
PRESIDENT	ERIC SLIFKA	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA
TREASURER	MARGARET NIEKRASH	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA
SECRETARY	SEAN T. GEARY	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA
CEO	ERIC SLIFKA	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA
CFO	GREGORY B. HANSON	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA
COO	MARK ROMAINE	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA
CAO	MATTHEW SPENCER	800 SOUTH ST., SUITE 500 WALTHAM, MA

		02453 USA
VICE PRESIDENT	SEAN T. GEARY	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA
DIRECTOR	ERIC SLIFKA	800 SOUTH ST., SUITE 500 WALTHAM, MA 02453 USA

Business entity stock is publicly traded:

The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:

Class of Stock	Par value per share	Total Authorized		Total issued and outstanding
		No. of shares	Total par value	No. of shares
CNP	\$ 0.00	1,000	\$ 0.00	1,000

Consent
 Confidential Data
 Merger Allowed
 Manufacturing

View filings for this business entity:

- ALL FILINGS
- Amended Foreign Corporations Certificate
- Annual Report
- Annual Report - Professional
- Application for Reinstatement
- Articles of Consolidation, Expansion and Domestication

[View filings](#)

Comments or notes associated with this business entity:

[New search](#)

F
FPC

The Commonwealth of Massachusetts

William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Boston, Massachusetts 02108-1512

FORM MUST BE TYPED

Certificate of Amendment

FORM MUST BE TYPED

(General Laws Chapter 156D, Section 15.04; 950 CMR 113.49)

(1) Exact name of corporation: Global Montello Group Corp.
(as contained in the Division's records)

(2) Registered office address: 800 South Street, Suite 500, Waltham, MA 02453
(number, street, city or town, state, zip code)

(3) This amendment shall change:

(check appropriate box(es)).

the corporation's name to*: _____

the period of the corporation's duration to: _____

the state or country of its incorporation to*: _____

the street address of its principal office to: _____

the fiscal year end to: _____

the activities conducted by the foreign corporation in the commonwealth: _____

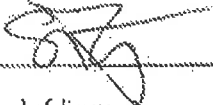
its officers and directors: _____

other _____

The name must satisfy the requirements of G.L. Chapter 156D, Section 15.06.

** If the amendment includes a change of its corporate name, or the state or country of its incorporation, attach a certificate evidencing the changes duly authenticated by the secretary of state or other official having custody of the corporate records in the state or country under whose law it is incorporated. If the certificate is in a foreign language, a translation thereof under oath of the translator shall be attached.*

This certificate is effective at the time and on the date approved by the Division, unless a later effective date not more than 90 days from the date of filing is specified: _____

Signed by:  _____
(signature of authorized individual)

- Chairman of the board of directors,
- President,
- Other officer,
- Court-appointed fiduciary,

on this 6th day of October, 2021

Attachment to Certificate of AmendmentOfficers

Eric Slifka
President and CEO

800 South Street, Suite 500
Waltham, MA 02453

Mark Romaine
Chief Operating Officer

800 South Street, Suite 500
Waltham, MA 02453

Sean T. Geary
Acting General Counsel, VP, M&A
and Secretary

800 South Street, Suite 500
Waltham, MA 02453

Matthew Spencer
Chief Accounting Officer

800 South Street, Suite 500
Waltham, MA 02453

Gregory B. Hanson
Chief Financial Officer

800 South Street, Suite 500
Waltham, MA 02453

Margaret Niekrash
Treasurer

800 South Street, Suite 500
Waltham, MA 02453

Director

Eric Slifka

800 South Street, Suite 500
Waltham, MA 02453

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

October 06, 2021 03:31 PM

A handwritten signature in cursive script, reading "William Francis Galvin".

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

F
FPC

The Commonwealth of Massachusetts
William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Boston, Massachusetts 02108-1512

FORM MUST BE TYPED

Foreign Corporation

FORM MUST BE TYPED

Certificate of Registration

(General Laws, Chapter 156D, Section 15.05; 950 CMR 113.48)

(1) Exact name of the corporation, including any words or abbreviations indicating incorporation:

Global Montello Group Corp.

(2) Name under which the corporation will transact business in the commonwealth that satisfies the requirements of G.L. Chapter 156D, Section 15.06:

If applicable, please attach:

- an agreement to refrain from use of the unavailable name in the commonwealth; and
- a copy of the doing business certificate filed in the city or town where it maintains its registered office; and
- a copy of the resolution of the corporation's board of directors, certified by its secretary, the name under which the corporation will transact business in the commonwealth pursuant to 950 CMR 113.50(4).

(3) Jurisdiction of incorporation: Delaware

Date of incorporation: 11/30/98 Duration if not perpetual: _____
(month, day, year)

(4) Street address of principal office: 800 South St., Suite 200, Waltham, MA 02454-8181
(number, street, city or town, state, zip code)

(5) Street address of registered office in the commonwealth: 800 South St., Suite 200, Waltham, MA 02454-8181
(number, street, city or town, state, zip code)

Name of registered agent in the commonwealth at the above address: Edward J. Feneuil

I, _____
registered agent of the above corporation consent to my appointment as registered agent pursuant to G. L. Chapter 156D, Section 15.02.*

* Or attach registered agent's consent hereto.

(6) Fiscal year ends December 31
(month, day)

(7) Brief description of the corporation's activities to be conducted in the commonwealth:

Wholesale marketing and distribution of refined petroleum products and any other lawful act or activities as may be conducted by a corporation formed under Massachusetts General Laws Chapter 156D.

(8) Names and business addresses of its current officers and directors:

NAME	BUSINESS ADDRESS
President:	
Vice-presidents:	
Treasurer: PLEASE SEE ATTACHMENT A	
Secretary:	
Assistant secretary:	
Director(s):	

Attach certificate of legal existence or a certificate of good standing issued by an officer or agency properly authorized in the jurisdiction of organization. If the certificate is in a foreign language, a translation thereof under oath of the translator shall be attached.

This certificate is effective at the time and on the date approved by the Division, unless a later effective date not more than 90 days from the date of filing is specified: _____

ATTACHMENT A

Officers

NAME	TITLE	BUSINESS ADDRESS
Eric Slifka	President and Chief Executive Officer	800 South Street, Suite 200 Waltham, MA 02454-9161
Thomas A. McMannon, Jr.	Executive Vice President and Chief Financial Officer	800 South Street, Suite 200 Waltham, MA 02454-9161
Edward J. Feneuil	Executive Vice President, Secretary, and General Counsel	800 South Street, Suite 200 Waltham, MA 02454-9161
Charles A. Rudinsky	Senior Vice President and Chief Accounting Officer	800 South Street, Suite 200 Waltham, MA 02454-9161

Directors

NAME	BUSINESS ADDRESS
Eric Slifka	800 South Street, Suite 200 Waltham, MA 02454-9161

Signed by: _____

(signature of authorized individual)



- Chairman of the board of directors,
- President,
- Other officer,
- Court-appointed fiduciary,

on this 33th day of December, 2006

Delaware

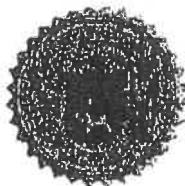
PAGE 1

The First State

I, HARRIET SMITH WINDSOR, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "GLOBAL MONTELLO GROUP CORP." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE TWENTY-THIRD DAY OF DECEMBER, A.D. 2005.

AND I DO HEREBY FURTHER CERTIFY THAT THE SAID "GLOBAL MONTELLO GROUP CORP." WAS INCORPORATED ON THE THIRTIETH DAY OF NOVEMBER, A.D. 1996.

AND I DO HEREBY FURTHER CERTIFY THAT THE FRANCHISE TAXES HAVE BEEN PAID TO DATE.



Harriet Smith Windsor

Harriet Smith Windsor, Secretary of State

2972232 8300

AUTHENTICATION: 4402206

051059122

DATE: 12-23-05

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:
January 04, 2006 5:16 PM

A handwritten signature in cursive script that reads "William Francis Galvin".

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

Department of Revenue
Certificate of Good Standing



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



GLOBAL MONTELLO GROUP CORP
MM 55.9 EB MA TURNPIKE
LUDLOW MA 01056

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, GLOBAL MONTELLO GROUP CORP is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau

**Department of Unemployment Assistance
Certificate of Compliance**



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Charles D. Baker
GOVERNOR

Karyn E. Polito
LT. GOVERNOR



373961102

Rosalin Acosta
SECRETARY

Richard A. Jeffers
DIRECTOR

GLOBAL MONTELLO GROUP CORP
800 South St
Suite 500
Waltham, MA 02454

EAN: 84038620
October 12, 2021

Certificate Id:52092

The Department of Unemployment Assistance certifies that as of 10/11/2021 ,GLOBAL MONTELLO GROUP CORP is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance.

Richard A. Jeffers, Director

Department of Unemployment Assistance

Application Form

Profile

Ilana Casady
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted]
Home Address

[Redacted]
Suite or Apt

[Redacted]
City

[Redacted]
State

[Redacted]
Postal Code

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

Employer

Job Title

Which Boards would you like to apply for?

Cultural Council: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have just begun to get my feet wet in the HCC during this first term. It has been wonderful to help promote and support the arts and culture in our town. I wish to continue to do so and bring with me my passion and experience in theater, music, dance, nature, and visual arts to the council.

Upload a Resume

Application Form

Profile

Amy E Groves
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted]
Home Address

[Redacted]
Suite or Apt

[Redacted]
City

[Redacted]
State

[Redacted]
Postal Code

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

IBM
Employer

Technology Solutions Architect
Job Title

Which Boards would you like to apply for?

Cultural Council: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Applying to renew my term, which expires on Jan 29, 2022. This will be my second three-year term.

Upload a Resume

2022 Annual Town Meeting & FY 23 Budget Timeline

Please note that some of the dates provided below are an estimation and may change. Please call the Town Manager’s office at 508-497-9701 with questions.

Any updates will be made to this document. For your convenience, references to relevant state laws, local bylaws, Town Charter and policies are also included.

September 28, 2021	Town Manager gains consensus on budget timeline and budget message with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a)) Town Manager issues Budget Schedule.
September 29, 2021	CFO distributes budget materials.
October 1, 2021	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 14, 2021	Deadline to submit CPC applications
November 1, 2021	Municipal Services budgets due to Town Manager.
November 9, 2021	Select Board discusses its potential articles, including any General Bylaw changes
November 15, 2021	Town Manager CIP review.
November 15, 2021	CPC capital requests due to CIC
November 15, 2021	Long Term capital plans due to CIC.
December 1, 2021	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (S.B. policy).</i>
December 7, 2021	Select Board discusses its own potential articles, including any General Bylaw changes.
December 9, 2021	Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update
December 14, 2021	<i>Select Board vote to open the ATM warrant on January 2, 2021 (or before). (120 days before ATM)</i>

	Select Board discusses its own potential articles, including any General Bylaw changes.
December 16, 2021	School Superintendent presents budget
December 20, 2021	CIC & CPC complete capital hearings and submit to Town Manager.
December 20, 2021	Town Manager completes Municipal Services budget review.
January, 2022	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw §210-153; MGL c.40A §5).
January 2, 2022	ATM Warrant opens. Submission of proposed warrant articles begins.
January 6, 2022	School Superintendent presents budget to School Committee
January 11, 2022	Select Board discusses its own potential ATM articles.
January 13, 2022	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
January 20, 2022	School Committee Votes FY 23 Budget
January 25, 2022	Select Board review its own ATM articles; vote to submit own articles into warrant.
January 25, 2022	<i>Town Manager submits a consolidated budget to the Select Board.</i>
February 1, 2022	<p><i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i></p> <ul style="list-style-type: none"> ● All petitions for warrant articles submitted to Town Clerk for signature confirmation. ● Town Manager refers all appropriation articles to Appropriation Committee. ● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10). ● Select Board refers all zoning articles to Planning Bd. within 14 days of submission (MGL c.40A § 5).
February 1, 2022	<p>Select Board conducts budget and capital hearings.</p> <p>Select Board reviews language of its own ATM articles.</p>
February 8, 2022	Draft ATM Warrant to Town Counsel

<i>Feb.21-25 School Vacation</i>	
February 8, 15, 22, 2022	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March, 2022	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 1, 15, 2022	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March 15, 2022	<i>Select Board adopts budget and capital and submits to Appropriation Committee.</i>
March 15, 2022	Draft ATM Warrant to Select Board for review. Working session with Department Heads - Non-financial Warrant articles, as needed. Select Board take positions on Warrant articles
March 28, 2022	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
April 5, 2022	Select Board review ATM Warrant. Select Board take positions on Warrant articles. Select Board finalize ballot questions. Select Board review draft Motions.
April 7, 2022	<i>Appropriation Committee holds hearing and votes on budget and delivers required report by April 18. (At least 14 days before ATM, Charter § 7-2(b))</i>
April 8, 2022	Warrant and Motions Document completed by Town Counsel.
April 11, 2022	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April 11, 2022	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town</i>

	<i>election, MGL c.54 § 42C).</i>
April 12, 2022	Select Board review draft Motions. Select Board take positions on Warrant articles. Select Board sign ATM Warrant. Select Board discuss its town meeting presentations.
April 12, 2022	<i>Last day to register to vote for the Annual Town Meeting and Annual Town Election (20 days before Town Meeting/Election M.G.L. c. 51 § 1F).</i>
April 13, 2022	Moderator's Meeting: Review of final motions and meeting process with Town Counsel, SB Chair, Moderator, Appropriation Committee Chair, Town Manager, Principal Planner/Planning Board Chair, School Committee Chair, School Superintendent, Finance Director, Town Clerk, Asst. Town Manager, Deputy Moderator.
<i>School Vacation April 18 - 22</i>	
April 18, 2022	Appropriation Committee Report Due <i>(At least 14 days before ATM, Charter § 7-2(b))</i>
April 18, 2022	<i>Town Report, Q&As and other documents made available (Annual Town Report 14 days before ATM, Charter § 3-1(f)).</i>
April 18, 2022	<i>All Town Meeting Reports/handouts Are Published and Available to the Public</i>
April 19, 2022	Select Board review and assign town meeting duties/presentations.
April 22, 2022	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
May 2, 2022	Annual Town Meeting <i>(First Monday in May, Bylaws § 47-2)</i>
May 16, 2022	Annual Town Election <i>(3rd Monday in May, Bylaws § 47-2)</i>

Potential ATM 2022 Warrant Articles - Select Board & Town Manager

Non-Recurring Articles

1. Create School Special Education Stabilization Fund (Sponsor - Select Board/School Committee)
2. Transfer to School Special Education Stabilization Fund (Sponsor - Select Board/School Committee)
3. Approve Lykan Bioscience Tax Increment Finance Agreement (TIF) (Sponsor - Select Board)
4. Amend General Bylaws so as to make them gender-neutral (Sponsor - Select Board)
5. Accept easement at 2 Oakhurst Road for a school bus waiting area (Sponsor - Select Board)
6. Accept gift of land - Lot E, Fitch Ave. in the Elmwood Farms III subdivision, for open space and recreation uses (parcel is between Marathon School/EMC Park & Fitch Ave.) (Sponsor - Select Board)
7. PILOT Agreement - Wilson St. Solar Farm (from Board of Assessors for Select Board sponsorship)
8. Establish a MGL ch. 53F $\frac{3}{4}$ PEG Access and Cable Related Fund Account for HCAM funding (Sponsor - Town Manager)
9. Rescind HCAM Enterprise Fund (Sponsor - Town Manager)
10. Establish MGL. ch. 53E $\frac{1}{2}$ revolving fund for regional Shared Housing Services Office (Sponsor - Town Manager)
11. Establish ADA Commission (Sponsor - Town Manager)
12. Prudent Investment Legislation (Sponsor - Town Manager)
13. Unauthorized/Unissued Debt Rescindment (Sponsor - Town Manager)
14. Boat Excise Tax (Sponsor - Town Manager)
15. Lake Maspenock Dam Area Repair Work (Sponsor - Town Manager)
16. Funding for Terry Farmhouse, Hayden Rowe (Sponsor - Town Manager)

Recurring Articles

17. Acceptance of Town Reports (Sponsor: Select Board)
18. Set the Salary of Elected Officials (Sponsor: Select Board)
19. Last Fiscal Year Supplemental Appropriations and Transfers (Sponsor: Town Manager)
20. Unpaid Bills from Previous Fiscal Years (Sponsor: Town Manager)

21. Excess Bond Premium (Sponsor: Town Manager)
22. Current Fiscal Year Operating Budget (Sponsor: Town Manager)
23. Revolving Fund Spending Limits (Sponsor: Town Manager)
24. Chapter 90 Highway Funds (Sponsor: Town Manager)
25. Transfer To Other Post Employment Benefits Liability Trust Fund (Sponsor: Town Manager)
26. Transfer to General Stabilization Fund (Sponsor: Town Manager)
27. Transfer to Capital Expense Stabilization Fund (Sponsor: Town Manager)
28. Pay-As-You-Go Capital Expenses (Sponsor: Town Manager)

Information Technology

Service Areas: IT provides planned project work, as well as ongoing care, maintenance, and training of systems and technology like networking, WiFi, servers, storage, firewalls, cybersecurity, backups, audio/visual systems, end-user computing technology, mobility devices, and the like. IT also oversees the town's website platforms, GIS, public transparency portals, and social media

Strategic Objective: Transparency, Collaboration, enhanced operations and training, security and resiliency, and project portfolio management

Department Goals:

<u>What</u>	<u>Why</u>
Implement a robust town-wide document management system	Improve transparency and collaboration
Enhance the town's website	Improve transparency and collaboration
Continued cybersecurity awareness training	Improved security posture. Employees are first line of defense.

TOWN OF HOPKINTON		INFORMATION TECHNOLOGY		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Technology Support	Support the effective use of technology, find efficiency and training opportunities for proactive support, provide reactive support	Collaboration / enhanced operations and training	Formal training opportunities provided to staff, decrease in reactive "how to" support requests; increases ticket closure times
2	Resilient network and storage infrastructure	Reduce risk of unplanned downtime, ensure reliable computer network and systems to support efficient use of technology. Ability to quickly and reasonably restore from a service or data outage	Resiliency and security	resilient network and systems; minimized unplanned downtime
3	Cybersecurity / risk reduction	Continuously monitor and improve Hopkinton's security posture; awareness training	Resiliency and security / Enhanced operations and training	more aware and knowledge staff re: cyber risks and exploits; manage cyber risk
4	Public transparency, information sharing	timely sharing of relevant and important information	Transparency / Collaboration / Enhanced operations and training	A more informed and engaged community / increased participation in local government
5	Data Analysis	Train appropriate staff on how to understand the data analysis tools available to them / assist in turning data to information in instances of larger or more complex data sets. Share.	Transparency / Collaboration / Enhanced operations and training	More self sufficient staff aware of tools available to them; increased dashboards, data, and information available to public
6	GIS	present relevant information that has geographic or spatial attributes in an easy to digest manner	Transparency / Collaboration / Enhanced operations and training	A more informed and engaged community / ability to make educated & informed decisions

7	Electronic records / permits	Digitized processes to improve efficiencies	Transparency / Collaboration	Reduced cycle times for electronic records and permit related workflows; resident self service; efficient use of staff time
8	Project Management	Provide project management services or support on town initiatives where IT plays the role of a subject matter expert	Collaboration	Formalized Project Management Program within IT; ability to more efficiently and proactively plan for IT projects and thus staff and roadmap accordingly.

TOWN OF HOPKINTON

REQUESTED SERVICE LEVEL CHANGES
FISCAL YEAR 2023

INFOMATION TECHNOLOGY

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G), or Expand Services (E)
Website refresh		Website refresh/redesign to meet the needs of residents, volunteers, and staff	Relevant and timely information is easily findable; increased transparency	Additional costs in year 1; recurring costs are lower than year 1	Recurring		22,000	22,000	39,357		Relevant and timely information is easily findable; increased transparency		Transparency	(E)
Zoom		Continued support of hybrid meeting platform into "the new normal"	Increased participation in local government meetings due to ease of use and removal of previous logistical limitations (in person)	Recurring	Recurring		4,800	4,800	26,523		Increased participation in local government meetings due to ease of use and removal of previous logistical limitations (in person)		Transparency, Collaboration	(E)
Email encryption		ease of use and simplify ability to electronically share confidential or protected information	Compliance with regulations and best practices related to sharing electronic information that may be protected or confidential	Recurring	Recurring		6,000	6,000	33,154		Compliance with regulations and best practices related to sharing electronic information that may be protected or confidential		Collaboration, Resilience and security	(R)
Document Management System (opex)		Implement a robust and all-encompassing town-wide Electronic Document Management System (EDMS)	Increased participation in electronification or records; allowing for simplified and self service by residents, volunteers, and employees. Resiliency of records due to protection from environmental hazards. Increased Transparency	Recurring	Recurring		19,250	19,250	106,369		Increased participation in electronification or records; allowing for simplified and self service by residents, volunteers, and employees. Resiliency of records due to protection from environmental hazards. Increased Transparency		Transparency, Resiliency and security	(E)
Website live-chat customer service tool		Continued support of live-chat website customer service tool. Was implemented in response to Covid-19 pandemic.	Enhanced customer service experience for residents. Additional option for people to interact with town staff and get quick answers or help.	Recurring	Recurring		5,940	5,940	31,537		Enhanced customer service experience for residents. Additional option for people to interact with town staff and get quick answers or help. Since implemented in March 2020, employees have engaged in over 1,670 chat interactions with residents via this tool		Transparency, Collaboration	(E)

Information Technology								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
SALARIES FULL TIME	349,733	349,353	-380	-380				
TECHNOLOGY SERVICES	588,700	673,204	84,504	-14,638	31,952		12,200	54,990
TOTAL	938,433	1,022,557	84,124	(15,018)	31,952	-	12,200	54,990

INFORMATION TECHNOLOGY FY23 CAPITAL REQUESTS

	<u>Hopkinton Department</u>	<u>General Fund Project</u>	<u>FY 2023 Amount Requested</u>	<u>Potential Pay-Go</u>	<u>Potential Excluded Debt</u>
1	Information Technology	End User Computer Hardware Renewal	\$66,750	\$66,750	
2	Information Technology	Datacenter Upgrades & Redundancy	\$58,000	\$58,000	
3	Information Technology	Videoconferencing Updates	\$22,390	\$22,390	
4	Information Technology	Electronic Document Management System	\$70,000	\$70,000	
		Total	\$217,140	\$217,140	

TOWN OF HOPKINTON		COMMUNICATIONS		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Community Outreach of the services the Communications Department provides.	Diminished level of service due to lack of community understanding of available resources	Maintain Hopkinton as a safe community through public education of available services.	To deliver community outreach programs using in person methods as well as in print and social media.
2	Employee Training	Maintain minimum levels of training and employee professional development	Provide the highest level of service to the community while maintaining community safety.	Create uniformity through updated training programs for the communications staff - both new hire training and continuing education for established employees.
3	911 Medical/Fire, including pre arrival instructions	Elicit key information; Provide timely notification to first responders with key information about severity; Maintain contact in high risk situations until arrival of responders	Maintain Hopkinton as a safe community through continued support of public safety functions.	Number of calls managed; Valued added from accurate and helpful pre arrival instructions
4	911 Criminal, including pre arrival instructions	Elicit key information; Provide timely notification to first responders with key information about severity; Maintain contact in high risk situations until arrival of responders	Maintain Hopkinton as a safe community through continued support of public safety functions.	Number of calls managed; Valued added from accurate and helpful pre arrival instructions
5	911 referrals to non-emergency response (nuisances, non-emergency)	Assist public with non-emergency needs and referring to outside agencies as necessary.	Maintain Hopkinton as a safe community through continued support of public safety functions.	Number of calls managed; Valued added from accurate and helpful assistance

6	911 Poles, trees, wires down	Elicit information in regards to location of poles/tree/wires down; coordinate clean-up/restoration response	Maintain Hopkinton as a safe community through continued support of public safety functions.	Number of incidents managed, number of storms managed.
7	Emergency Preparedness	Work with the HEMG in order to be more prepared for emergency situations that may arise at any time.	Maintain Hopkinton as a safe community through continued support of public safety functions.	Noticeable improvement with each high profile / emergency situation dealt with.
8	Walk In assistance (directions, reports of fraud, police reception)	Assist public with non-emergency needs.	Maintain Hopkinton as a safe community through continued support of public safety functions.	Number of calls managed; Valued added from accurate and helpful assistance
9	Video surveillance of public spaces	Monitoring the Town's CCTV system; assisting in the prevention of crime.	Maintain Hopkinton as a safe community through continued support of public safety functions.	Number of surveillance checks in response to alarms or calls; Number of issues identified without an alarm or call
10	Management of emergency response radio infrastructure	Maintain Public Safety Radio communications infrastructure to ensure all aspects are in working order, allowing communications among public safety assets	Maintain Hopkinton as a safe community through continued support of public safety functions.	Annual preventative maintenance and check-in on all equipment to confirm in working order.
11	Detainee Monitoring	Safety of detainees while in police custody	Maintain Hopkinton as a safe community through continued support of public safety functions.	Number of detainees processed without harmful incidents while detained in a holding cell.

TOWN OF HOPKINTON

**REQUESTED SERVICE LEVEL CHANGES
FISCAL YEAR 2023**

COMMUNICATIONS

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G), or Expand
Mid-Level Supervisor	Improve and enhance efficiency within the Communications Department and allow for visioning and project management	Additional staff	Allow the Communications Director to operate at an executive level	Recurring	Recurring	62,000		62,000	310,000		Enhance department and community service	Drive the dept to a state of constant forward progress		(E)
Prophoenix	Maximum utilization of RMS system	Build out and enhancement of all appropriate modules	Enhanced record keeping/data sharing/transparency/customer experience	Recurring	Recurring	17,002		17,002	85,010		Enhance end user/customer experience start to finish	All enhancement occur through life of rms product 25yrs.		(E)
Annual maintenance for radio infrastructure	Risk reduction though periodic monitoring and maintenace of town wide public safety radio network	Contracted Service	Address issues before the arise and protect and extend life of exisiting equipemnt	Recurring	Recurring		11,000	11,000	55,000		Protect commuicatio ns channels used by public safety personnel in response to comminity needs	Continued benefits by the community steakholder and staff		(E)

COMMUNICATIONS									
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.	
PERSONAL SERVICES	682,179	767,595	85,416	-	7,961	-	-	77,455	
EXPENSES	46,585	56,935	10,350	(650)	-	-	-	11,000	
TOTAL	728,764	824,530	95,766	(650)	7,961	-	-	88,455	

COMMUNICATIONS FY23 CAPITAL REQUESTS

	<u>Hopkinton Department</u>	<u>General Fund Project</u>	<u>FY 2023 Amount Requested</u>	<u>Potential Pay-Go</u>	<u>Potential Excluded Debt</u>
1	Communications	Public Safety Radio System Upgrade	\$100,000	\$100,000	
		Total	\$100,000	\$100,000	

TOWN OF HOPKINTON		HUMAN RESOURCES		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Diversity, Equity, Inclusion, Belonging	Enhances employees' physical, emotional and sense of connection; builds resiliency & trust through connection. Drives creativity and innovation. Connects DEIB with a competitive advantage. Retains engaged employees for an ROI.	Town Charter, Select Board Pledge, Town Goal, HR Vision & Strategic Plan	Hopkinton Branding, Resilient & Engaged workforce, Reduced Turnover, Increased Productivity, Performance Management, Incentives & Recognition tied to Performance, EEO-4, ROI
2	Talent Management	RISK: According to BLS, Labor Force Participation trending down toward 60.4% (retirements & declining population). 2020 lowest unemployment rate. 11.9M new jobs -only 8.9M new entrants to the labor force. SHRM/Achievers Workforce Institute reports 52% turnover (up from 35% in 2020) OPPTNY: Create a professional workforce that is caring, supportive, inclusive & fosters growth (46% feel less connected; 52% would engage more with DEIB).	Town Charter, Town Vision (Support all depts esp. those who provide direct community services to Hopkinton residents), Town Manager Goal	Best quality public services, Enhance Transparency, Improved branding, Reduced time/cost to hire, Turnover Rate, Risk Reduction, Competitive Salary Administration Plan
3	Internal Mobility	Improved Presenteeism & Retention, Foster a positive employee experience, Support Employee Happiness	Town Charter, Town Vision, Town Manager Goal, HR Strategic Plan	Prepare Town for its future with sustainable, forward-looking workforce, Reduced Turnover & Early Turnover, Cost of Turnover, Employee engagement & happiness, Engagement Survey, Competitive Merit Promotion
4	Training	Improved Presenteeism & Retention, Foster a positive employee experience, Support Employee Happiness, Facilitate Aspirations & Processes of the teams	Town Vision (have an exceptional quality of life in a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities), Town Manager Goal, HR Mission, Vision & Strategic Plan	Improved Internal Mobility, Engaged Employees, Reduce Turnover, Improved Hopkinton branding, Resilient workforce

5	Administer Benefits Administration	Provide enhanced benefits to its Employees to provide a sense of security & wellbeing	HR Strategic Plan, Kind & Caring Organization	Reduce absenteeism rate, Improve Morale, Reduce Risk, Reduce/Keep Even Costs
6	Recognition & Reward	Improve overall employee morale	Town Manager Vision - Have fun, enjoy family life & Ubuntu, HR Vision	Employee retention, satisfaction survey
7	Employee Relations - Counsel Managers & Employees	Improved Customer Experience, Reduce Risk	Town Manager Goal	Reduced absenteeism, Improved Employee Engagement & Retention, Effective use of the EAP, Employee happiness, Sense of Fairness & Legitimacy
8	Classification & Compensation	Competitive Advantage, Improved Talent Acquisition, Improved Employee Morale, Improved Resiliency (sense of financial security)	Town Meeting Votes & Vision, Town Manager Goal	Town Meeting Votes, Biennial Classification & Compensation Plan and updated as needed, Vendor - fairness, legitimacy, legal compliance
9	Compliance	Reduce Risk to Town - EEO, ADA, FLSA, MEPA, COI, etc.	Employment Laws, Town Charter, Vision & Town Manager Goal	Reduce town & employee risk, improve overall employee morale -- moral values, fairness, legitimacy, abide by the laws & ethically responsible.

**TOWN OF HOPKINTON
REQUESTED SERVICE LEVEL CHANGES
FISCAL YEAR 2023**

Human Resources

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G), or Expand Services (E)
1	<p>RISK: According to BLS, Labor Force Participation trending down toward 60.4% (retirements & declining population). 2020 lowest unemployment rate. 11.9M new jobs - only 8.9M new entrants to the labor force. SHRM/Achievers Workforce Institute reports 52% turnover (up from 35% in 2020) OPPTNY: Create a professional workforce that is caring, supportive, inclusive & fosters growth (46% feel less connected; 52% would engage more with DEIB).</p> <p>52% Turnover 46% Less Connected 66% improved culture 52% improved diversity Worklife balance & Recognition #1 reason employees stay.</p>	1 FT Administrative Assistant	In order to allow HR Generalist & Benefits Admin. to enhance the employee experience with diversity, culture, worklife balance, recognition, Admin Assistant to keep up with compliance; assist with recruitments (up to 52%), benefits administration, onboarding, records maintenance, CORI's, logistics, invoices, event planning, general information requests, supplies, etc.	Recurring	Recurring	54,475		54,475	272,376		Retention; Improved Diversity, Work/Life Balance & Recognition to enhance employee experience which benefits all those departments that provide services to Hopkinton's residents.	Retention; Improved Diversity, Work/Life Balance & Recognition to enhance employee experience which benefits all those departments that provide services to Hopkinton's residents.	Town Charter, Town Vision (Support all depts esp. those who provide direct community services to Hopkinton residents), Town Manager Goal	(E)

Human Resources								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
PERSONAL SERVICES	229,704	290,866	61,162	-	6,687	-	-	54,475
EXPENSES	124,456	124,486	30	-	30	-	-	-
TOTAL	229,704	290,866	61,192	-	6,717	-	-	54,475

TOWN OF HOPKINTON		TOWN CLERK & ELECTIONS		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC INITIATIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Election Administration	Statutory & regulatory requirement.	Government integrity & legitimacy in a community of diverse ideas and backgrounds.	Three Elections and (at least) one Town Meeting. Town elections see a participation rate of approximately 10%-18%, state primaries vary significantly depending on primary challenges with it ranging from 5%-30%, while state elections see between 45%-65% on a midterm election year. Statutory and regulatory measures require us to prepare for the maximum number, early voting will spread out crowds but require additional staffing to process ballots.
2	Dog Licensing	Statutory & regulatory requirement.	Customer service & compliance	Our initiative in 2019 saw us tagging 2200 dogs. The pandemic hit our momentum and we currently have close to 1600 tags issued. Our goal is to use our new tools this year to see us license over 2000 dogs in 2022.
3	Records Management	Statutory & regulatory requirement.	Preserving community history, transparency, & compliance	There are hundreds or thousands of records created by the Town every year, we manage and archive records from all departments and look forward to destroying many boxes of records beyond their retention period to make space for new records. This department responds to 6+ official requests per month (typically multi-department) and over a dozen unofficial requests for information and records every week for members of the public. We are hoping that our FY22 request will bring down the time it takes for large requests to be fulfilled as right now we are typically taking up the entire response period because we don't have the time to search for vague requests with our other duties.
4	Voter Registration & Registration Maintenance	Statutory & regulatory requirement. Using the census and other tools to ensure our lists are accurate.	Government integrity & legitimacy in a community of diverse ideas and backgrounds.	For new registrations, we have seen 700 in 2021 and 1475 in 2020. That does not include the updates and changes to existing voters. In 2021 we received responses to 5,425 voter's for updates to their registration so far and 3,585 changes in 2020 with 2,091 of those in the last half of the year before the state elections. That does not include duplicates, multiple changes by the same voter in the same date range, or rejected applications. Processing these applications requires training and reliability to ensure they are completed and reviewed for accuracy, some problem applications require investigation through State departments and special requests to the Secretary of State to resolve.
5	Voter/Resident Education	Statutory & civic responsibility.		An informed and engaged community. With participation rates where they are for Town Meeting and the upcoming increase in the quorum required for Town Meetings in 2022 until 2027, we will have to be very active in encouraging voters to attend and informing them on how Town Meeting works for those who do not know the process.

6	Vital Records Management	Statutory & regulatory requirement.		In 2020 we recorded 148 birth certificates, 63 intentions of marriage, 59 marriage licenses, and 110 death certificates. In 2021 those numbers so far are 162, 29, 26, and 79 respectively.
7	Business Certificates	Statutory & regulatory requirement.	Serving our business community	The pandemic saw an increase of people starting their own small businesses and we have seen 87 business certificates issued in 2021 with 49 of those being new businesses. In the last few years, we have updated the process so that all other necessary departments are looped in and can assist with other required municipal licenses and permits.
8	Raffle Permits	Statutory & regulatory requirement.		Raffle permits take about 30 minutes to process per application on average and we get between 3 and 10 permit applications per year. This dropped to a low when there were no gatherings but we anticipate an increase as in person fundraisers start to return.
9	Storage Permit Registration	Statutory & regulatory requirement.	Serving our business community.	There are 19 active licenses and our office coordinates with the Fire Department for inspection and registration of the storage tanks.
10	Public Records Requests/Records Access Officer	Statutory & regulatory requirement.	Government transparency	This department responds to 6+ official requests per month (typically multi-department) and over a dozen unofficial requests for information and records every week for members of the public. We are hoping that our FY22 request will bring down the time it takes for large requests to be fulfilled as right now we are typically taking up the entire response period because we don't have the time to search for vague requests with our other duties.
11	Recording & Codification of Bylaws, Charter, Accepted MGL, Special Acts, etc.	Statutory & regulatory requirement.	Transparency & compliance	We perform codification of bylaws in house. This takes a significant amount of hours after Town meeting to update changes to the bylaws, file changes with the AG, and then publish accepted changes for the public and other Town departments to use. As the size of our books grows, so does the price to publish the changes and as their complexity increases, so does the time to complete this process.
12	Recording Planning and Zoning Projects	Statutory & regulatory requirement.	Compliance & Transparency	All applications for the ZBA and PB are filed in this office as well as all hearing notices and decisions from those applications. We then issue certificates of no appeal after all steps are complete so that the applicants can file with the Registry of Deeds and begin their projects.
13	Community Engagement	Civic duty to ensure that the community is engaged with and has faith in their government.	Transparency, community engagement,	An informed and engaged community, which translates into more voters at Town Meeting and Local Elections. Informed and engaged voters make informed decisions when it comes to the priorities of their community.

TOWN OF HOPKINTON

REQUESTED SERVICE LEVEL CHANGES
FISCAL YEAR 2023

TOWN CLERK & ELECTIONS

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G),
Part-Time Hourly Employee (161)	Understaffing in Town Clerk's Office leading to decreased customer service capabilities.	Add one part-time employee to the office. Improving service and maintaining the standards of the community without overworking existing staff or relying overly on tax-credit workers.	Better address the needs of residents in a timely manner and have more appropriate staffing levels for handling election related duties.	Recurring	Recurring	\$18,772	\$500	\$19,272	~\$100,000.00	N/A	Bringing quality of service up to expected levels (compare to neighboring Towns and State staffing recommendations); decreasing need of volunteer, per diem, and senior tax credit workers to fulfill strategic departmental tasks.		Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government by ensuring that the staffing of the department keeps up with the needs of the Town as it continues to grow.	(E)
New Election Tabulator (162)	Additional Precinct added during 2020 Census	Purchase of new tabulator to serve as a spare machine in case of failure of existing inventory	Maintain election infrastructure and by extension, election integrity	One-Time	Recurring	\$0	\$4,500	\$4,500	\$1,000	N/A	Ensure elections can continue normally and securely in the event of a technology failure	Machine will be functional for entire period and will replace any current machines that face catastrophic failure.	Continue and strengthen public faith in the processes of election administration. Maintain current standards of election integrity and emergency preparation.	(G)
Increase Election Worker Pay (162)	Minimum Wage will be at \$15 on 01/01/2023	Minimum wage employees must receive increased wages and upper level workers must be adjusted for pay equity. Each Election day after 12/31/2021 will require a minimum of 20 staff (per statutory and regulatory requirements) with additional staff required to perform other essential functions. The polls are open for 13 hours (13.5 for November) with staff before and after for 3 hours on average with 3 elections in FY23. With the expansion of early voting in person and by mail, there will be 3 positions staffed for 50.5 hours each in September (151.5 hours) and 101 hours in November (303 hours). Additionally, wardens have additional duties that add about 5 hours per election.	Increase in wages could also create an increase in appeal, improving issues around election worker shortages	Recurring	Recurring	\$13,586	\$0	\$13,586	~\$68,000.00					(R)
Add Additional Precinct of Election Staff (162)	Additional Precinct added during 2020 Census	Hire and fund additional personnel for new Precinct 5	Statutory Requirement	Recurring	Recurring	\$2,160	\$0	\$2,160						(R)
Records Audit (161)	Last audit of archive was done in 2018	Hire contractor to conduct audit and identify records due for destruction.	Regulatory requirement, records must be periodically cleared up to make room for newer records that need to be stored in the archive.	One-Time	One-time	\$0	\$1,500	\$1,500	N/A					(R)

<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	<u>Change</u>	<u>Efficiency</u>	<u>Inflationary</u>	<u>Regulatory</u>	<u>Growth</u>	<u>New Serv.</u>
Town Clerk								
PERSONAL SERVICES	138,435	159,413	20,978	0	0	0	2,206	18,772
EXPENSES	7,395	10,030	2,635	0	105	1,830	700	0
TOTAL	145,830	169,443	23,613	-	-	1,500	-	-
Elections								
PERSONAL SERVICES	9,750	25,496	15,746	6,480	0	15,746	0	0
EXPENSES	15,150	27,330	12,180	0	0	7,500	4,680	0
TOTAL	24,900	52,826	27,926	6,480	0	23,246	4,680	0

TOWN OF HOPKINTON		FINANCE		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Budget Development	Find Efficiencies, Rational Prioritization, Consistency Across Departments, Transparency	Fiscally sound, open, fair Gov.	Development of a budget that sustains Town financial health as measured by: Operating Budget as a % of Town Valuation; General Fund Debt Levels; Funding Levels for Long Term Liabilities; Stabilization Reserve Levels; Low Relative Cost of Finance Function
2	Capital Planning	Find Efficiencies, Rational Prioritization, Consistency Across Departments, Transparency	Fiscally sound, open, fair Gov.	Development of a capital budget and plan that sustains Town capital plant
3	Financial Analysis	Find Efficiencies, Rational Prioritization, Consistency Across Departments, Transparency	Fiscally sound, open, fair Gov.	Qualitative feedback on decision support documents and Finance Dashboard
4	Payroll	Timely, Compliant, Resilient Process	Fiscally sound, open, fair Gov.	Employee satisfaction with payroll; level of fines or penalties imposed
5	Equitable Property Valuation	Fair, Transparent	Fiscally sound, open, fair Gov.	Total Valuation; Volume and Timeliness of Property Tax Bills;
6	Development of the Tax Rate	Timely, Compliant, Resilient Process	Fiscally sound, open, fair Gov.	Timeliness and accuracy of Tax Rate Submissions to DOR
7	Managing Abatements & Ex	Fair, Transparent	Fiscally sound, open, fair Gov.	Volume and average cycle time for Abatements and Exemption Requests; Success in settling cases or winning ATB cases
8	Managing MV Excise Tax	Fair, Transparent	Fiscally sound, open, fair Gov.	Timeliness and accuracy of Excise Tax Billings

9	Tax and Utility Billings	Timely, Compliant, Resilient Process	Fiscally sound, open, fair Gov.	Number of bills issued, bill timeliness, bill accuracy
10	Cash Collections and Management	Timely, Compliant, Resilient Process; Automate Cash Reporting, Improve Documentation	Fiscally sound, open, fair Gov.	Dollar value of collections; Transparency of Aged Receivables; Collection activities to resolve outstanding receivables
11	Issue Payments	Timely, Compliant, Resilient Process; Review Town Policies on Investment Management	Fiscally sound, open, fair Gov.	Number and value of payments; accuracy of payments
12	Investment Management	Timely, Compliant, Resilient Process; Manage factors supporting AAA rating	Fiscally sound, open, fair Gov.	Dollar value of investments under management; returns achieve relative to the risk profile of the investment pools compared to peer market returns for pools with similar risk profiles
13	Debt Management	Sustain AAA rating; preserve banking relationships	Fiscally sound, open, fair Gov.	Dollar value of debt under managements; speed, cost, accuracy of work to support new debt issues; rate-effectiveness of borrowings relative to peer borrowers
14	Crosscutting	Leverage automation (MUNIS) to achieve speed, accuracy, cost, and resilience improvements	Fiscally sound, open, fair Gov.	Steady, planned migration of manual, ad hoc, or siloed business processes to integrated, automated processes
15	Crosscutting	Cyclically improve documentation of processes to achieve speed, accuracy, cost, and resilience improvements	Fiscally sound, open, fair Gov.	Progress on documenting business processes to improve speed, cost, accuracy, and resilience; Progress on cyclical reviews that update processes to reflect new risks, opportunities, or information

16	Crosscutting	Deploy and use performance metrics to inform speed, accuracy, cost, and resilience improvements; share metrics to support executive and community oversight and decision making	Fiscally sound, open, fair Gov.	Depth and value of performance metric dashboard; Instances of reference to performance metric dashboard content in analysis products and decision making events
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TOWN OF HOPKINTON														
REQUESTED SERVICE LEVEL CHANGES														
FISCAL YEAR 2023														
FINANCE														
Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G), or Expand
	Staffing Cost reallocation	Split cost of 2 new admin roles with Assessing	Reduction of T/C staffing cost		Recurring	-\$23,211				N/A	Equitable cost allocation of staffing			(E)

Finance								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	<u>Change</u>	<u>Efficiency</u>	<u>Inflationary</u>	<u>Regulatory</u>	<u>Growth</u>	<u>New Serv.</u>
PERSONAL SERVICES	658,719	648,498	-10,221		-10,221			
EXPENSES	96,285	93,785	-2,500	-7,000	4,500			
ASSESSOR APPRAISAL SERVICES	181,500	181,500	0					
TOTAL	936,504	923,783	-12,721	(7,000)	(5,721)	-	-	-

TOWN OF HOPKINTON ACCOUNTING & PROCUREMENT/GRANTS
BUDGET STRATEGIC IMPACT WORKSHEET
FISCAL YEAR 2023

	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	DOR regulatory requirements	Fiscal integrity of expenditures, Certification of Free Cash & Retained Earnings, regulatory requirements to continue to receive state aid	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government.	Timely and accurate submission of Tax Rate, Balance Sheet, CP1&2 forms, and Schedule A by their statutory due date
2	Financial Statement and Single Audits	Continued Eligibility for Federal Government Assistance, Bond Rating and Future Debt Offerings	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government.	Completion of Financial Statement and Single Audits by March 31 deadline
3	Financial Reporting	Ongoing fiscal dashboard reporting (Google Data Studio)	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government and Diversity Equity and Inclusion.	Enhanced reporting for internal and external stakeholders
4	Supplier Diversity	Expanding opportunities for local Minority, Woman, Veteran, Disability, LGBTBE owned businesses.	Diversity, Equity, and Inclusion	Documented meeting goal of at least 5% of Town business with Minority, Woman, Veteran, Disability, LGBTBE owned businesses
5	Financial Reporting and Reconciliation	Verification of accuracy of financial reports, opportunity to identify and prevent misappropriation or theft in a timely manner.	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government.	Compliance with monthly close calendar for reconciliation of accounts and internal audit program. Reduction in cycle time to resolve errors
6	Financial Operations	Timely payment of Town expenditures	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government and Diversity Equity and Inclusion.	Invoices paid within 45 days of issuance
7	Financial Operations	Accurate financial reporting and improved service delivery to internal and external customers.	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government.	Identifying source and frequency of transaction errors
8	Facility Operations	Massachusetts Green Community Certification	Promote sustainability and energy conservation throughout our town plans, actions and public investments to maintain Hopkinton status as a green community leader.	File Annual report by required deadline to maintain certification and eligibility for grant and incentive programs
9	Grant	Securing additional resources beyond what's available from taxation and fees to support the implementation of Town initiatives and projects.	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government.	Obtain grant funding from available sources and at the federal, state, and local level to support Town contributions and move impactful projects forward
10	Efficient and compliant procurement	Meeting state procurement requirements and achieving savings through economies of scale and focusing on opportunities where savings can be achieved through negotiation and bidding.	Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government.	Savings through effective sourcing of goods and services make each dollar approved by Town Meeting return more value to the taxpayers.

Accounting & Procurement/Grants								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	<u>Change</u>	<u>Efficiency</u>	<u>Inflationary</u>	<u>Regulatory</u>	<u>Growth</u>	<u>New Serv.</u>
PERSONAL SERVICES	234,513	223,366	(11,147)	(11,147)	0			
EXPENSES	28,200	27,000	(1,200)	(1,200)				
TOTAL	262,713	250,366	(12,347)	(12,347)	-	-	-	-

TOWN OF HOPKINTON				
BUDGET STRATEGIC IMPACT WORKSHEET		DEPARTMENT <u> Youth and Family Services </u>		
FISCAL YEAR 2023				
BUDGET/SERVICE AREA		SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Primary Prevention (stopping substance use before it starts)	Reduce youth substance use and improve behavioral health for entire community	Healthy Community; Quality of Community Life	Metrowest Adolescent Health Survey, Community Assessment; reveal shift in community culture toward youth substance use. Policy change in regard to substance use in community
2	Information and Referral	Connect those in need with behavioral health resources and care	Healthy Community; Quality of Community Life	Metrics from INTERFACE, Track # if referrals, track hours in making referrals, track where referrals made
3	Clinical Services (Counseling, Coaching, Consulting) and therapeutic support services (therapy dog)	Support behavioral health through quality care	Healthy Community; Quality of Community Life	Track satisfaction, track mood/measure improvement, seek feedback
4	Education - Behavioral Health	Reduce behavioral health stigma, promote wellness, early identification of emotional or behavioral health problems, skill building, knowledge building; promotion of programming; provide anonymous behavioral health screening	Healthy Community; Quality of Community Life	Number of participants who learned; Number of referrals generated via training program; awareness of resources available; # of press releases; # of newsletters; # of pamphlets and brochures disseminated; #of screens taken,
5	Crisis Response	Provide support to individuals and departments, provide resources, mitigate trauma, prevent contagion	Healthy Community; Quality of Community Life	# of residents/individuals served, # of venues supported, programming provided
6	Case Management -providing a safety net for vulnerable residents	Complex situations require support to navigate. Case Management provides support in the navigation of needs based assistance, behavioral health, and creative resources to help keep families whole (together, in their housing, participating in needed care)	Healthy Community; Quality of Community Life	# of residents assisted, # of referrals provided, approximate value of services obtained (ie, housing funds, support obtained)
7	Collaborative Programming (Youth Commission, Freedom Team, South Asian Circle of Hopkinton, Hopkinton Organizing for Prevention, Churches, Schools, Town Departments, Non-Profits)	Community Building, Increased awareness of needs, DEIB -Diversity, Equity, Inclusion, and Belonging, Relationship building, Comfort with department and services, Promotion, Education and learning, Assessment of community needs	Healthy Community; Quality of Community Life	# of collaborative meetings attended, programs co-produced or supported
8	Addressing food scarcity and access to basic needs	Contract with Project Just Because to provide basic needs/food for Hopkinton residents	Healthy Community; Quality of Community Life	# of hours spent supporting; # of individuals served; amount of food procured to help those who need it;
9	Administration	Electronic Records System to become compliant with paperless records; Ability to host virtual programming;Grant writing	Efficient Local Government	# of grants; obtaining record system that works for department; obtaining virtual platform that works for programming across department functions; regulatory compliance

YOUTH AND FAMILY SERVICES									
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.	
PERSONAL SERVICES	204,440	209,250	4,810	-	4,810	-	-	-	-
EXPENSES	68,670	77,725	9,055	-	7,000	-	-	-	2,055
TOTAL	273,110	286,975	13,865	-	11,810	-	-	-	2,055

Parks & Recreation

BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1 Youth Recreational Programs	Promote health, engagement, and inclusion for all Town youth	Vision - promote a healthy, vibrant, welcoming, inclusive community; Public spaces with attractive character; affordable community recreation for youth residents; Sustain Town infrastructure	Number of participants in the following activities: traditional league sports, tennis, golf, ski club, CPR training, babysitting training, business sharks program, public speaking program; STEM, participant accessibility and affordability
2 Adult Recreational Programs	Promote health, engagement, and inclusion for all Town Adults	Vision - promote a healthy, vibrant, welcoming, inclusive community; Public spaces with attractive character; affordable community recreation for adults; Sustain Town infrastructure	Number of participants in the following activities: league sports (basketball, cricket, etc), open gym time for adults, cross country skiing, open play cricket, introduction to investing for women; participant accessibility and affordability
3 Senior Recreational Programs	Promote health/wellness, engagement, and inclusion for Town Seniors	Vision - promote a healthy, vibrant, welcoming, inclusive community; Public spaces with attractive character; affordable community recreation for our seniors; Sustain Town infrastructure	Planned launch of senior specific programs: senior games, pickleball, day trips
4 Recreational Facility Management, Fruit Street	Issue: Replacement of Fruit St Turf. Sustain a high quality, safe facility that support specific passive (dog park) and active, highly-structured, facility-specific fields and equipment working together with strategic partners	Vision - promote a healthy, vibrant, welcoming, inclusive community; Public spaces with attractive character; affordable community recreation for all; Sustain Town infrastructure	Hours of facility use by organized groups; subjective evaluation of open play opportunities and use
5 Community Facility Management	Sustain high quality, safe open spaces, fields, parks, and amenities (restrooms, skatepark, playgrounds, etc.) for open use by all residents and visitors promoting health, wellness, and inclusion.	Vision - promote a healthy, vibrant, welcoming, inclusive community; Public spaces with attractive character; Sustain Town infrastructure	Reviews of cleanliness, maintenance, condition and safety of facilities. Review of community use. Comments in Community Survey on citizen satisfaction.
6 Beach Facility Management	Provide a safe, attractive, inclusive venue for lakefront leisure and light swimming. Risk - heightened public safety with swimming activity.	Vision - promote a healthy, vibrant, welcoming, inclusive community; Public beach with attractive character;	Number of visitors. Incident report review. Lifeguard/employee survey. Review of cleanliness, maintenance, and condition of site. Feedback from Sandy Beach ad hoc (community user) Committee
7 Community Inclusion Programing	Free concerts and movies with diverse and inclusive topic offerings available to all ages and all income levels.	Vision - promote a healthy, vibrant, welcoming, inclusive community; affordable community recreation for all	Estimates of attendance. Community Feedback. Director observation of events.

PARKS AND RECREATION								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
PERSONAL SERVICES	171,830	167,579	(4,251)	(8,751)	4,500	-	-	-
EXPENSES	18,000	22,500	4,500	-	500	-	-	4,000
TOTAL	189,830	190,079	249	(8,751)	5,000	-	-	4,000

PARKS AND RECREATION FY23 CAPITAL REQUESTS

	<u>Hopkinton Department</u>	<u>General Fund Project</u>	<u>FY 2023 Amount Requested</u>	<u>Potential Pay-Go</u>	<u>Potential Excluded Debt</u>
1	Parks & Recreation	Replace Surface at Fruit Street Athletic Field	\$1,671,543		\$1,671,543
		Total	\$1,671,543		\$1,671,543

TOWN OF HOPKINTON		SENIOR SERVICES		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Cultural Engagement Programming, Language Classes	Support awareness of diverse community, build a more cohesive cross-culture, respectful participation in an increasingly diverse Hopkinton	Foster a culture of respect, collaboration and communication within Hopkinton.	Number of participants engaging in programs; Match of programming to changing Town demographics
2	Social Engagement (cards, pool, bocce, arts/crafts, horseshoes, veterans breakfast)	Support social engagement for populations that might be isolated in aging	Promote healthy, vibrant, welcoming and inclusive community; promote continued engagement with the community	Number of participants engaging in programs; will provide opportunities for social interactions and improve quality of life and continued engagement with others
3	Support Groups (caregiver support, Memory Cafe)	Support the mental health and wellbeing	Promote support for caregivers and those dealing with memory issues to help support continued engagement within the community	Number of participants engaging in programs; Will provide support of caregivers giving them a larger support network
4	Transportation Support (medical, social)	Support transportation opportunities for senior residents	Increase transportation options to those who may be isolated or have limited resources or abilities to get to appointments and activities	Number of participants engaging in programs; will support social interactions and provide needed transportation for continued good health
5	Fitness Exercise Programs	Providing in person and virtual exercise opportunities to promote healthy living and aging	Promote healthy, vibrant, welcoming and inclusive community; promote continued engagement with the community	Number of in person and virtual participants; Provides opportunities to improve health, social engagement and continued participation in the community
6	Educational Programs	Providing in person and virtual educational opportunities	Promote healthy, vibrant, welcoming and inclusive community; promote continued engagement with the community	Number of participants engaging in programs; will support participants continued engagement with the community and opportunities to increase knowledge and safe living
7	Virtual Programming for Mobility Challenges	Providing the opportunity to connect virtually to exercise and other programming opportunities	Promote healthy, vibrant, welcoming and inclusive community; promote continued engagement with the community	Number of participants engaging in programs; Provides opportunities to improve health, social engagement and continued participation in the community
8	Loan of Mobility Equipment	Support healthy and safe aging	Promote continued safe engagement within the community	Number of participants utilizing loaned equipment, supports the ability to age in place
9	Nutritional Support	Support healthy and safe aging	Promote social and healthy living	Number of participants engaging in nutrition programs; provides nutritious and healthy meals in a social setting that will improve daily interactions with others

10	Kitchen Garden Program	Support nutrition program with Senior Center gardens and sale of plants to seniors	Promote social and healthy living	Number of participants engaging in programs; increases participants opportunity for fresh produce in the nutrition program and the opportunity to purchase inexpensive plants for their home gardens
11	Day Trips	Support social engagement for populations that might be isolated in aging	Increase transportation options to those who may be isolated or have limited resources	Number of participants engaging in programs; increases the opportunity to engage in cultural, educational and social venues with other seniors, which in turn benefits a seniors social interactions
12	Senior Tech Support	Support continued engagement using technology	Using technology to support healthy aging and social connections	Number of participants engaging in programs, provides technology support which increases a seniors ability to connect with a wide variety of social, physical and intellectual
13	Senior Support Programs Outreach (fuel assistance, SNAP, Taxes, Tax Exemptions, coord visiting nurses, health insurance counseling, legal assistance, veterans assistance)	Support healthy aging and the ability to age in place for senior residents	Provide support for healthy and safe aging, allowing seniors to age in place	Number of participants engaging in programs; allows seniors to age in place by giving them assistance and support
14	Public Outreach (newsletter, web)	Improve connections to community services that enrich the quality of life for seniors that support healthy and safe aging	Provide continued connections and support of healthy living for seniors	Increased awareness of Senior Center opportunities.
15	Age & Dementia Friendly Community	Promote health and safe living within Hopkinton for all ages	Provide a safe community through continued support of those living with dementia	Number of participants engaging in programs; provides the ability to age in place safely for everyone in the greater Hopkinton community
16	Public Safety Programs (Sand for Seniors, Go-Bags, etc.)	Support a safe community, healthy aging and the ability to age in place for senior residents	Provide a safe community for healthy aging by collaborating with Police and Fire departments	Number of participants engaging in programs; support healthy and safe aging

TOWN OF HOPKINTON

REQUESTED SERVICE LEVEL CHANGES
FISCAL YEAR 2023

SENIOR SERVICES

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G),
Personnel	Additional day of bus transportation.	Adding either an additional driver or adding a day to an existing driver	We would enhance our transportation program by being able to offer 5 day a week service and would give us an additional bus driver when the need arose.	Recurring payroll cost	Recurring	approx \$3400	-	approx \$3400	Ongoing payroll cost	Expanded program for Hopkintons senior population.	This is an ongoing request that we provide service 5 days a week. We offer many programs that individuals would be able to access with this addition.	We would be able to provide 5 day a week transportation for seniors. This would ensure that seniors are able to age in place in Hopkinton.	Expansion of transportation for Hopkinton senior population.	(E)

SENIOR SERVICES								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
PERSONAL SERVICES	426,805	436,180	9,376	-	5,976	-	3,400	-
EXPENSES	40,955	44,955	4,000	-	1,750	-	-	2,250
TOTAL	467,760	481,135	13,376	-	7,726	-	3,400	2,250

TOWN OF HOPKINTON

BUDGET STRATEGIC IMPACT WORKSHEET LAND USE, PLANNING AND PERMITTING
FISCAL YEAR 2023

	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Permitting	Department staff reviews and issues building permits for new construction and assures compliance with building and safety codes; and conducts inspections. Department staff supports permitting boards and officials with respect to wetlands, building, zoning and historical laws and regulations. Environmental protection and sustainability through expanded resources; compliance with Building/Fire safety codes and inspection requirements.	Land Use Dept. Strategic Plan Mission, item #1: Service - We serve the public. This includes the safety and quality of both our built environment and our natural environment for public enjoyment, and consideration of entrepreneurial and innovative approaches.	Assistant Conservation Administrator/Building Tech, new position proposed. The position will allow for more environmental protection related work, including development monitoring, work on sustainability and climate change, and management of town owned open space. Position will also focus on risk management through a concentration on inspections and permits which are jointly issued, inspected and monitored by the Fire Dept. and the Building Dept. The Town has grown substantially, must deal with climate change and open space management, and has not increased its capacity to do so in many years. In addition, permits and inspections involving fire safety codes have been placed under the Building Dept. in recent years by the State.
2	Planning	The Department works with boards, committees, businesses and citizens to determine community needs, and develop and implement short term and long range plans, including the Master Plan, Open Space and Recreation Plan, and Climate Action Plan. The Department works on the development of zoning and planning initiatives.	Town Vision Theme: Managed Growth, Development & Economic Development: In 2025, Hopkinton has appropriately scaled, well designed and sited new commercial development including retail, service and office uses in the town center and along the I-495 corridor and also a mix of housing types that all serve to enhance Hopkinton's community character.	The Department will continue its work in this area, supporting community initiatives and planning processes.
3	Land Use	The Department is engaged in community efforts and special projects involving such items as trail development, town land/open space management, growth management and resource protection.	Town Vision Theme: Open Space, Recreation & Natural Resources: In 2025, Hopkinton has protected additional lands for ensuring water quality, and for active and passive open space; created more recreational opportunities for a variety of age groups, and conserved additional natural resources and viewsheds that help define the rural quality that is characteristic of much of the town.	The addition of the Assistant Conservation Administrator will assist with efforts in this area, by allowing the Conservation Administrator to become more involved in open space protection and management. Staff will continue to lead and support Town efforts to improve the natural and built environment and achieve Town planning and land use goals.
4	Board and Committee Support	Inherent in all of the permitting, planning and land use functions of the Department is the support of several boards and committees.	Land Use Dept. Strategic Plan Mission: 1) Public Service, 2) Collaboration, 3) Education and 4) Honesty, Integrity and Openness.	The Department provides support for the Planning Board, Conservation Commission, Board of Appeals, Community Preservation Committee, Design Review Board, Open Space Preservation Commission, Zoning Advisory Committee, Historical Commission, Hopkinton Historic District Commission, Woodville Historic District Commission, Upper Charles Trail Committee, and other ad-hoc committees as needed.

TOWN OF HOPKINTON

REQUESTED SERVICE LEVEL CHANGES
FISCAL YEAR 2023

DEPARTMENT: LAND USE, PLANNING & PERMITTING

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G), or Expand Services (E)
New position	Environmental protection and sustainability through expanded resources; compliance with Building/Fire safety codes and inspection requirements	Create a new position: Assistant Conservation Administrator/Building Inspections Tech	Position will allow for more environmental protection related work, including development monitoring, work on sustainability and climate change, and management of town owned open space. Position will also focus on risk management through a concentration on inspections and permits which are jointly issued, inspected and monitored by the Fire Dept. and the Building Dept. The Town has grown substantially, must deal with climate change and open space management, and has not increased its capacity to do so in many years. In addition, permits and inspections involving fire safety codes have been placed under the Building Dept. in recent years by the State.	Recurring	Recurring	\$68,904	\$0	\$68,904	\$344,520		Reduced burden on Conservation Commission volunteer members; improved monitoring and maintenance of open space open to the public. Building/Fire safety inspections and permits ensure the safety of the public.	Improved and accessible open space; sustainability, climate change and environmental protection work that ensures the Town is in compliance with requirements; improved quality of life; building/fire safety compliance.	Town Vision Theme: Open Space, Recreation & Natural Resources: In 2025, Hopkinton has protected additional lands for ensuring water quality, and for active and passive open space; created more recreational opportunities for a variety of age groups, and conserved additional natural resources and viewsheds that help define the rural quality that is characteristic of much of the town.	(G)

LAND USE								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
PERSONAL SERVICES	553,529	611,832	58,304	(263)	24,115	-	34,452	-
EXPENSES	44,892	21,907	(22,985)	(25,010)	560	1,465	-	-
TOTAL	598,421	633,739	35,319	(25,273)	24,675	1,465	34,452	-

TOWN OF HOPKINTON		HEALTH SERVICES		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Permitting health aspects of vendor services and public services IAW MDEP and MDPH regulatory standards	Regulatory requirement. Promotes consistent application of statutory and regulatory health standards in the Town.	Healthy Community; Quality of Community Life	Number of permits issued; Revenue generated from permits; Cycle time for permit issue; Qualitative measure of rigor of permitting approval
2	Inspection to verify and enforce standards for permitted activities	Regulatory requirement. Promotes consistent application of statutory and regulatory health standards in the Town.	Healthy Community; Quality of Community Life	Percentage of inspections due completed; Effectiveness of customer remediation support to promote compliance
3	Disease Prevention	Continuously improve the quantified baseline health of the community.	Healthy Community; Quality of Community Life	Vaccination rates; MA DPH published metrics on communicable diseases; Cause of death (mortality/morbidity) review analysis; Review of census and demographic data on health
4	Family Services and Wellness	Support food pantry (food security), regulate tobacco and other substance abuse products, seek grant or regional support for unfunded health best practices	Healthy Community; Quality of Community Life	Track # of families in need of food assistance; track overdose and substance use/abuse metrics
5	Health Emergency Preparedness Planning	Promote resilience for health aspects of emergency events; liaison with DEP; management of medical reserve corps	Healthy Community; Quality of Community Life	State monitored drills and exercises. Qualitative after-action review and remediation planning based on drill results.
6	Mercury and Lead Reduction	Reduce risk of poisoning from these heavy metals which are extant in the environment'	Healthy Community; Quality of Community Life	Annual gross weight of products collected.
7	Environmental Assessment	An effective Health program requires awareness of environmental factors relevant to health risks to inform resourcing and prioritization	Healthy Community; Quality of Community Life	Number of beach closures; number of algal blooms; number of air pollution warnings; Reports to DPH/DEP; Spills/leaks reported
8	Education - Public Health	Improve awareness of hazards	Healthy Community; Quality of Community Life	Number of press releases; number of residents attending events; participation in adolescent health survey; participants in vaping clinics; participants in adult wellness seminar events
9	Public Health Service Matching	Improve awareness of access to specific health services	Healthy Community; Quality of Community Life	Number of phone calls with requests for information; Web site visits; Connections to community providers and groups; Grant development success

10	Administration	Digitization to improve efficiency and retrievability to speed response cycle times.	Healthy Community; Quality of Community Life	Cycle time for property and business review events
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TOWN OF HOPKINTON														
REQUESTED SERVICE LEVEL CHANGES														
FISCAL YEAR 2023														
HEALTH SERVICES														
Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G),
1	Cost Increase for Medical Services line	Reimbursable community EMS	Reduced ambulance response, better public health	Recurring, as funding is available	Recurring, as funding is available		\$9,200	\$9,200	Depends on MA program funding in future	Expands public health service at no cost to Town	Improved baseline health in Seniors and at-risk populations	Sustained improvement in baseline health in seniors and at-risk populations	Vision - Healthy Community. Themes - Community Services - quality of community life.	(E)

HEALTH SERVICES								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
PERSONAL SERVICES	281,653	304,926	23,272	-	23,272	-	-	-
EXPENSES	93,690	103,390	9,700	500	-	-	-	9,200
TOTAL	375,343	408,316	32,972	500	23,272	-	-	9,200

TOWN OF HOPKINTON		LIBRARY	
BUDGET STRATEGIC IMPACT WORKSHEET			
FISCAL YEAR 2023			
BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1 Staffing Levels	Current staffing levels do not provide the time to allow staff to work on and complete major projects, nor does it allow for vacations or other long absences. Low staffing levels also mean that staff do not have the opportunity to be out of the library and connect more directly with the community. The difficulty of completing necessary work that cannot be easily done while staff are working busy service desks, and the disruption created librarywide when the team needs to cover for a vacant position or absent colleague for more than a week or two, risks reduced productivity and slower progress toward objectives, staff burnout, and a higher level of turnover.	Vision Statement: We are endowed with open space, natural resources, facilities and programs that promote a well educated and healthy community. Themes: In 2025, Hopkinton continues to be a community that values art, cultural and community based institutions with an array of venues offering citizen centered activities and gathering spaces for cultural and artistic activities as well as other local and regional events. We are respectful of our past, engaged in our present, and actively preparing for our future.	Goals and objectives are not met. Projects take longer to complete. New services and initiatives that residents have asked for are not taken on due to the time needed to add them. There is no time for outreach into the community for collaboration. Staff burnout and turnover is high..
2 Books & Publications	The Library purchases an array of items to circulate to our residents. Purchasing of these essential items is funded by the McGovern Trust, the Friends of the Hopkinton Public Library, gifts and State Aid. Less than half of our materials budget is funded by the Town. To receive our annual State Aid appropriation, which is approximately \$19,000, the Library must spend 15% of it's annual town appropriation on materials. As staffing has increased our town appropriation, the town's contribution to the materials budget has not. Our FY23 request is for \$60,000, which is \$40,000 less than we are required to spend. Libraries not eligible for State Aid are decertified by the State. The loss of certification would result in Hopkinton residents being unable to check out materials from any other library in the state. In FY21, Hopkinton residents borrowed 14,123 items from other Massachusetts libraries. Using alternative sources on books and materials means that these sources, which are also used for our programming and museum pass program as well as other special projects that are not funded by the town, get depleted.	Vision statement: <ul style="list-style-type: none"> - Town issues are addressed in a "bold forward thinking" way - Town government is well managed and fiscally sound - Town continues to value cultural and community institutions - "The town carries on its long tradition of support for the people and facilities that are the foundation for its educational distinction." Master Plan goals: <ul style="list-style-type: none"> - Improve access to information 	The library remains state-certified. Hopkinton residents retain eligibility to obtain and use a library card at any system in the state, as well as access to thousands of additional items from outside the Hopkinton Public Library's collection through the C/W MARS consortium and statewide interlibrary loan services. The library continues to collect annual State Aid. Reduced resources to spend on other important purposes for which the Town provides no funding at all, such as providing a rich and exciting schedule of community events, bringing new technology into the library, and pursuing other new and innovative initiatives.

**TOWN OF HOPKINTON
REQUESTED SERVICE LEVEL CHANGES
FISCAL YEAR 2023**

LIBRARY

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G), or Expand Services (E)
Staffing	Inability to match need driven by growth	Add staffing	Support expanded hours			191,194	0	191,194	955,968	Support evening hours; provide adequate supervision; streamline director's work in the community	Expanded services in the evening and during weekends			G

LIBRARY								
<u>Account Desc</u>	<u>2022 Budget</u>	<u>2023 Request</u>	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
PERSONAL SERVICES	584,839	882,391	297,552	-	36,886	-	-	260,666
EXPENSES	46,865	64,965	18,100	(1,000)	-	-	-	19,100
TOTAL	631,704	947,356	315,652	(1,000)	36,886	-	-	279,766

TOWN OF HOPKINTON		TOWN MANAGER		
BUDGET STRATEGIC IMPACT WORKSHEET				
FISCAL YEAR 2023				
	BUDGET/SERVICE AREA	SPECIFIC RISK OR OPPORTUNITY	LINK TO TOWN VISION OR STRATEGIC OBJECTIVE	PERFORMANCE OUTCOMES AND IMPACTS
1	Streamlined Policy Making, Processes & Compliance	Culture, rules, regulations and procedures that guide problem solving and the actions of all & geared primarily to improve the health, safety and well-being of citizens.	Hopkinton is a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities	Number of policies adopted and managed; number of "risks" associated with policies; equity and inclusive measures are in place
2	Budgeting & Financial Health	Appropriate resource decisions and allocation to preserve community values	Hopkinton is a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities	Credit rating; efficiency and transparency of budget and warrant process; social responsibility performance; measure equity and inclusion budget outcomes
3	Customer Friendly, responsive Town Services and Licensing	Place the residents and all customers first to safeguard, sustain, and improve the community's wellbeing	Hopkinton is an energetic town with a variety of affordable community services that enrich the quality of community life for all residents from youth through seniors.	Community satisfaction survey; licenses issued
4	Build sound intergovernmental relations and networks	Collaboration, cooperation and partnerships as avenues for doing business	Hopkinton continues to have an exceptional quality of life in a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities.	Partnerships, engagement, advocacy and public education
5	Champion transparency & thorough reporting	Engagement, accountability and celebrating community success	Hopkinton continues to have an exceptional quality of life in a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities.	Accuracy and frequency of reports shared with public
6	Lead efficient and coordinated Administration	Residents and customers can readily find solutions to their problems in a straightforward way and in the most efficient time. Provide for support a seamless customer experience.	Hopkinton continues to have an exceptional quality of life in a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities.	Engagement through boards/committees, organizations and residents
7	Build Team Hopkinton and foster teamwork through engagement, goal setting & accountability	Volunteers and staff recruitment and retention for service delivery	Hopkinton continues to have an exceptional quality of life in a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities.	Experience surveys; number of volunteers recruited; HR metrics

8	Contract Negotiation and Procurement	Compliance, spend control, risk mitigation, high value creation, collaboration & communication tool, operational efficiency and branding	Hopkinton continues to have an exceptional quality of life in a vibrant and sustainable community with an open, democratic and efficient local government, a balanced budget, and well-maintained town facilities.	Transparent procurement processes; equity and social justice measures
9	Preserve high quality, safe, inclusive & environmentally sustainable community	Ensure highest and best returns for tax payer investments	Hopkinton has protected additional lands for ensuring water quality, and for active and passive open space; created more recreational opportunities for a variety of age groups; and conserved additional natural resources and view sheds that help define the rural quality that is characteristic of much of the town.	Community satisfaction survey
10	Investing in Town's infrastructure	Efficiency and reliability of essential building blocks of the community and its economy	Town Center is a vibrant part of the town's identity where civic events are celebrated; is a hub of community and commercial activity, with shops, restaurants and an attractive streetscape; is pedestrian friendly with new development that respects the character and heritage of the town. Hopkinton has protected additional lands for ensuring water quality, and for active and passive open space; created more recreational opportunities for a variety of age groups; and conserved additional natural resources and view sheds that help define the rural quality that is characteristic of much of the town. Hopkinton has a transportation system that offers community choice regarding travel for a driver, bicyclist, pedestrian, or someone using public transportation and that has addressed parking, traffic congestion, and other transportation issues; is an energetic town with a variety of affordable community services that enrich the quality of community life for all residents from youth through seniors; and has an array of venues offering citizen centered activities and gathering spaces for cultural and artistic activities as well as other local and regional events.	Capital budget share of town revenues; grants; employment/unemployment data; licensing metrics; vacancy rates; social responsibility metrics
11	Enhance Town's economic vitality	Wealth creation, tax base, jobs, essential services and job creation	Hopkinton has appropriately scaled, well designed and sited new commercial development including retail, service and office uses in the town center and along the I-495 corridor and also a mix of housing types that all serve to enhance Hopkinton's community character.	Capital budget share of town revenues; grants; employment/unemployment data; licensing metrics; commercial vacancy rates; social responsibility metrics

TOWN OF HOPKINTON

REQUESTED SERVICE LEVEL CHANGES

FISCAL YEAR 2023

TOWN MANAGER

Item	Opportunity or Risk to be Addressed	Requested Action to Address Opportunity or Risk	Expected Outcome and Impact, Quantified if Possible	Cost 1-Time or Recurring	Benefit 1-Time or Recurring	FY23 Cost Personnel	FY23 Cost Expenses	FY23 Cost Total	5 Year Cost	Benefit to Town Enterprise	Benefit to Community Stakeholders	5 Year Benefit	Strategic Objective Supported	Regulatory Compliance (R), Town Growth (G),
Town Manager's Office Staffing	Community Growth and complexity of challenges and opportunities in the community	Bring staffing to budgeted FTEs	Improved engagement with the public as well as decision support and analysis, regulatory compliance	Recurring	Recurring	14,000	0	14,000	70,000		The Town's growth has increased the number and complexity of opportunities and challenges, including the LNG facility, COVID Response, Enrollement Growth, Population Growth, Regulatory Requirements, PFAS response.		Actively build consensus for a citizen-focused, well managed, fiscally sound, open and fair town government.	(E)
Transparency, engagement and public relations	Public Communication and Engagement	Professional Public Relations Consultant to coordinate with Town staff during routine communications with the public as well as during emergencies.	Enhanced communication and engagement with the public. Communication of Town initiatives, programs, goals, etc.	Recurring	Recurring	0	60,000	60,000	300,000		The Town communicates with citizens more timely, accurately, and consistently. Citizens are more informed with the work that the Town is doing and the value returned for each taxpayer dollar spent. Further, community engagement improves the direction of the Town and shapes the long and short term outcomes and priorities.	A more informed public improves engagement and outcomes for the entire community.	Foster a culture of respect, collaboration and communication among Hopkinton citizens using an array of innovative methods and new technologies to make bold forward thinking decisions on Town issues over the next ten years.	(E)

Account Desc	2022 Budget	2023 Request	Change	Efficiency	Inflationary	Regulatory	Growth	New Serv.
Town Manager								
PERSONAL SERVICES	452,453	481,237	28,784	0	14,234	0	0	14,000
EXPENSES	31,300	30,300	(1,000)	(1,000)	750	0	0	0
TOTAL	483,753	511,537	27,784	(1,000)	14,984	-	-	14,000
Legal								
LEGAL COUNSEL	280,000	283,500	3,500	-	-	-	-	-
Other General Government								
EXPENSES	300,500	360,500	60,000	-	-	-	-	60,000
Employee Benefits & Insurance								
EXPENSES	13,752,451	14,852,647	1,100,196	-	1,100,196	-	-	-
Veterans Services								
VETERANS SERVICES	123,649	123,649	0	-	-	-	-	-
Celebrations								
TOWNWIDE - HOPKINTON DAY	30,000	30,000	0					
MISC OTHER CHGS AND EXPENSES	2,000	2,000	0					
	32,000	32,000	0	-	-	-	-	-

12 JAN 12 PM 2:02



January 6, 2022

Board of Selectmen
Town of Hopkinton
18 Main Street
Hopkinton, MA 01748

Re: Important Information

Dear Chairman and Members of the Board:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV we want to provide you with the following information:

Beginning on January 25, 2022, Caracol HD ch. 3404 and Mexicanal HD ch. 3409 will be added to Xfinity TV Latino. An X1 TV box or customer owned compatible device and HD technology fee (not included, additional charges may apply) are required to view.

Please feel free to contact me at Gregory_Franks@cable.comcast.com should you have any questions.

Very truly yours,

Greg Franks

Greg Franks, Sr. Manager
Government Affairs



TOWN OF HOPKINTON
OFFICE OF THE
PLANNING BOARD
18 Main Street, Hopkinton MA 01748
(508) 497-9745

RECEIVED
TOWN OF HOPKINTON
2022 JAN 10 PM 3:18
TOWN CLERK'S OFFICE

January 10, 2022

PUBLIC HEARING NOTICE

The Planning Board of the Town of Hopkinton will hold a public hearing on Monday, January 31, 2022 at 7:00 P.M., on proposed amendments to the Zoning Bylaws. The subject matter of the proposed changes is below. This hearing will be held pursuant to the provisions of Chapter 53 of the Acts of 2020, as amended. For additional details or to confirm the meeting location and/or obtain Zoom meeting access information, please email John Gelcich, Principal Planner, at jgelcich@hopkintonma.gov, call the Department of Land Use, Planning & Permitting at 508-497-9745, or check the online meeting calendar and agenda for this meeting at www.hopkintonma.gov. This legal notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

1. Amend the Zoning Bylaws to establish a dimensional table as a summary reference to the Bylaws as an appendix.
2. Amend the Zoning Bylaws to refer to the uses listed throughout the Bylaws as singular, in order to create consistency whereas currently some uses are listed as singular and others as plural.
3. Amend the Zoning Bylaws to modify all references throughout the Bylaws such that they are gender neutral.
4. Amend Article I, General Provisions, Section 210-3, General Applicability, to explicitly state that only one single-family dwelling may be allowed per lot. Additionally, Article I, General Provisions, Section 210-4, Definitions, would be amended to include the definition for "Principal Use".
5. Amend Article XVIII, Supplementary Regulations, Section 210-124, Off-street parking, B. Parking Requirements, to create a new category for parking conformance ("Laboratory, research and development, and industrial uses"); reduce the required amount of parking for a warehouse use; and include the word "space" or "spaces" where appropriate to resolve a consistency issue.

Gary Trendel
Chair



**TOWN OF HOPKINTON
BOARD OF APPEALS**

Town Hall
18 Main Street - 3rd Floor
Hopkinton, MA 01748
508-497-9745
www.hopkintonma.gov

RECEIVED
TOWN OF HOPKINTON
2022 JUN 19 10:58
TOWN CLERK'S OFFICE

Mark J. Hyman, Chair
John Coutinho, Vice Chair & Clerk

zba@hopkintonma.gov

#22-014

January 19, 2022

NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on January 19, 2022, filed the following Decision in the Office of the Town Clerk:

- A Decision granting a Special Permit to Judith Stingley, 311 Wood Street, Hopkinton, MA, pursuant to Sections 210-126 of the Zoning Bylaw for the construction of an accessory family dwelling unit attached to a single family dwelling at **311 Wood Street, Hopkinton, MA.**

A copy of the Decision may be obtained at the Office of the Town Clerk or the Department of Land Use, Planning & Permitting at the Town Hall, 18 Main Street, Hopkinton, MA. Appeals of the Decision, if any, shall be made pursuant to M.G.L. Chapter 40A, Section 17, and shall be filed within twenty (20) days after the date of filing of the Decision with the Office of the Town Clerk.

HOPKINTON BOARD OF APPEALS
John Coutinho, Clerk