



**TOWN OF HOPKINTON**  
**SELECT BOARD MEETING AGENDA**  
**Tuesday, March 28, 2023 6:00 PM**

**Hopkinton Town Hall, 18 Main St, Hopkinton, MA - Room 215/216**  
**(Executive Session will be held in Room 211)**

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/88398355688?pwd=dFg3Y2EzUytOSmYrbVkozbnpWL21mQT09>

Passcode: 787656

Or One tap mobile :

US: +16468769923,,88398355688# or +16469313860,,88398355688#

Or Telephone:

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

US: +1 646 876 9923 or +1 646 931 3860 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 386 347 5053 or +1 408 638 0968 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623

Webinar ID: 883 9835 5688

International numbers available: <https://us02web.zoom.us/j/88398355688>

**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 Police, Fire and Communications Unions because an open meeting may have a detrimental effect on the negotiating position of the Board;
- b. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 2) to consider strategy with respect to negotiations with non-union personnel (Town Manager)
- c. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 6) to consider the purchase, lease, sale or value of real estate in relation to properties in the vicinity of Town Hall, the Jenner Property (Map R12 Block 9 Lot 0), 0 Spring Street, Map R23 Block 100 Lot 0 West Main Street, Map R23 Block 73 Lot A and Block 73 Lot B Rear West Main Street, and 3 contiguous parcels on College Street totalling 20.74 acres because an open meeting may have a detrimental effect on the negotiating position of the Board; and
- d. Approve Executive Session Minutes (3/14/23)

**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**

**CONSENT AGENDA**

**4.**

The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the March 9, 2023 and March 14, 2023 meetings.
- b. **RESIGNATION** - The Select Board will consider accepting the resignation of Michelle Leibowitz from the Hopkinton Cultural Council.
- c. **REQUEST FOR SIGN APPROVAL IN ROAD RIGHTS OF WAY** - The Select Board will consider the Hopkinton Lions Club request for approval to place 50 to 60 temporary Community Yard Sale signs within the road rights of way of East Main St., Main St., Cedar St., West Main St., Wood St., South St., and Hayden Rowe. The signs will be placed on corners and sides of roads. Signs are 18" x 24" coroplast, 1-colored, two sided (with a directional arrow), with 10" x15" wire stakes. The signs will have the name of the event and date. Signs would be placed on or around April 13 and removed the evening of May 13. Zoning Bylaw Sec. 210-178.F states that signs may be displayed within the right of way of the requested streets if authorized by the Select Board.
- d. **PARADE PERMIT APPLICATIONS**- The Select Board will consider approving the following parade permit applications-
  - 1) **Jimmy Fund Walk**- The event is scheduled to be held on October 1, 2023. There are no road closures requested. The walk will take place along the Boston Marathon course starting at the Marathon Start line and ending in Ashland.
  - 2) **Triathlon at the Hopkinton State Park**- The event dates are May 21 and September 10, 2023. No road closures are requested.

Supporting Exhibits: Email request for street signs; Parade permit application; Permitting team comments

**6:45 PM**

**PUBLIC HEARING-STREET ACCEPTANCE**

5.

The Select Board will hold a public hearing pursuant to Massachusetts General Laws Chapter 82 Section 21, to discuss accepting and laying out the following streets as a public ways:

- Foxhollow Road
- Box Mill Road

The Planning Board and the Select Board have submitted an article into the 2023 Annual Town Meeting to accept the streets as public ways. The Planning Board recommends acceptance of Box Mill Road. Planning Board report on Foxhollow Road is pending. Abutters have been notified of the public hearing.

Supporting Exhibits: Planning Board Report - Box Mill Rd.; Street Acceptance Plans

**7:15 PM**

**SPECIAL TEMPORARY ALCOHOL LICENSE**

6.

The Select Board will consider approving a Special Temporary Alcohol License for Andrew Vail, on behalf of the Knights of Columbus Bishop Rice Council 4822, for its annual fundraiser. The event is to be held on May 6, 2023 from 6 p.m. to 10 p.m. at the St. John's Parish Hall located at 20 Church St. The alcohol will be served by TIPS certified servers and will be supplied from Marty's. In addition, the Board will consider a fee waiver for the license application.

Supporting Exhibits: Applications; Permitting Team Comments

**7:25 PM**

**NEW EMPLOYEE APPOINTMENT**

7. The Select Board will consider confirming the Town Manager’s appointment of Daurys Reynoso as a Heavy Equipment operator for the Department of Public Works.  
Supporting Exhibits: Application

7:30 PM

**BOARD AND COMMITTEE APPOINTMENTS**

8. The Select Board will consider making the following appointments to Boards and Committees:
- Doris Early to the Board of Registrars (Democrat; nominee of the Democratic Town Committee) with a term ending on February 1st, 2026.
  - Diane M Hayward to the Sustainable Green Committee to a term expiring on June 30, 2025.
  - Scott F. Knous to the Historical Commission as an Associate Member with a term expiring on June 30, 2025.
  - Timothy Ritterbusch to the Upper Charles Trail Committee, Alternate Member, to a term expiring June 30, 2025.

Supporting Exhibits: Applications & Resumes

7:40 PM

**CHAPTER 269 OF THE ACTS OF 2022- MIDDLESEX COUNTY RETIREMENT SYSTEM COLA**

9. The Select Board will consider a request of the Middlesex County Retirement Board that Select Boards of municipalities within the Middlesex County Retirement System accept Chapter 269 of the Acts of 2022 ("the Act"), a local option which allows a one-time increase to the Cost of Living Adjustment (COLA) granted to retirees in FY 2023, from 3% to 5% of the System's \$16,000 COLA base. Acceptance of the Act is conditioned upon approval by the Middlesex County Retirement Board and by two-thirds of the System's Select Boards prior to June 30, 2023. The Middlesex County Retirement Board voted to accept the Act on December 14, 2022.

Supporting Exhibits: Staff Memo and Letter from Middlesex County Retirement Board

7:55 PM

**TRAIL COORDINATION AND MANAGEMENT COMMITTEE UPDATE**

10. The Select Board will hear an update from the Trail Coordination and Management Committee (TCMC).

Supporting Exhibits: Trail Coordination and Management Committee Charge

8:15 PM

**CENTER SCHOOL UPDATE AND COMPREHENSIVE PLANNING FOR TOWN ASSETS**

11. The Select Board will receive an update from Dan McIntyre, Permanent Building Committee Chair, regarding Center School and the need for a comprehensive review of the Town’s 66 Fruit Street property and Elmwood School. Reuse of the Center School implements the Town’s Master Plan recommendation CFS1 regarding a re-use plan for the Center School building.

Supporting Exhibits: [Center School Re-Use Plan](#)

8:35 PM

**FY 24 BUDGET UPDATE**

12. The Select Board will hear an update on the FY 24 Budget process. Per the FY 24 Budget Timeline, the Appropriation Committee is now conducting departmental budget reviews with Senior Leaders.

Supporting Exhibits: [Senior Solutions Guidebook](#)

- 8:45 PM**            **MAY 1, 2023 ANNUAL TOWN MEETING**  
**13.**                The Select Board will review the draft Annual Town Meeting Warrant. The Select Board may take positions on town meeting articles. The Select Board will discuss accessibility at the Annual Town Meeting.  
Supporting Exhibits: Draft Annual Town Meeting Warrant; Memo and Information on Town Meeting Accessibility
- 9:05 PM**            **TOWN MANAGER REPORT**  
**14.**                Town Manager will report on the following:  
a. Main Street Corridor Project  
b. Per- and Polyfluoroalkyl Substances (PFAS) treatment project  
c. Massachusetts Water Resources Authority (MWRA) Southborough Interconnection project  
d. The Regional Upper Charles Trail support letters to Legislative Team for East Coast Greenway connection  
e. Boston Athletics Association (BAA) check amount update  
f. Sustainability, Equity and Economic Development position update  
Supporting Exhibits: Town Manager Report
- 9:15 PM**            **LIAISON REPORTS/BOARD INVITES**  
**15.**                Supporting Exhibit: FY 23 Liaison Assignments
- 9:20 PM**            **FUTURE BOARD AGENDA ITEMS**  
**16.**                Board members will identify future agenda items.  
Supporting Exhibit: Board Member Future Agenda Items
- 9:25 PM**            **ADJOURN**

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**Correspondence to Select Board**

1. Xfinity Senior Citizen Discount Letter
2. Board of Appeals Notice of Decision 100 Main St.

**Upcoming Select Board Meetings**

1. April 4, 2023
2. April 11, 2023
3. April 25, 2023
4. May 1, 2023 (Annual Town Meeting)
5. May 9, 2023

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Town Hall is accessible; the public may attend in person or remotely. If accommodations/modifications are needed, please contact the Town Manager's office at 508-497-9701.  
The listed matters on the agenda 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.



Vasudha Dutta <vdutta@hopkintonma.gov>

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## Fwd: Sign Permission

1 message

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**Elaine Lazarus** <elainel@hopkintonma.gov>

Mon, Mar 13, 2023 at 3:07 PM

To: Norman Khumalo <nkhumalo@hopkintonma.gov>, Vasudha Dutta <vdutta@hopkintonma.gov>

Please see below for an item for the March 28 SB agenda.

Elaine

----- Forwarded message -----

From: **Christine Curren** <christine.curren@gmail.com>

Date: Mon, Mar 13, 2023 at 3:59 PM

Subject: Re: Sign Permission

To: Elaine Lazarus <elainel@hopkintonma.gov>

Thanks! The date of the event is Saturday, May 13th.

Dear Board of Selectman:

The Hopkinton Lions Club is seeking approval to place yard sale signs throughout town. The signs will be advertising our annual Community Yard Sale which is scheduled for Saturday, May 13th. This will be the seventh time we are holding this event and is a great fundraiser for our organization.

We anticipate to place roughly 50 – 60 signs throughout town including within the road right of way on East Main St, Main St, Cedar St, West Main St, Wood St, South St, and Hayden Rowe. The signs will be placed on corners and sides of roads. Signs are 18x24 coroplast, 1-colored, both sided (with a directional arrow), with 10x15 wire stakes. The signs will have the name of the event and date. We prefer to start placing the signs out on or around April 13th and taking down the evening of May 13th.

Thank you for your review and consideration.

Christine Curren  
Hopkinton Lions Club

On Mar 13, 2023, at 2:55 PM, Elaine Lazarus <elainel@hopkintonma.gov> wrote:

Christine,

What is the date of the event?

Like last year, please provide a cover letter or email describing the number of signs that will be placed, where they will be located along each street, the size of the signs, and the time period indicating how long they will be up. The next meeting would be March 28, and the deadline for submission is March 22.

Thank you,

Elaine

On Mon, Mar 13, 2023 at 2:25 PM Christine Curren <christine.curren@gmail.com> wrote:

Hi Elaine, the Hopkinton Lions would like to seek the approval of the Select Board again in putting up Yard signs for our Community Yard Sale. We did this last year.

Thanks,  
Christine Curren

On Mar 31, 2022, at 9:50 AM, Christine Curren <[christine.curren@gmail.com](mailto:christine.curren@gmail.com)> wrote:

Hi Elaine, thanks for the quick reply. Yes, those are the main streets I meant. Do I need to be at the meeting or is it just put on the agenda for discussion?

On Mar 31, 2022, at 8:56 AM, Elaine Lazarus <[elainel@hopkintonma.gov](mailto:elainel@hopkintonma.gov)> wrote:

Christine,

Thank you for the email. The Select Board can approve signs within the road right of way on East Main St., Main St., Cedar St., West Main St., Wood St., South St., and Hayden Rowe. If these are the streets you have in mind, then the Board could consider the request at their meeting on April 12.

If the signs are to be placed on private property, then no Board approval is needed.

It may be best to talk about this over the phone, and I can be reached at 508-497-9701.

I hope this is helpful,

Elaine

On Thu, Mar 31, 2022 at 8:46 AM Christine Curren <[christine.curren@gmail.com](mailto:christine.curren@gmail.com)> wrote:

Hi, I am not sure if this is the right group to be approaching but we were told that the by-laws state that we must receive permission to put out signs on the major roads in Hopkinton.

The Hopkinton Lions Club would like to seek approval for putting out signs to advertise our annual Community Yard Sale, scheduled for May 14. We also ask that we can place them on or around April 14.

Can someone reach out to me to 1) let me know if this is the correct group to ask and if so, 2) how we go about getting approval?

Thank you,  
Christine Curren  
Hopkinton Lions Club

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Elaine C. Lazarus  
Assistant Town Manager  
Town of [Hopkinton](#)  
18 Main St.  
[Hopkinton, MA 01748](#)  
508-497-9701

All email messages and attached content sent from and to this email account are public records unless qualified as an exemption under the \*Massachusetts Public Records Law <<http://www.sec.state.ma.us/pre/preidx.htm>>\*.

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Visit us online at [www.hopkintonma.gov](http://www.hopkintonma.gov).

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Elaine C. Lazarus  
Assistant Town Manager  
Town of [Hopkinton](#)  
[18 Main St.](#)  
[Hopkinton, MA 01748](#)  
508-497-9701

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Elaine C. Lazarus  
Assistant Town Manager  
Town of [Hopkinton](#)  
[18 Main St.](#)  
[Hopkinton, MA 01748](#)  
508-497-9701

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**TOWN OF HOPKINTON  
SELECT BOARD**

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

PARADE PERMIT APPLICATION

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_ Time: \_\_\_\_\_

Road Closures: \_\_\_\_\_

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)

Route Starting Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Person Responsible for Control of Litter: \_\_\_\_\_ Phone: \_\_\_\_\_

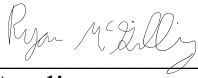
On-Site Person Responsible (Day of Event): \_\_\_\_\_ Phone: \_\_\_\_\_

**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.



\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Revised 10/5/2021



### Hopkinton Public Safety and Security Plan

On behalf of the Jimmy Fund, DMSE Sports coordinates with Hopkinton PD to develop a safety and security plan for the Jimmy Fund Walk. Our main point of contact is Deputy Chief Jay Porter. We defer to recommendations from HPD on ways to keep the event safe. In recent years, the safety plan has consisted of a few HPD detail officers assisting with traffic control and overall safety of the walkers, volunteers, and event staff.

Along the walk route from the Start Line to the Ashland town line, we create a coned lane to separate walkers from vehicular traffic. That lane is set up by a hired traffic control vendor, Liddell Brothers, and is overseen by DMSE staff. Additionally, we provide Video Message Boards along the route alerting oncoming traffic of the Walkers in the road.

At the Hopkinton Start, we setup and staff a medical tent that is equipped to handle any minor medical issues.

Submitted by:  
Ryan McGillivray  
DMSE Sports  
22 6<sup>th</sup> Rd.  
Woburn, MA 01801  
ryan@dmsesports.com  
617-438-5338

**2023 BOSTON MARATHON JIMMY FUND WALK  
START AREA TRASH/RECYCLING PLAN**

**I. HOPKINTON START**

**DMSE Sports will oversee trash cleanup of the Hopkinton Start Area. DMSE will work with volunteers to gather and bag all trash & recycling. Save that Stuff, a third party vendor, will be on site for trash removal.**

15 Trash barrels  
6 Recycle Boxes  
60 trash bags  
25 recycling bags

Each trash barrel should be covered with a JFW Kwik cover.

4-trash barrels to go inside the gym

6-trash barrels with a recycle box placed right next to it go in the parking lot by the food tent

5-trash barrels go around/near the start structure

- Full bags of trash and recycling will be aggregated out of site by volunteers
- Full bags will be removed by Save That Stuff truck that arrives at 8:00 am

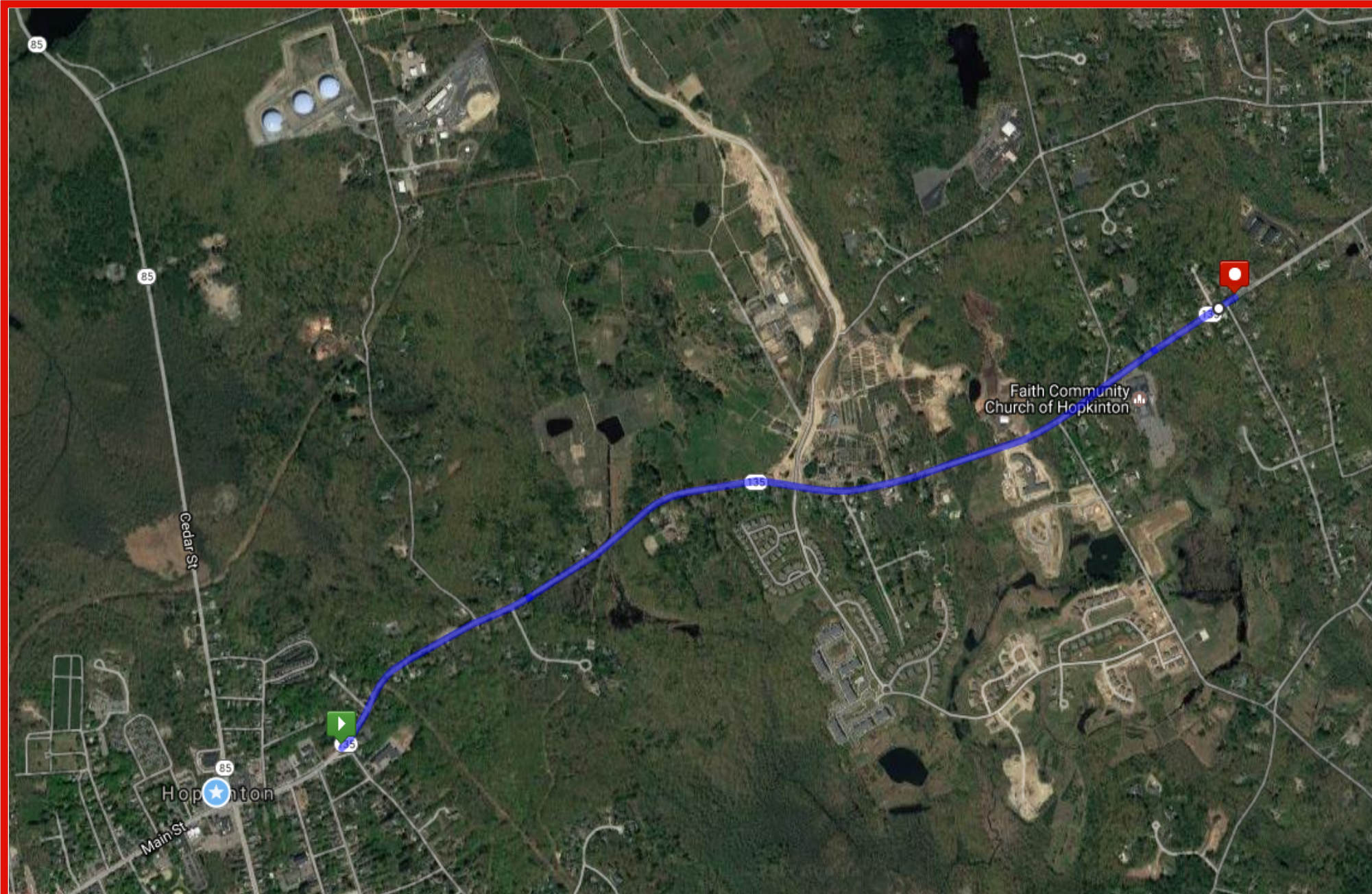




2023 Boston Marathon Jimmy Fund Walk  
Sunday, October 1, 2023



Start: Boston Marathon Start Line  
End: Ashland Town Line - Rte 135



Permitting Team Comments  
Parade Permit- Jimmy Fund Walk  
Select Board Meeting- 03/28/2023

March 8, 2023

I approve the Litter Control Plan and I have no other comments.

John Westerling  
Director DPW

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March 8, 2023.

Although the event is on a Sunday, there is no way to know what state the area will be in as a result of the Main Street Project. There could likely be overhead and underground utility work going on in the area between Hayden Rowe and Wilson Street. Marathon Way may still be used as a construction laydown area as well.

The Town will begin coordinating with MassDOT well ahead of the event.

Dave Daltorio  
Facilities.

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March 8, 2023

FD has no comment.

William R. Miller  
Hopkinton Fire Department

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March 13, 2023

PD will work with the applicant as in years past. No further comment.

Chief Bennett  
Hopkinton Police Department

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**TOWN OF HOPKINTON  
SELECT BOARD**

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

PARADE PERMIT APPLICATION

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: trichmond@maxperformanceonline.com

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

Date of Event: 5/21/23 & 9/10/23    Rain Date: \_\_\_\_\_    Time: \_\_\_\_\_

Road Closures: \_\_\_\_\_

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)

Route Starting Point: \_\_\_\_\_ Ending Point: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Person Responsible for Control of Litter: \_\_\_\_\_ Phone: \_\_\_\_\_

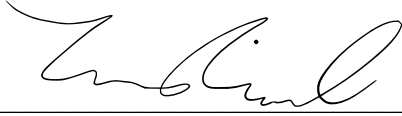
On-Site Person Responsible (Day of Event): \_\_\_\_\_ Phone: \_\_\_\_\_

**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.



\_\_\_\_\_  
Signature of Applicant

February 20, 2023

\_\_\_\_\_  
Date

Revised 10/5/2021

Permitting Team Comments  
Parade Permit- Triathlon at Hopkinton State Park  
Select Board Meeting- 03/28/2023

March 8, 2023

I approve the Litter Control Plan and I have no other comments.

John Westerling  
Director DPW

---

March 8, 2023.

No comments from me.

Dave Daltorio  
Facilities.

---

March 8, 2023

The FD approves Mr. Richmonds IAP for this event and has no further comments.

William R. Miller  
Hopkinton Fire Department

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March 8, 2023

The PD approves Mr. Richmonds IAP for this event and has no further comments.

Chief Bennett  
Hopkinton Police Department

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**Season Opener Duathlon/Triathlon &  
Title 9 Women Triathlon  
By Max Performance**

**May & September Events**

**Safety/Medical/Operational Plans**

Medical	Page 2
Swim	Page 4
Bike	Page 7
Run	Page 9
Transition Area (Staging of Bikes)	Page 10
Weather Plans	Page 11
Volunteer Plans	Page 12
Swim Bike, Run Maps	Page 14-16
Parking Plan – State Park	Page 17-18
Communication Plan	Page 19-20
Volunteer Packet & Athlete Packet	Page 21
Max Performance Personnel	Page 22
COVID Era Safety Measures	Page 22

## **Hopkinton State Park Events Medical Safety Plan**

### **Medical Plan**

Our events provide Emergency Medical Services (EMS) on site through Ashland Fire Department and Hopkinton Fire (or independent EMS providers). The local hospital and Fire Departments on call will be notified of the event prior to the date. All emergency personnel on site will be in contact via Ham Radio operators to maintain open channels of communications. Max Performance works with Central Mass Ham Radio Operators, who assist with the early miles of the Boston Marathon each year. (Please see attached Communication Plan from Lead Ham Radio Operator)

Highlights of the Medical/Safety Plan are detailed below:

#### ▪ **Pre-Race Checklist**

The onsite safety director will complete the Pre Race Checklist to ensure:

- Medical personnel are on-site and in place
- Ham Radios distributed by Communication Director to: EMS trucks, Race Director, Park Supervisor, Watercraft Operators.
- Lifeguards are in place
- Hopkinton/Ashland/Southborough Police Departments are in place and ready
- Transition area is secure and swim to Transition Area is set up
- Event timer is present and equipment is ready to start

#### ▪ **Medical Personnel**

EMS will be located at the swim start and swim exit. One EMS unit will shift to the Finish Line after the Swim Start is clear. Additional on call units will be available the day of the race if multiple incidents occur at locations on the courses. All EMS will be in contact with the Race Directors via Ham Radio to coordinate specific needs throughout the day.

#### ▪ **Open Communication System**

All Race Directors, Police Personnel and specified trained volunteers will be part of the Open Communication System. This system will begin with a pre-race check of all two-way radios, a briefing on roles/duties, an announcement of the start of the race, updates on the path of lead participants and concludes when the last participant crosses the finish line. Status reports to all race directors, volunteers, and police Personnel will ensure a safe and smooth flow to the race with no communication breakdowns. Ham Radio Operators are also on course with direct contact between RDs and Police & Fire Personnel.

#### • **Max Performance Personnel**

Max has each segment of the event broken down into Personnel responsible for Swim Course, Bike Course, & Run Course, Medical, etc. Please see below (page 22) for example. All personnel are confirmed 2 weeks prior to each event.

- **First Alert Plan**

In the event of an emergency, the Open Communication System will facilitate a First Alert to the EMS located on site. The nature of the incident will be assessed and if determined necessary by medical personnel on site and race directors, additional on-call EMS units will be brought in to provide support. We have 2 towns onsite, never leaving the race short staffed for EMS.

Communication Begins with Lead Race Director > Net Command > Local PD Dispatch.

*(Please see next page)*



## Hopkinton State Park Events

### Swim Plan

#### Overall Approach

The overall approach in continuing to develop a swim course that is safe and fun. The main ingredients considered in ensuring that these goals are met:

- adequate size for the number of expected participants
- allowed for swimmer and EMS ease of entry and exit
- was compatible with the number of waves needed
- allowed ease of viewing by life guards from shore and kayaks in the water
- was within reasonable distance of the transition area
- continued success at this swim location from previous Max Performance Events
- continued success with Environmental Police and Local municipality watercraft in the event a swimmer is removed

Further comments on how the above components would be handled, along with additional swim details, follows.

#### Safety

The following measures were taken to maximize a safe swim for all participants:

- **Site Selection**  
The site was chosen in part because it already exists as a swimming location. This precedent ensures that numerous factors already exist like, regular water testing, cleanliness, swimming is a key ingredient of the park/site, water is clear of debris, park officials are already comfortable with swimming there, etc.
- **Chip timing system on swim entry and exit**  
a.k.a. lost swimmer system – accounting for each swimmer in this manner ensures that all participants are accounted for. Volunteers will be counting swimmers entering and exiting the water. The swimmers will be counted by race cap color. The volunteer counts will be compared with each other and the timing system results (see below) to ensure 100% accountability.

The Timing Race Director (TRD) will immediately do a match on the computer of all entering and exiting swimmers. Should less than a 100% match occur in the two comparisons (manual or electronic), the TRD will immediately compare swim entrants with the participants recorded who crossed the bike exit timing mat. This helps account for chip errors. If the “lost swimmer” is still not present, the TRD will immediately notify the head Race Director and every means of investigating the missing person will immediately be undertaken. If warranted EMS watercraft will be used to pursue. The use of lifeguards in the water and on shore will also ensure 100% swimmer accountability, as explained below.

- **Watercraft**

Watercraft personnel are provided by Environmental Police and Boating in Boston. Each boat is staffed with an operator and lead swim director to monitor and initiate the below plan for distressed swimmers. Watercraft are located along the perimeter of the swim course divided into two equal parts. (See Attached Swim map). Lifeguards are positioned on the interior to monitor swimmers progress. All watercraft have Radio to communicate with the Lead Race Director on shore.

- **Lifeguards**

We utilize a minimum of 1 lifeguard for every 50 participants. We typically use 12 guards for the Hopkinton race. 10 lifeguards will be in kayaks on the lake and two will be on shore. Kayakers will be dispersed throughout the course to ensure safety, adherence and traffic flow.

- **Distressed Swimmer Plan**

Lifeguards identify distressed swimmers, kayak to the location and provide flotation device.

- Swimmer is provided with rest opportunity determined by lifeguard from panic or difficulty catching breath.
- If swimmer exhibits decreased ability to make progress, no progress, flailing arms, or unconscious, the lifeguard will signal to watercraft via whistle to pull the athlete from the water.
- The swimmer is taken to shore to be examined by EMS staff at the Boating in Boston Boat Ramps – all medical transports would occur from this location if necessary.

- **Lifeguard Equipment**

All lifeguards have either certified rescue tubes or certified rescue ring buoys. Each device will also have a towline. All lifeguards are certified on the use of such equipment.

- **Whistles**

All Race Directors, lifeguards and swim-related volunteers have certified whistles for use if an incident requires immediate attention.

- **Colored Caps**

Different colored caps will be given to the different waves. This process will occur pre-race via registration and reinforced via loudspeaker prior to event start. The TRD and swim volunteers will also ensure that all colored caps start in their respective waves.

- **Manageable Waves (Time Trial Start in 2021)**

To promote spacing & distancing, we will be instituting a time trial swim start where 2 swimmers enter the water to begin the race every 10 seconds. This decreases congestion, limits the typical thrashing of a swim start and promotes distancing in the COVID era of racing. It also has been well received by our swim support staff who

# **MAX** Performance

visually can spot distressed swimmers. This style of swim start typically clears 60 athletes in 5 minutes time.

- **Body Marking**

Each participant will have their race number on their body; arm, back of hand, thigh and calf to be viewable by Race Directors if needed throughout the day.

- **Swim Course Layout and Map**

The swim course will be point-to-point, starting at the Boat Ramps and finish at the upper beach. The course will be marked with large orange buoys. The course will also be outlined in the participant Athlete Packet. [See enclosed file for swim layout.]

- **Athlete Packet**

A comprehensive AP will be given to each participant. The AP will contain swimming safety tips, course layout, wave instructions, cap designations, “what to do if...” and other relevant swim-related information to help ensure race organization, participant knowledge, safety and rule observance.

*(Please see next page)*

## **Hopkinton State Park Events**

### **Bike Plan**

#### **Overall Approach**

In the development of the Bike Course, we looked to make a course that was safe, fun and challenging for the participants. The bike course was developed with the assistance of the Hopkinton, Ashland, Southborough Police Department to ensure the following:

- public safety amongst participants, as well as motorists
- making consistent right hand turns to limit cross traffic
- cycling on roads at a time of day less traveled by motorists
- spreading the racers over the course of 10 miles
- maintaining USA Triathlon standards, single file bike riding, no drafting

#### **Safety**

The following measures were taken to maximize a safe Bike Course for all participants:

- **Course Details**

The 10-mile course was chosen carefully to facilitate a 1 loop course with consistent right hand turns. The course has only minimal turns to allow for increased rider and motorists safety, while making for a fun, yet challenging layout.

- **Traffic**

With assistance from PD, participants will be separated from auto traffic using open roads with visible signage and appropriate course marking. PD will direct auto traffic at locations throughout the course, as trained volunteers will direct participants in the appropriate direction with highly visible signs/flags. High traffic will have detailed police officers to limit/control the flow of motorists.

There will be 2 official race vehicles on course, including a mechanic vehicle to pickup or assist athletes. Race vehicles will be communicating with the Bike Race Director throughout the bike portion of the event via two-way radio. 1 race vehicle will always escort the last bikers back to the park. (SAG vehicle)

- **On-Course Safety**

Volunteers will be positioned at every turn throughout the course, with each station utilizing Ham Radio operators to communicate the arrival of cyclists and alert EMS in the unlikely event of an on course incident. To facilitate a safe course design, there are zero bike/bike crossovers and zero bike/run crossovers. Police are positioned at key intersections to handle auto traffic. Volunteers direct athletes.

- **Rider Safety**

All cyclists are required to wear their race bib and place their designated numbers on their bikes. Combined with body markings; all participants will be clearly identified on course. Additional information on cycling safety tips/USAT rules will be outlined in the Athlete Packet.

- **Athlete Packet**

A comprehensive AP will be given to each participant. The AP will contain information on course layout, cycling tips/safety, and USAT cycling guidelines. The topics addressed will increase safety, participant knowledge and rule observance.

- **Liter Control Plan**

The Bike Course Coordinator serves as the SAG vehicle on race day. This is the 'last cyclists' accounted for vehicle who also provides cleanup of any trash that may have been left behind by athletes. Typically, we don't see trash but a handful of water bottles which are accidentally dropped throughout the morning.

*(Please see next page)*

## **Hopkinton State Park Events**

### **Run Plan**

#### **Overall Approach**

The Run Course was developed to ensure a safe, fun, yet challenging course for our participants. The run course was created with the direct assistance of PD personnel/Town Officials in Ashland and Hopkinton State Park personnel to reach the following goals:

- attain public safety amongst participants and spectators
- create a course that is primarily on closed roads/park roads, free of motorists
- to allow the participants a safe looped course inside the stat park

#### **Safety**

The following measures were taken to maximize a safe Run Course for all participants:

- **Course Details/Transition Area**  
The 5k course was chosen carefully with review by local Town Officials. The looped route consists primarily of closed town/park roads with limited motorists' access.
- **Transition Areas**  
Participants will be directed with appropriate signage during their Bike/Run Transition. Signs will clearly mark "In/Out" for respective disciplines and trained volunteers will direct participants.
- **Traffic**  
With assistance from PD, participants will be separated from auto traffic using mainly closed roads. PD will direct auto traffic at locations where auto traffic may occur. Trained volunteers will direct racers in the appropriate direction with highly visible signs/flags. To increase safety measures, there are zero high traffic intersections on the run course with zero crossovers of the cycling course.
- **Aid Stations**  
Participants will be encouraged to utilize Aid Stations located at the appropriate distance every 1.5 miles. Trained volunteers will be positioned at the Aid Stations with two way communication devices to alert EMS personnel in the unlikely event of an on course incident. Aid Stations will also provide appropriate water and endurance drinks. In addition, Athletes will receive information in their Athlete Packet regarding proper hydration and nutrition to increase knowledge and safety.
- **Athlete Packet**  
A comprehensive AP will be given to each participant. The AP will contain information on course layout, hydration tips and running safely. The topics addressed will increase safety, participant knowledge and overall enjoyment of the course.

(Note: The 1<sup>st</sup> Run leg for Duathletes will begin as the first wave, 3 minutes before the first swim waves starts)

## **Hopkinton State Park Events**

### **Transition Area Plan**

#### **Transition Area**

The Transition Area (TA) Plan emphasizes safety, organization and security. A designated TA Race Director is assigned the TA to ensure accountability.

The TA was developed to allow for ample space for bikes per bike rack, the space between bike racks and the overall TA square footage. The TA area is surrounded by heavy steel barricades, multi-colored flags and traffic looper cones in an organized yet equitable fashion.

The TA RD will supervise three volunteers to ensure proper conduct, organization and security. All participants will be directed to exit at one end only of the TA. At the exit, volunteers will match bike numbers with body markings or other appropriate identification to ensure that the bike belongs to the exiting participant.

The Athlete Packet portrays the TA details via picture, explain TA rules and help educate and reinforce safety and compliance to the participants.

A picture of the TA in the main parking area at Hopkinton Reservoir will follow and is posted online at our website.

*(Please see next page)*

## Hopkinton State Park Events

### Weather Plan

#### **Weather Considerations:**

We make every effort to produce a challenging, fun, yet safe race for our participants. We reserve the right to modify a portion of the course/race based on weather conditions. In the event of a large-scale weather emergency, the race may be cancelled to protect the safety of our participants. In such a case, participants will be notified via text message & voicemail through a reverse 911 system, in addition to social media postings.

#### **Weather Related Topics:**

- **Heavy Rain**

In the event of consistent heavy rain the week prior to the race, the body of water will be tested the day prior to the event to determine if the water is safe to swim. We reserve the right to alter the overall structure of the race, with strong consideration for a Duathlon in this situation.

- **Large Scale Natural Disaster**

Acts of God, large-scale disasters, or local emergencies will cancel our event. We feel it is necessary to protect the safety of our participants and will consider all possible alternatives prior to canceling the race.

- **Lightning/Fog:**

Heavy storms with lightning or fog may occur and will postpone the race to allow for weather to pass. The Race Directors will collaborate with local weather officials via National Weather Service and determine if the race can proceed further after a delayed start.

- **Refund Policy**

We at Max Performance strive to make our events challenging and enjoyable, however safety is our number one priority. In the event of a weather emergency or act of god, the race may be cancelled indefinitely. We will not be able to issue a refund for the race under these circumstances.

- **National Weather Service**

Max Coordinates directly with Ham Operators who have direct access to the National Weather Service to provide alerts in the event of Hurricane or Weather Emergencies.

Refund Policy/Transfer Policy is posted on our website at:

<http://www.maxperformanceonline.com/events.html>



# **MAX** Performance

## **Hopkinton State Park Events**

### **Volunteer Plan**

Volunteers will be directed by a designated Volunteer Race Director (VRD). Emphasis will be on enforcing communication protocols and in assigning Volunteers commensurate with the respective discipline requirements, i.e. Swim, Bike, Run, TA, Finish line, Registration, Awards, Safety, Food and Parking.

Each Volunteer will wear the same shirt and be under guidance of the respective Race Director assigned to their specific discipline. Volunteers will come from our organization, the local community, athletic clubs, online registration, participant family, etc. All Volunteer assignments will be made prior to race day and adjusted as necessary prior to race start.

All Volunteer planning and mapping occurs within the weeks leading up to the race. Our flow charts outline in detail the roles that each volunteer fills and their responsibilities.

*(Please see sample of our Volunteer Packet at end of document)*

*(Please see next page)*

## Hopkinton State Park Events

### Parking Plan

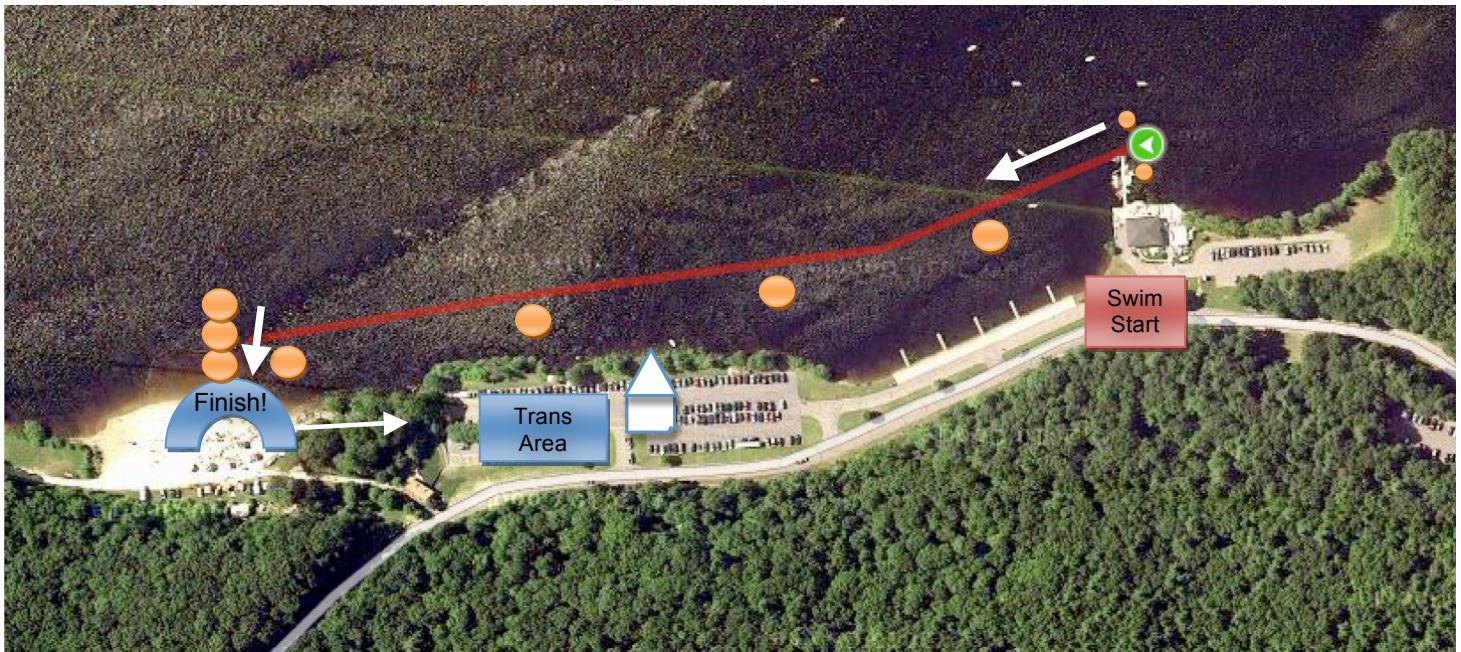
#### Parking Plan

In an effort to increase the safety of park visitors, race participants and race personnel, Max Performance has constructed the following Parking Plan that will be executed in any future events held at Hopkinton State Park. With a coordinated effort by Max Performance, volunteers and State Park Personnel, we can safely place athlete's vehicles in ideal parking locations, while accommodating any park visitors the morning of an event. Please see notable points below:

- **Increased Volunteers Dedicated to Parking:** Max will dedicate 5-6 volunteers to follow the Parking Plan described below. Pre-race training will include discussion of specific areas athletes will be permitted to park and that no parking is permitted any of the State Park Roads.
- **Hopkinton State Park Staff:** 4 park staff personnel will be arranged and paid for by Max Performance prior to the event. Duration: 5:45AM – 12:00PM. Roles would be at the discretion of the Park Supervisor, but may include assisting volunteers in the direction of athletes to the appropriate parking locations, bathroom opening/cleaning.
- **Strict Parking Lot Guidelines:** On the morning of the event, staff and Max cones/barricades and/or State Park Traffic cones will be used to restrict access to Ash Street & Birch Street. Volunteers will direct all athletes to appropriate Parking Lots in the following precise sequence (*Please See attached Map*):
  - Birch Street: Approx 100 spaces.
  - Dogwood Street: Approx 120 spaces.
  - Lower Beach Parking Lot: Approx 250 spaces.
  - Ash Street: Approx 50 spaces.
  - Parking Lots will be opened up at the discretion of Hopkinton State Park personnel who know the park roads best. If Split Rock is unoccupied, this lot would be utilized as well.
  - By pushing all of the early arrival athletes to Lower Beach, it ensures this parking lot is filled first.
- **Detailed Police/EPO officer on site:** A detailed officer will be hired to enforce Parking Restrictions the morning of the event. Of particular attention, any side of the road parking on Ash/Birch Street.

(Please see attached Parking Plan)

## Swim Course – Triathlon Hopkinton State Park



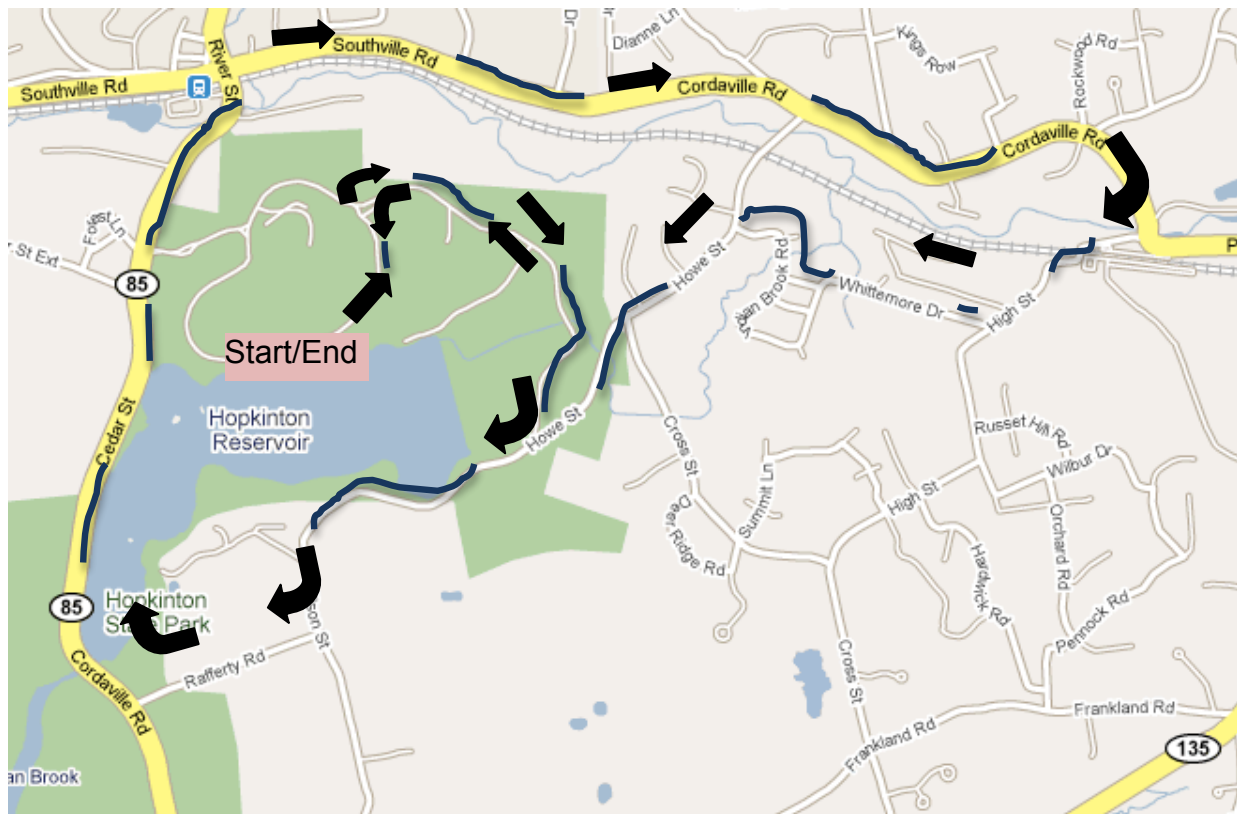
- The course is a Point-to-Point Swim beginning at the Outdoor Rec Boat House. ¼ Mile in Distance
- A Pre-race Meeting will occur in the Transition Area at 7:45. We will then walk together as a group down to the Swim Start.
- Swimmers will be cued up by wave (cap color) – look for your colored sign, held by our wonderful volunteers.
- Each wave will begin in the water, starting between the Orange Start Buoys.
- Keep all Orange buoys on your Left – as you swim close to the shore line.
- As you approach the finish, you'll sight 3 orange buoys in a row. This is where you'll turn left, head for the beach and run under Max's Huge Finish Arch (*what a rush!*).
- Follow the tree-lined path back into the Transition Area. Great Job!
- Spectators have great views on the beach at the Swim Finish

*(Please see next page)*

# MAX Performance

## Bike Course

### Hopkinton State Park



Direction	Cue	Mile
R	Out of Transition Area	
R	Park Road	.1
R	Howe St./ Wilson Street (Exit Park)	1.3
R	Raffeney Road	2.1
R	Rt. 85 North	2.5
R	Southville Road (Southborough)	4.2
R	High Street	6.7
R	Whittemore Drive	7.1
R	Sandstone Way	7.7
R	Indian Brook Way	7.8
L	Howe Street	7.9
R	Park Road (Re-enter Park)	8.6
L	Park Road (Toward Transition)	9.8
L	Dismount Area (Slow Speed!)	10

### Bike Course

The bike course is 10 Miles with a gradual climb at Mile 2. Watch for steep descent at Whittemore Drive. Please follow local traffic laws when riding the course. Race day will include detailed police officers at necessary intersections. *Note:* You will Exit/Re-enter the park at the Back Entrance of the Park. (This Entrance is typically locked during the season. Please plan your training rides accordingly).

For topography and detailed views, please visit:

<http://www.mapmyrun.com/run/united-states/ma/hopkinton/534124833493280572>



## Run Course

### Hopkinton State Park



Begin at Reservoir Parking Lot (Transition Area)

Direction	Cue
R	Out of Transition-Park Road (Up hill)
R	Park Road
R	Park Road
<b>Turnaround</b>	Mile 1.1
R	Park Road
R	Parking Lot <i>Onto Grass -Beach Ahead</i>
R	Park Road
R	Out of Park onto Howe Street
R	Re-enter Park toward Foot Bridge
<b>Across</b>	Foot Bridge
L	At end of Foot Bridge
<b>Across</b>	Beach
<b>Finish</b>	Next to Transition Area

### Run Course

The run course is relatively flat with a short hill coming out of the Transition area. There is one turnaround point located at Mile 1.1. Follow the contour of the Parking Lot as you reach lower beach (Mile 2). Restroom is located on Right side near beach. Aid stations will be located along the run course.

For topography and detailed views, please visit:

<http://www.mapmyrun.com/run/usa/ma/hopkinton/493323252563>

## **Parking Plan Hopkinton State Park**

In an effort to increase the safety of park visitors, race participants and race personnel, Max Performance implemented the follow Parking Plan with success in 2009-2015. This plan worked well and we will continue to use this plan moving forward. With a coordinated effort by Max Performance, volunteers and State Park Personnel, we can safely place athlete's vehicles in ideal parking locations, while accommodating any park visitors the morning of an event. Please see notable points below:

- **Increased Volunteers Dedicated to Parking:** Max will dedicate 5-6 volunteers to follow the Parking Plan described below. Pre-race training will include discussion of specific areas athletes will be permitted to park and that no parking is permitted any of the State Park Roads.
- **Hopkinton State Park Staff:** 4 park staff personnel will be arranged and paid for by Max Performance prior to the event. Duration: 6:00AM – 12:00PM. Roles would be at the discretion of the Park Supervisor, but may include assisting volunteers in the direction of athletes to the appropriate parking locations, bathroom opening/cleaning.
- **Strict Parking Lot Guidelines:** On the morning of the event, staff and Max cones/barricades and/or State Park Traffic cones will be used to restrict access to Ash Street & Birch Street. Volunteers will direct all athletes to appropriate Parking Lots in the following precise sequence (*Please See attached Map*):
  - Birch Street: Approx 100 spaces.
  - Dogwood Street: Approx 120 spaces.
  - Ash Street: Approx 50 spaces. Lower Beach Parking Lot: Approx 250 spaces.
  - Parking Lots will be opened up at the discretion of Hopkinton State Park personnel who know the park roads best. If Split Rock is unoccupied, this lot would be utilized as well.
  - In an organized and safe manner, all early arrivals will begin parking on Birch Street. When this road is filled it will be closed and move to Dogwood and so on.
- **Detailed Police/EPO officer on site:** A detailed officer will be hired to enforce Parking Restrictions the morning of the event. Of particular attention, any side of the road parking on Ash/Birch Street.
- **Increased Signage:** Max will provide an increased number of “No Parking” signs to be placed along State Park Roads inside of Hopkinton State Park, particularly on Saturday Packet Pickup.



*(Please see next page)*

Public Safety  
Liaison / Coordination / Command  
(LPS-8)

Race Director (Tim Richmond)  
Bike Course Coordinator (Joe)  
Triathlon Ops (Ham Radio Liaison)

Hopkinton Dispatch (PD / FD / EMS)  
Southboro Dispatch (PD / FD / EMS)  
Ashland Dispatch (PD / FD / EMS)

Detail Ambulance(s)  
Other Detail Units (as applicable)

Dept. of Conservation & Recreation  
Environmental Police

Triathlon Logistics / Operations  
(Ham Radio – 448.775 / 444.275)

Net Control Station

Race Director (Tim Richmond)  
Bike Course Coordinator (Joe)

Transition Area

Bike Course:

Station 1 - Wilson St / Rafferty Rd / Route 85  
Station 2 - Route 85 @ Southville Rd  
Station 3 - Pleasant St @ High St  
Station 4 - High St @ Whittemore Dr  
Station 5 - Whittemore Dr / Sandstone Way / Indian Brook Rd  
Station 6 - Indian Brook Rd @ Howe St  
Station 7 - Howe St @ Park Entrance / Exit

Run Course:

Station 8 - Park Road (Right turn)  
Station 9 - Park Road (T intersection)  
Station 10 - Park Road Turnaround (WATER)  
Station 11 - Park Road at Parking Lot  
Station 12 - Park Road Entrance / Exit (WATER)  
Station 13 - Foot Path into Park



INCIDENT RADIO COMMUNICATIONS PLAN			Incident Name			Date/Time Prepared			Operational Period Date/Time		
			Title 9 Triathlon			10 Sept 2015 23:00 EDT			13 Sept 2015 07:00-12:00 EDT		
Net	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks		
1	Command	LPS-8	Liaison / Coordination / Command	State 700/800 MHz Trunked Radio System				A	Public Safety Agencies & Triathlon Coordinators		
2	Command	LPS-7	Dispatch Center Comms	State 700/800 MHz Trunked Radio System				A	Emergency Communications with Dispatch Centers		
3	Tactical	DCR Recreation 15	Park Comms	151.3700 N	71.9	151.3700 N	71.9	A	Communications with DCR		
4	Tactical	Town Channels	Public Safety Operations	Local Town Frequencies				A	Public Safety Operations		
5	Tactical	Westboro 70cm	Stations 1-6	448.7750 W	D244	443.7750 W	D244	A	Ham Radio Operators Checkpoints & Race Officials		
5	Tactical	Portable 70cm	Stations 7-13	444.2750 W	103.5	449.2750 W	103.5	A	Ham Radio Operators Checkpoints & Race Officials		
6	Tactical	VTAC12	Non-Hams	154.4525 N	156.7	154.4525 N	156.7	A	Non-Ham Volunteers Checkpoints & Race Officials		
6	Tactical	UTAC41	Non-Hams	453.4625 N	156.7	458.4625 N	156.7	A	Non-Ham Volunteers Checkpoints & Race Officials		
Prepared By (Communications Unit) John Ruggiero					Incident Location - Hopkinton State Park and area, Hopkinton / Southboro / Ashland, MA County Middlesex / Worcester State MA Latitude 42-15-30 N Longitude 71-31-05 W						

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

# **MAX** Performance

## **Sample Volunteer Packet & Link**

*(Distributed to all Volunteers week of event)*

[https://drive.google.com/open?id=1hTCDc7ot4MS6PF8n2j7a\\_6e-g7T0gHsu&authuser=trichmond%40maxperformanceonline.com&usp=drive\\_fs](https://drive.google.com/open?id=1hTCDc7ot4MS6PF8n2j7a_6e-g7T0gHsu&authuser=trichmond%40maxperformanceonline.com&usp=drive_fs)

## **Sample Athlete Packet & Link**

*(Distributed to Athletes 2 weeks prior to the event)*

[https://maxperformanceonline.com/wp-content/uploads/2019/08/Title-9-Tri-Athlete-Packet-2019\\_online.pdf](https://maxperformanceonline.com/wp-content/uploads/2019/08/Title-9-Tri-Athlete-Packet-2019_online.pdf)

# **MAX** *Performance*

## **Title 9 Triathlon Race Coordinators**

### Head Race Director

Tim Richmond 617-797-2215

### Medical/Safety Coordinator

Jim Hunt 978-870-7533

### Duathlon Start Coordinator

Peter Cutting 978-855-1313

Jim Hunt 978-870-7533

### Bike Course Coordinator

Joe Grant: 617-719-6982

### Run Course Coordinator

Pete Taglino: 631-560-0647

### Registration Coordinator.

Ashley Horn: (860) 424-1564

### Transition Area Coordinator

Megan Gurley: 781-201-9556

### Sponsor / Finish Line Coordinator

Stiena Wakeman 774-281-0791

### Volunteer Coordinator

Tim Richmond

### Parking Coord

Pete Taglino: 631-560-0647

Tom Latourneau

### Radio Operations Coord

John Ruggerio: 508-982-0617



February 20, 2023

Hopkinton Town Hall  
Select Board  
18 Main St  
Hopkinton, MA 01748

Members of the Select Board,

Thank you for reviewing this letter. Max Performance is excited to bring back our two signature events in Hopkinton - Season Opener Triathlon Sunday May 21, 2023 & Title 9 Triathlon Sunday September 10, 2023 - the regions top women's Triathlon. This will mark our 17<sup>th</sup> Season of Triathlon events at Hopkinton State Park with access to town roads in Hopkinton, Southborough and Ashland. We would like to thank members of the board, Town Administrator, Police and Fire in working with Max Performance to make our events successful and safe. Max continues the tradition of working with the community and our volunteer initiative programs help support Hopkinton HS Swim & Dive, Hopkinton Cross Country, Hopkinton Field Hockey Teams, as well as locals from Ashland and Southborough. We're proud to promote our relationship with various community organizations. *(Please see testimonials on last page)*

Max Performance is requesting access to the town roads for both events **Sunday May 21, 2023 & September 10th, 2023**. All other permits will be arranged by Max; including DCR and neighboring towns. Please see the attached Permit Request for event specifics. In customary fashion we will coordinate with scheduling any paid Police & Fire Dept details, including EMS stationed inside of Hopkinton State Park & police details along the cycling route.

**Ongoing Commitments**

- **Attendance:** At this year's triathlon events, we anticipate near 500 athletes with family, friends and spectators also in attendance. Over half of the competitors visited Hopkinton on the weekend of the event, stay in local hotels and contribute to the local economy.
- **Charitable Contributions:**
  - *Local Hopkinton HS Athletic Groups: Hopkinton Swim & Dive, Cross Country, JV Field Hockey*

Please contact me directly with any questions you may have.

Regards,

Tim Richmond, Race Director, 617.797.2215



**Request to Use Town Roads**

Attn: Hopkinton Select Board  
Town Manager  
18 Main St  
Hopkinton, MA 01748

From: From:

Max Performance Triathlons	23 Lindor Road
Tim Richmond, Race Director	North Reading, MA 01864
<a href="mailto:trichmond@maxperformanceonline.com">trichmond@maxperformanceonline.com</a>	617.797.2215

Date: Sunday May 21, 2023 & September 10<sup>th</sup>, 2023

Goal: To host 17th Annual Hopkinton Triathlon Series in a safe and competitive manner at Hopkinton State Park using the park and town roads. The events will encourage health and wellness as well as community involvement of local volunteers who participate in our donation programs.

Roads: From Hopkinton State Park – Exit the Back entrance Right onto Howe Street, Right onto Legacy Farms Road, Right onto Cedar Street (Route 85 Northbound into Southborough), Eastbound onto Southville Road – continue east on Cordaville Road – Right onto High Street, Right onto Whittemore Drive, Right onto Sandstone Way, Right Indian Brook, Left Howe Street, Right at Rear Entrance of HSPark. It will *not* be necessary to close the roads. (Please see attached Map). Police Detail: Typically one officer at Route 85 Cedar Street & Legacy Farms Road or other designated by HPD.

Time: 8:15 – 10:00am

Additional Information:

*Hopkinton State Park:* All permits are secured with the Dept of Conservation and Recreation Boston.

*Surrounding towns:* Max will arrange any/all police details with Ashland and Southborough. Max continues to work with Environmental Police to coordinate swim safety at the State Park. Max will contract 1 EMS detail at HSP for coverage at the Boat House location.

*Insurance Liability:* Max will continue to name the town of Hopkinton on our 5 Million Dollar insurance liability coverage to ensure appropriate standards. This is customary for all towns involved in Max Performance races.

\_\_\_\_\_  
**Town of Hopkinton Delegate**

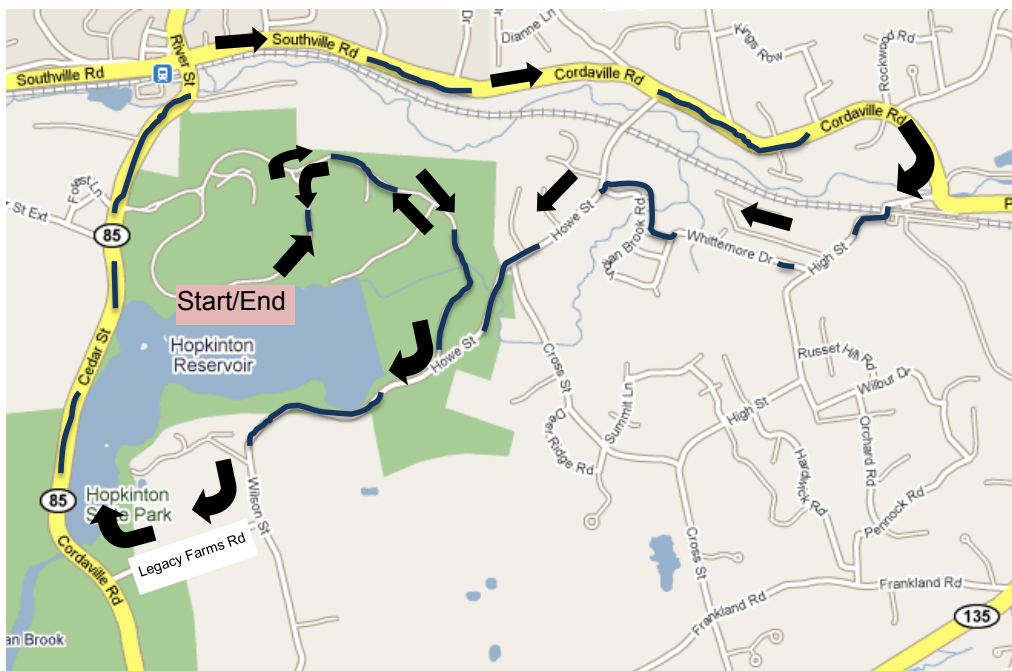
\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**



**SEASON**   
**OPENER** DU TRI  
 MAX Performance

# BIKE COURSE



Direction	Cue	Mile
R	Out of Transition Area	
R	Park Road	.1
R	Howe St./ Wilson Street (Exit Park)	1.3
R	Legacy Farms Road	2.1
R	Rt. 85 North	2.5
R	Southville Road (Southborough)	4.2
R	High Street	6.7
R	Whittemore Drive	7.1
R	Sandstone Way	7.7
R	Indian Brook Way	7.8
L	Howe Street	7.9
R	Park Road (Re-enter Park)	8.6
L	Park Road (Toward Transition)	9.8
L	Dismount Area (Slow Speed!)	10

### Bike Course

The bike course is 10 Miles with a gradual climb at Mile 2. Watch for steep descent at Whittemore Drive. Please follow local traffic laws when riding the course. Race day will include detailed police officers at necessary intersections. Note: You will Exit/Re-enter the park at the Back Entrance of the Park. (This Entrance is typically locked during the season. Please plan your training rides accordingly).

For topography and detailed views, please visit:

<http://www.mapmyrun.com/run/united-states/ma/hopkinton/234126407453670741>





## Hopkinton Athletics



*Tim,*

*Just wanted to send a quick thank you for a great event today! Thanks to all your Team and Volunteers working so hard to keep things organized and efficient! Looking forward to next year already!*

*Best,*

*Joyce*

\_\_\_\_\_

*Hi Tim,*

*Thanks for a great race yesterday! Max always delivers the best experience and you all did not disappoint at Season Opener. Excited to get in a couple more races with you all this season! Thanks again and see you out on the course again soon!*

*- Kelsey*



## TOWN OF HOPKINTON

OFFICE OF THE

### PLANNING BOARD

18 Main Street, Hopkinton MA 01748

(508) 497-9745

March 23, 2019

Amy Ritterbusch, Chair  
Select Board  
18 Main Street  
Hopkinton, MA 01748

Re: **Street Acceptance Report**

Dear Amy:

Pursuant to the requirements of Mass. General Laws Chapter 41 Section 81I, the Planning Board provides this report relative to the two streets proposed for acceptance as public ways at the 2023 Annual Town Meeting.

The Board voted on January 23, 2023 to submit an article into the annual Town Meeting Warrant recommending acceptance of the following public way:

Box Mill Road

Box Mill Road – Off Leonard Street

The Box Mill Road subdivision was approved by the Planning Board in 2016. The developer constructed the roadway and the resulting building lots were established through the Approval-Not-Required (ANR) process. This subdivision was further amended to allow for two additional lots as a result of a Board of Appeals Variance decision and the subsequent ANR endorsed in 2022. The subdivision was amended in 2022 to address stormwater issues associated with roadway design. The Board's consulting engineer has inspected the road construction and reviewed the as-built plan. This review has resulted in confirmation that all outstanding issues have been addressed (March 10, 2023).

There is 440 feet of roadway serving 5 new lots. The Board holds a \$102,560.00 performance guarantee.

Please contact me if you have any questions or need additional information.

Sincerely,

Gary Trendel  
Chair



DRAFT

Registry Use

Legend

- CB/DH(S) Concrete Bound with Drill Hole Set
- IR(S) Iron Rod Set

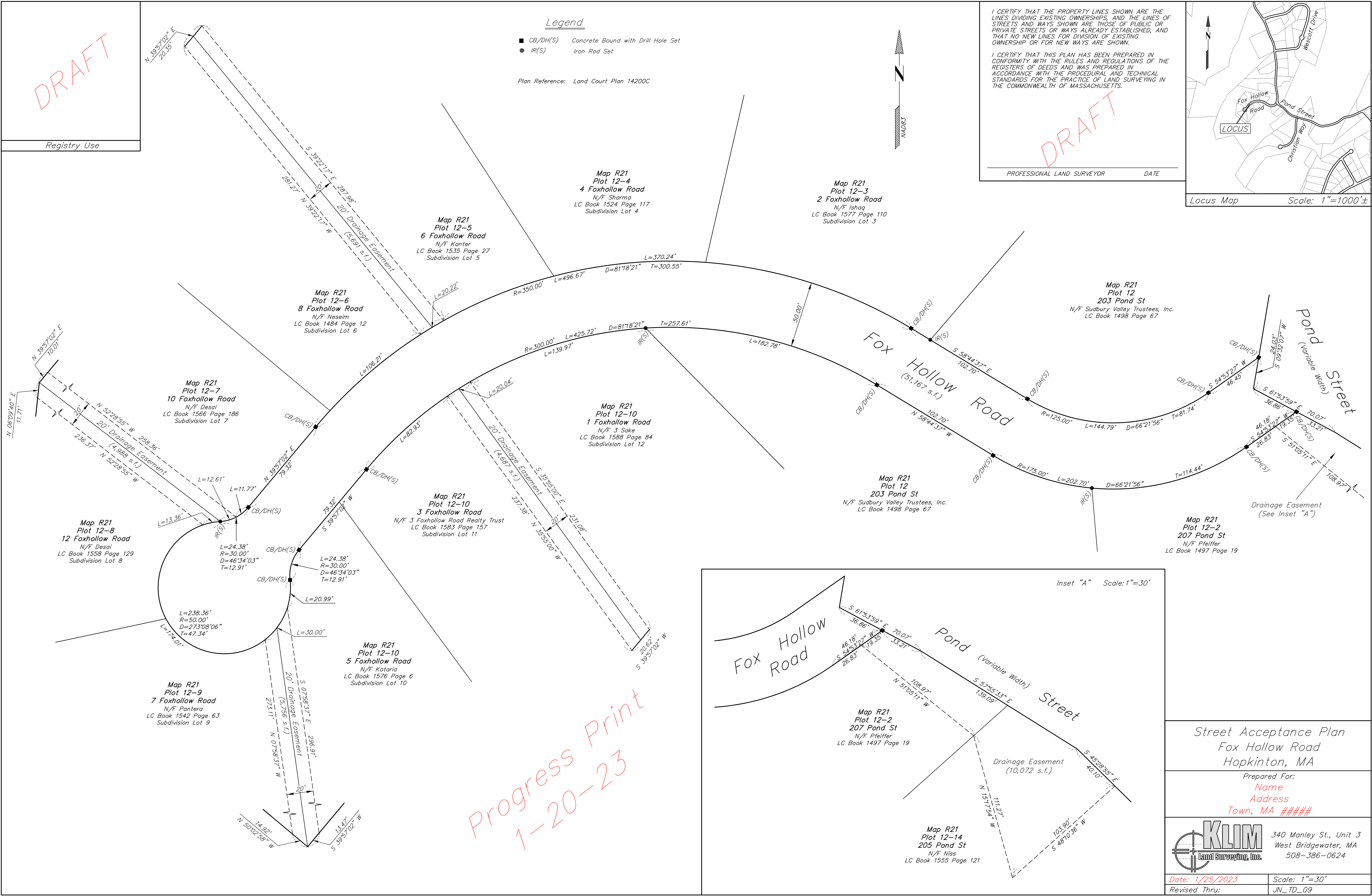
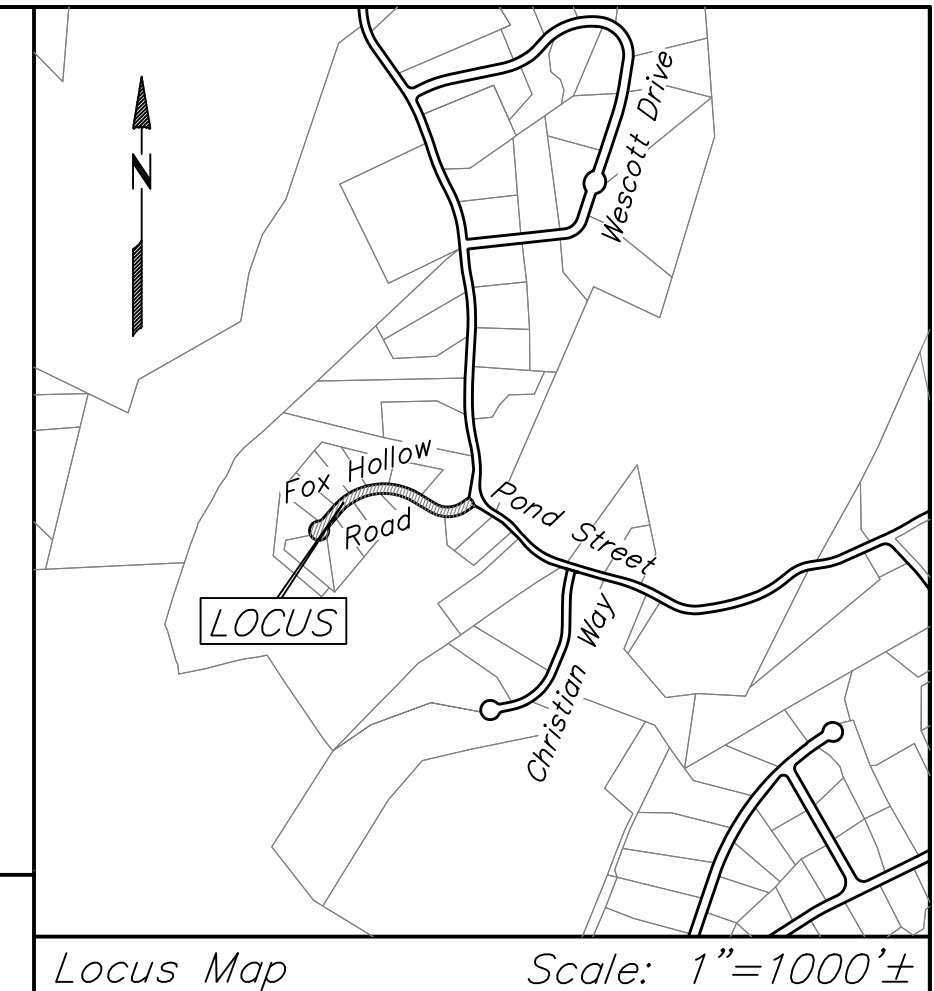
Plan Reference: Land Court Plan 14200C



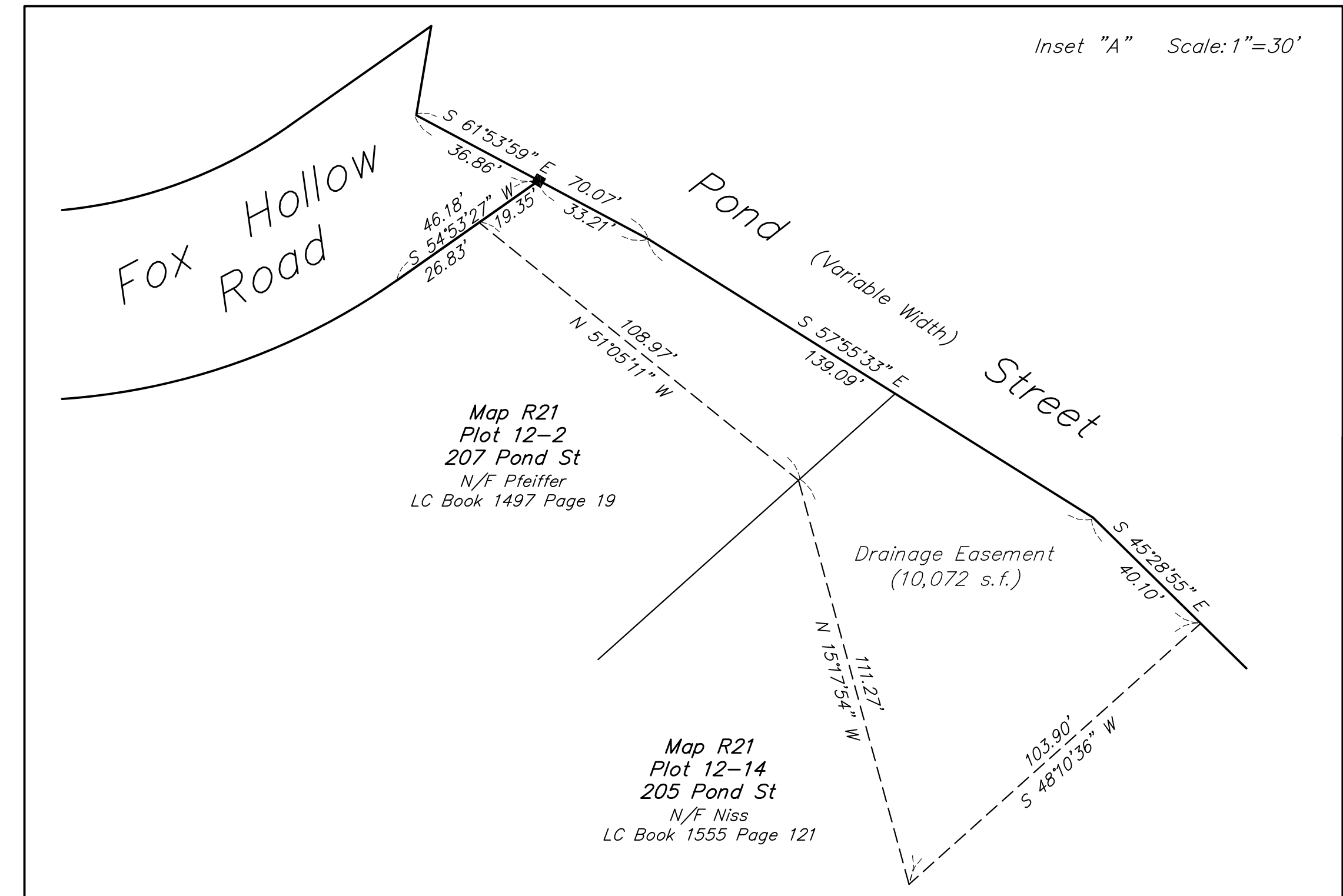
I CERTIFY THAT THE PROPERTY LINES SHOWN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS AND WAS PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.

PROFESSIONAL LAND SURVEYOR DATE



Progress Print  
1-20-23



Street Acceptance Plan Fox Hollow Road Hopkinton, MA	
Prepared For: Name Address Town, MA #####	
340 Manley St., Unit 3 West Bridgewater, MA 508-386-0624	
Date: 1/25/2023	Scale: 1"=30'
Revised Thru:	JN_TD_09



SEE PLAN NUMBER 801 OF 2009

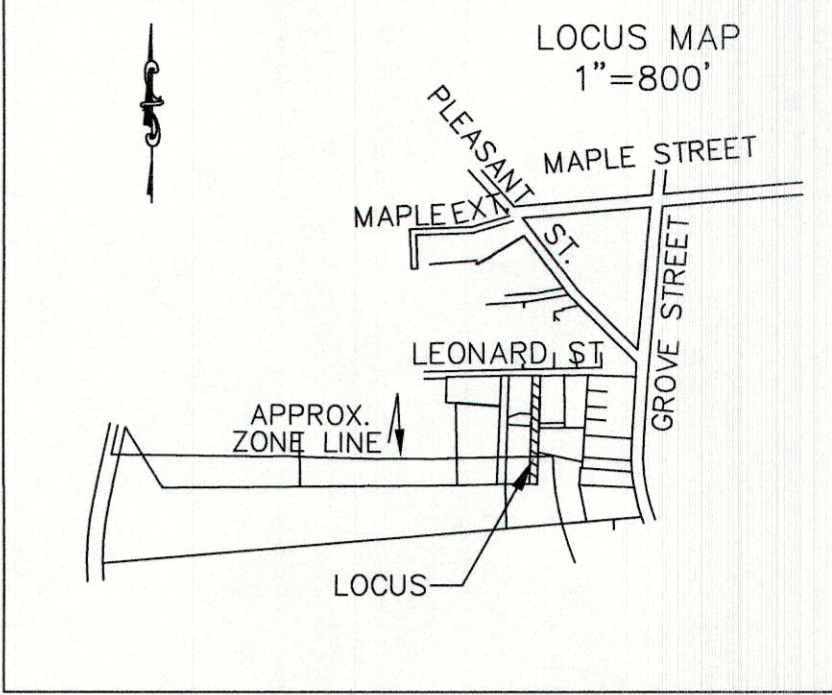
DESCRIPTION OF EASEMENT:  
 P-3,P-4,P-5 PERMANENT GRADING,SLOPE,ACCESS AND  
 P-6,P-7 DRAIN EASEMENT

MAP U-19 LOT 52  
 N/F WALL STREET DEVELOPMENT CORP.

MAP U-19 LOT 51  
 N/F FREDERICK MAYER

MAP U-19 BLOCK 48 LOT A  
 N/F GERALD H. AGOSTINHO

MAP U-19 BLOCK 48 LOT B  
 N/F EILEEN MCGANN



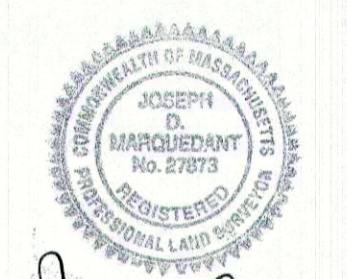
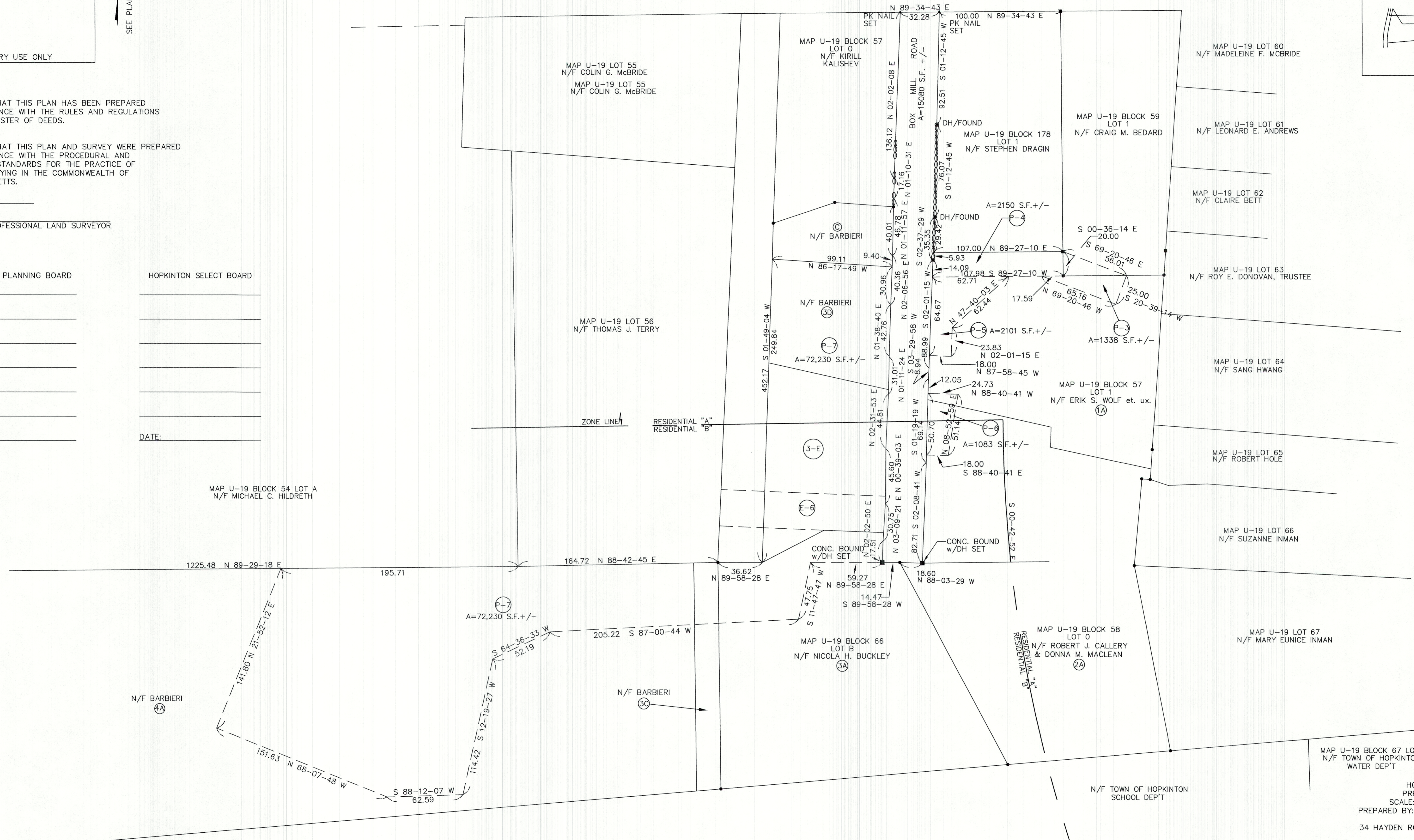
REGISTRY USE ONLY

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED  
 IN ACCORDANCE WITH THE RULES AND REGULATIONS  
 OF THE REGISTER OF DEEDS.

I CERTIFY THAT THIS PLAN AND SURVEY WERE PREPARED  
 IN ACCORDANCE WITH THE PROCEDURAL AND  
 TECHNICAL STANDARDS FOR THE PRACTICE OF  
 LAND SURVEYING IN THE COMMONWEALTH OF  
 MASSACHUSETTS.

DATE: \_\_\_\_\_  
 PROFESSIONAL LAND SURVEYOR

HOPKINTON PLANNING BOARD	HOPKINTON SELECT BOARD
_____	_____
_____	_____
_____	_____
_____	_____
DATE: _____	DATE: _____

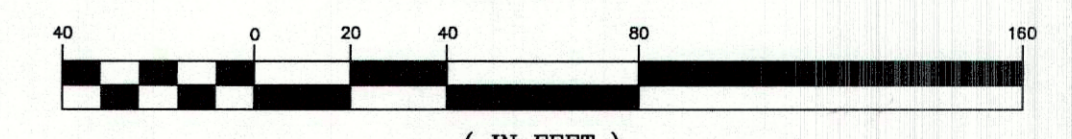


*Joseph D. Marquedant*

- LEGEND:
- DENOTES STONEWALL
  - DENOTES CONC BOUND w/DH FOUND UNLESS NOTED
  - DENOTES DRILLHOLE FOUND UNLESS NOTED
  - P-1,T-1 DENOTES EASEMENT TYPE (PERMANANT OR TEMPORARY)
  - ② DENOTES LOT NUMBER OR PARCEL NUMBER
  - ▲ DENOTES PK NAIL SET
  - DENOTES I. PIN SET

MAP U-19 BLOCK 67 LOT A  
 N/F TOWN OF HOPKINTON  
 WATER DEPT

ACCEPTANCE  
 PLAN OF LAND  
 IN  
 HOPKINTON, MASSACHUSETTS  
 PREPARED FOR: RICK BARBIERI  
 SCALE: 1"=40' DATE: MARCH 1, 2019  
 PREPARED BY: J.D. MARQUEDANT & ASSOCIATES INC.  
 LAND SURVEYING  
 34 HAYDEN ROWE SUITE 203 HOPKINTON, MA. 01748  
 GRAPHIC SCALE



REVISION:

NO.	DATE	DESCRIPTION	BY
1	12/27/20		





**TOWN OF HOPKINTON**  
**OFFICE OF THE SELECTMEN**

DATE: 2/28/2023

**SPECIAL TEMPORARY ALCOHOL LICENSE APPLICATION**

(Formerly called One Day Liquor License Application)

Complete Application must be filed a minimum of 60 days before event date

Fee: \$75.00 per application\*

Please complete all areas. Applications not completely filled out will be returned to applicant. All fees must be submitted at the time of filing and must be in the form of a bank check, made out to the Town of Hopkinton. If you are a non-profit organization, you may submit a request in writing to the Board of Selectmen for a fee waiver. If fee waiver is approved, your check will be returned to you.

Type of Special Temporary Alcohol License you are applying for:

**Commercial Enterprise:** Special Temporary license for the sale of Wine and Malt Beverages only

**Non-Profit Enterprise:** Special Temporary license for the sale of:

All Alcoholic Beverages

Wine and Beer only

ANDREW VAIL (FINANCIAL SECRETARY)

KNIGHTS OF COLUMBUS

Name of Individual and Organization requesting license

BISHOP RICE COUNCIL 4822

Applicant's Address

PO Box 483 ASHLAND MA 01721

Street (P.O. Box, if applicable) City/Town State Zip Code

Location/Address of Event:

ST JOHN THE EVANGELIST, 20 CHURCH ST HOPKINTON MA

Telephone Number:

508-745-8590

Cell:

Email: ANDREW.VAIL1@VERIZON.NET

Description/Purpose of Event:

FUNDRAISER SOCIAL EVENT USING "A NIGHT AT THE RACES" FUNDRAISING PACKAGE / THEME

Is Event controlled by Ticket Sales/Invitation:

YES

Estimated Number of attendees:

130

Date of Event:

MAY 6, 2023

(Rain Date, if necessary):

NONE

Start Time of Event:

6 PM

End Time of Event:

10 PM

Date Alcohol is being delivered:

MAY 6 2023

Date Alcohol is being removed:

MAY 6 2023

\*Name of where alcohol is being purchased (if applicable):

MARTY'S

\*Special licensees must purchase alcoholic beverages from a licensed supplier provided, however, that a non-profit may accept free donated alcohol in accordance with M.G.L. c.138 §14.

***All applications must also include the following:***

1. **Proof of Liquor Liability:** the applicant must submit a Certificate of Insurance showing Liquor Liability Coverage and shall file a certificate of insurance with the Board of Selectmen naming the Town of Hopkinton as the Certificate Holder.
2. **Written approval** from the owner of the property where the event is being held.
3. **Floor Plan.**
4. **Written Plan for the Control of Litter**
5. **Safety Plan.**
6. **Copy of TIPS Certification:** All persons serving alcoholic beverages must be TIPS Certified and documentation must be included with this application for each server.

**Applicant Signature:**



**Date:**

2/28/2023



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/24/2023

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 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).

<b>PRODUCER</b> Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	<b>CONTACT NAME:</b> Lockton Affinity, LLC <b>PHONE (A/C, No, Ext):</b> 800-496-0288 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> 913-652-7599
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Bishop Rice Council 4822 P.O. Box 483 Ashland, MA 01721	<b>INSURER A:</b> Nova Casualty Co	NAIC # 42552
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		LFR-GL-29000000-02	02/01/2023	02/01/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			LFR-GL-29000000-02	02/01/2023	02/01/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	<b>Sexual/Physical Abuse Molestation Liability</b>			LFR-GL-29000000-02	02/01/2023	02/01/2024	Occurrence	\$500,000
							Aggregate	\$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Host Liquor Liability is included.  
Event Location: St John the Evangelist, 20 Church St, Hopkinton MA, 01748

<b>CERTIFICATE HOLDER</b>  Town of Hopkinton  Hopkinton, MA 01748  2403848	<b>CANCELLATION</b>  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 
--	--

**ST. JOHN THE EVANGELIST**

TWENTY CHURCH STREET  
HOPKINTON, MASSACHUSETTS 01748  
(508) 435-3313

**February 21, 2023**

**Town of Hopkinton  
Office of the Select Board  
18 Main St.  
Hopkinton, MA 01748**

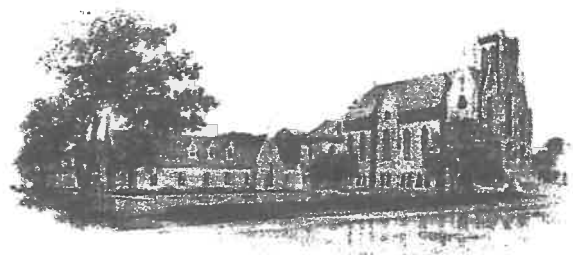
**Re: Application for Special Temporary Alcohol License; May 6, 2023  
Knights of Columbus, Bishop Rice Council #4822**

**Please be advised that we, the Knights of Columbus, Bishop Rice Council will be using our own facility, St. John the Evangelist Parish Hall. The Knights of Columbus, Bishop Rice Council are co-sponsored by St. John's. As such, we as property owners, are granting ourselves permission to use the property.**

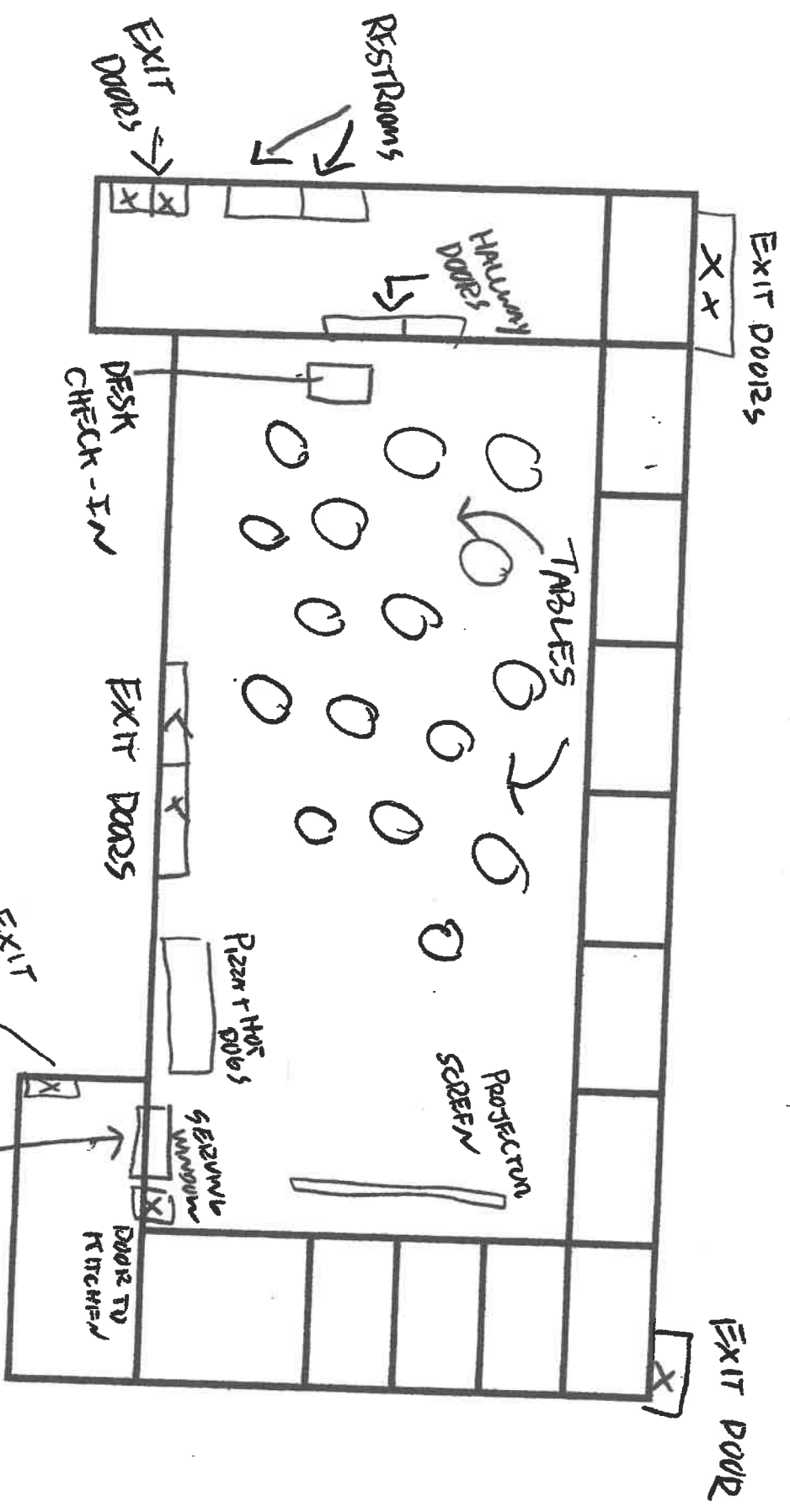
**I trust you find this statement is in order. If there are any questions, please call me at 508-435-3313 X202.**

**Warm Regards,**

  
**Bernard J. Mitchell,  
Operation and Finance Manager,  
St. John the Evangelist Parish**



# St John's Parish Hall - Floor Plan for Knights of Columbus Fundraiser



BEER AND WINE  
WILL BE SERVED THROUGH  
SERVING WINDOW IN  
KITCHEN BY TIPS  
CERTIFIED SERVER ('S)



**Town of Hopkinton  
Office of the Selectmen  
Main St  
Hopkinton, MA 01748**

**LITTER PLAN for the May 6<sup>th</sup> K of C Fundraiser Dinner**

**Council members will set up the hall and will bag up the trash in the barrels and place in the dumpster behind the church**

**Regards,**

A handwritten signature in black ink, appearing to read "Vail". The signature is written in a cursive style with a large, sweeping initial letter.

**Andrew Vail  
Financial Secretary  
Bishop Rice Council 4822**

## **SUMMARY AND SAFETY PLAN**

**EVENT:** Knights of Columbus Bishop Rice Council Fundraiser

**DATE:** Saturday May 6<sup>th</sup>

**TIME:** 6PM to 10PM

**WHERE:** St John's Parish Center

**SUMMARY:** The Knights of Columbus Bishop Rice Council, Ashland – Hopkinton MA, is seeking to hold a fundraiser, to support its' charitable activities. (Copies of all Town requested documents are attached)

### **DETAILS:**

**WHO WILL ATTEND:** Tickets will be sold for the dinner. It is open to the general public but it is expected that the majority of attendees will be from St John's and St Cecilia's parishes. Adults only, no one under 18 will be allowed.

**EXPECTED ATTENDANCE:** Based on past dinners and fundraisers the total expected would be approximately 250.

**ALCOHOL:** Beer and wine will be offered / available at no charge (NOT SOLD)

**TIPS:** TIPS Certified Knight ('s) will be the only one ('s) allowed to dispense beer / wine

**INSURANCE:** The Council has a policy in force

**ENTERTAINMENT:** The fundraiser is using the "A Nite at the Races" fundraising package, which is an audience participation event where actual horse races are shown to the audience to recreate the atmosphere and excitement of being at the race track.

**RAFFLES:** Merchandise donated by local businesses will be raffled

**FOOD:** Pizza and Hot Dogs will be available.

**CLEAN UP:** Knights will set up the hall and will clean up the hall after the dinner

Thank You



Andy Vail

Financial Secretary, Council 4822

**This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.**

**Congratulations!**

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

Have any information you think would help the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.

ID#: 5706043 Name: Joe Altman  
Exam Date: 5/2/2022 Expiration Date: 5/2/2025



eTIPS On Premise 3.1

Issued: 5/2/2022  
ID#: 5706043

**CERTIFIED**  
Expires: 5/2/2025

Joe Altman  
31 Connelly Hill Rd  
Hopkinton, MA 01748-2580

For service visit us online at [www.gettips.com](http://www.gettips.com)





# CERTIFICATE OF COMPLETION

This certifies that

**Leo Kopec**

is awarded this certificate for

**TIPS Concessions Alcohol Training**

Hours  
3.00

Completion Date  
03/05/2023

Expiration Date  
03/04/2026

Certificate #  
000028271153

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)

**TIPS** Concessions

Issued: 03/05/2023  
Certificate #: 000028271153

**CERTIFIED**

Expires: 03/04/2026

Leo Kopec  
60 Front Street  
Hopkinton MA 01748

**TIPS** | **360** TRAINING  
A 360TRAINING COMPANY

Phone: 800-438-8477  
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature Leo Kopec

Permitting Team Comments  
One Day Special Alcohol Permit- Knights of Columbus  
Select Board Meeting- 03/28/2023

March 21, 2023

From the FD side, sponsors need to adhere to the occupancy numbers for that specific room / location.

William R. Miller  
Hopkinton Fire Department

---

March 21, 2023.

I approve the litter control plan and I have no other comments.

John Westerling  
Director DPW

---

March 22, 2023

The Police Department would request that the applicant hire two detail officers given the size of the event.

March 23, 2023

Thank you for the update. Given the reduction in attendees the event will require 1 detail.

Chief Bennett  
Hopkinton Police Department

---



# TOWN OF HOPKINTON

## HUMAN RESOURCES DEPARTMENT

TOWN HALL  
18 MAIN STREET  
HOPKINTON, MASSACHUSETTS 01748

Telephone: 508-497-9769  
e-mail: [hr@hopkintonma.gov](mailto:hr@hopkintonma.gov)

RECEIVED

FEB 15 2023

HUMAN RESOURCES

### APPLICATION FOR EMPLOYMENT

All Applicants MUST submit a completed application to be considered for employment at The Town of Hopkinton. Incomplete applications will not be accepted.

The Town of Hopkinton is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, sexual orientation, disability, marital or veteran status, or any other status protected under local, state or federal laws

Position (s) applied for: Heavy equipment operator

Date of Application: \_\_\_\_\_

How did you learn about us?

Newspaper  Internet Advertisement  Town of Hopkinton Website  Town of Hopkinton Employee  Other

Please list name of paper, website, employee, or other source: \_\_\_\_\_

Last Name

Reynoso

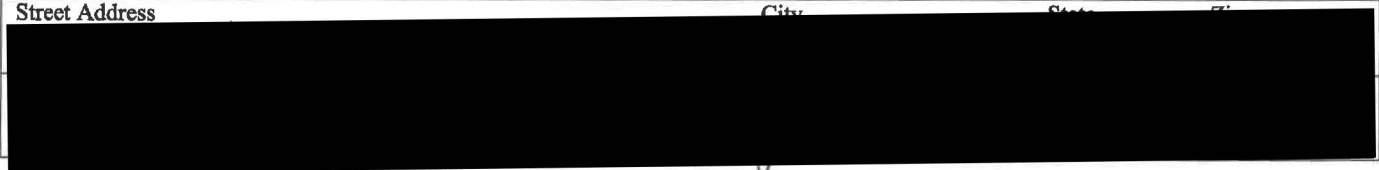
First Name

Davny

Middle Initial

D

Street Address



Are you legally eligible to work in the United States

Yes  No

(Proof of eligibility will be required upon offer of employment)

Are you over 18 years of age? (If no, you may be required to provide authorization)

No

Can you perform the essential functions of this job with or without reasonable accommodation?

Yes  No

(If you have any questions about the functions of this position, please ask the interviewer before answering this question)

Please list other positions you have previously applied for in the Town of Hopkinton? \_\_\_\_\_

Intermittent laborer

Do you have relatives working for the Town of Hopkinton?

Yes  No

Are you, or any relative, a member of any Town Board or Commission?

Yes  No

Have you ever been employed with the Town of Hopkinton before?

Yes  No

If yes, give date(s): June 2022 - present

If yes to either, please specify:

Desired Status (Check one):  Full Time     Part Time     Temporary/Internship

Days and Hours Available:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

May we contact your present or most recent employer?     Yes     No

Are you on "lay-off" status and subject to recall?     Yes     No

Do you have a valid driver's license? (For driving positions only.)     Yes     No

If yes, please provide number: \_\_\_\_\_



**LIE DETECTOR NOTICE**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law is subject to criminal penalties and civil liability.

**PRIVACY ACT OF 1974**

Title 5, United States Code Section 552a of the Privacy Acts generally prohibits federal governmental agencies from disclosing information in its possession concerning an individual's education, financial transactions, or criminal and employment history. You will be asked to initial and sign a statement appended to this application, which will ask you to waive specific rights and authorize the Town of Hopkinton as well as other individuals or organizations to release information to allow for evaluation of your suitability for the employment you seek.

Indicate languages you speak, read, and/or write:

	Fluent	Good	Fair
Speak	[Redacted]		
Write	[Redacted]		
Read	[Redacted]		

**EDUCATION**

School	Name & Town of School	Course of Study	# Years Complete	Diploma/Degree
High School	[Redacted] High school, [Redacted]		4	<input checked="" type="checkbox"/>
Undergraduate				
Graduate/Other				



Please list any academic honors, scholarships, offices held, specialized training, apprenticeships, licenses or skills, including computer skills, etc. (Please do not list any which reflect your race, color, religion, gender, national origin, age, or any items covered in Title VII of the Civil Rights Act)

CDL class B, Osha 10 hour, first Aid certified,  
 Mass DOT laborer's training graduate, High school diploma and graduate  
 (Currently waiting on test date for Hoisting license)

Start with your last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin or any items covered in Title VII of the Civil Rights Act.

**You must COMPLETE every section of this application.  
 Any derivative of "See Resume" is not acceptable.**

**Dates Employed**

Employer: town of hopkinton DPW	From Jun 2002	TO Present	Work Performed intermittent laborer
Telephone: ( )			
Address: 83 Wood St, Hopkinton MA			
Job Title: intermittent laborer			
Supervisor: John Westerling, Mike Mansir			
Please answer why you are considering leaving (or seeking other employment):			

**Dates Employed**

Employer: [redacted] Market Basket	From Feb 2019	TO Sep 2022	Work Performed
Telephone: [redacted]			
Address: [redacted]			
Job Title: Cashier, Ends department			
Supervisor: [redacted]			
Reason for Leaving: <del>leaving</del> working here in Hopkinton			

# Application Form

## Profile

Diane M Hayward  
 First Name Middle Initial Last Name

[Redacted]  
 Email Address

[Redacted] [Redacted]  
 Home Address Suite or Apt

[Redacted] [Redacted] [Redacted]  
 City State Postal Code

[Redacted] [Redacted]  
 Primary Phone Alternate Phone

Retired work part time  
 Employer Job Title

## Which Boards would you like to apply for?

Sustainable Green Committee: 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 am very interested in becoming a member of the Sustainable Green Committee. I have attended meetings and have seen the value the committee brings to the town. I have recently semi-retired, one of the reasons I retired was to have more time to volunteer. I have been very concerned about the health and safety of our environment and ways in which I can help and become more proactive. At home my daughter and I have tried to do as much as possible to cut down on our environmental impact, we had solar panels installed about 8 years ago, we use a rain barrel, composting service, cloth diapers, and eco-friendly cleaning products. At work I started composting the coffee pods for the company. I have become very invested in staying up to date on news surrounding the environment and would like to do my part to protect the environment for future generations. Having grown up in Hopkinton I would like to contribute to the future well-being of the town. Thank you for considering me for this position.

[Diane\\_Hayward\\_Resume.pdf](#)  
 Upload a Resume

# Diane Hayward

## EXPERIENCE

**F.W. Madigan Company, Inc.,** *General Contractor*  
Contract Administrator

Worcester, MA  
August 2018 - Present

- Responsible for the coordination of all phases of subcontract administration, from the award of contract to job completion
- Use Sage Project Management Software to complete reports, work closely with the accounting department and project managers on project costs and closeout
- Executed the setup and use of contracts and purchase orders in Procore, worked closely with management and project managers for a successful implementation
- Responsible for entry and updating of drawings and specifications into Procore

**Guardian Energy Management Solutions, LLC,** *Leading Energy Services Company*  
Project Administrator

Marlboro, MA  
2017 – July 2018

- Worked with Project Management team to prepare scope of work, project pricing, proposals, purchase orders and change orders
- Processed new projects for creation and invoicing in coordination with the finance department

**United Solutions, Inc.,** *Leading reseller of Timberline and Sage Paperless Construction Software*  
Training Consultant

Marlboro, MA  
2016- July 2017

- Traveled to client locations throughout Southern New England to train Users in groups of two to 15 to utilize Sage Construction Software; highlighted efficiencies for accurate accounting/invoice tracking/accounts payable workflow and time-saving steps in construction project management
- Ensured customer success and satisfaction by researching questions and problem-solving with clients via phone, email, and video chat

**The Richmond Group,** *General Contractor for Construction in Bio-Tech Industry*  
Project Administrator

Hopkinton, MA  
2007-2016

- As subject matter expert and sole administrator, managed and ensured integrity of Prolog project database; oversaw updates, as well as archiving and maintenance of system files; researched and implemented solutions to problems; collaborated with IT staff to troubleshoot and solve problems
- Worked closely on long and short form subcontracts with project managers and the accounting department
- Created and regularly updated staff training manual and daily process guidelines; trained all staff 1:1 or in classroom setting
- Collaborated with Project Managers to design and create budget and customized reports using Crystal Reports
- Ensured accurate and timely reporting on project contracts, budgets, expenses, and invoicing in partnership with Project Managers
- Scheduled and coordinated employee training for CSL license renewal with training classes aligned to state regulations
- On call 24/7 and traveled to office to resolve system failures in coordination with IT personnel, thus ensuring no down-time during business hours

## EDUCATION

**Northeastern University,** Boston, MA – Business Classes  
**Aquinas Junior College,** Newton, MA – Secretarial Diploma

## SKILL SUMMARY

- 10+ years construction industry experience
- Prolog, Procore and Sage Construction Software
- Custom reporting, detail and solution oriented
- Positive influencer, extremely reliable and team-player
- Crystal Reports, DocuSign, Vision Reporting, Snagit, Bluebeam

**INTERESTS-** Hiking, gardening, reading mystery novels, fostering kittens from Baybath Humane Society, volunteering monthly at the *Milford Community Dinner*, walking the dog, and spending time with family and friends

## Application Form

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### Profile

Scott F Knous  
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

Silicon Valley Bank  
Employer

Head of Data Solutions, Private  
Bank and Wealth Management  
Job Title

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### Which Boards would you like to apply for?

Upper Charles Trail Committee: Submitted

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### Interests & Experiences

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

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

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I want to serve the town by serving on the UCTC and applying my professional, non-profit and civil/community building experience and the skills I have gained over the past 37 years. Personally, I am married to my soulmate, and I am the father to five amazing, healthy, and successful children. The post school-aged children have achieved high athletic and academic honors at the state and national level. My youngest will be attending the Hopkinton school system. Also, I like to build community. I was the founder of the (former) Norfolk County Pacers running club, started out of Franklin with more than 75 members. The club was a sister club to the Hopkinton Running Club and Wampanoag Club (and we held joint runs out of our Hopkinton town common). I have completed 11 Marathons including Boston twice. I have traveled to 20+ countries, making it a point to run to get the true feel of each unique culture. I have volunteered for many non-profits providing free management consulting to towns, hospitals and schools on projects like vision/Mission, Goal and target setting, fund raising, and Organizational and Project Operating Models to help them run most efficiently. I have volunteered locally in Hopkinton at Project Just Because, and may be working with them even closer over time. Professionally, I have 37 years' work experience and have served as an executive, consultant with PwC, and specialized in data management and analytics over the past 10 years. I possess a unique combination of seasoned project and program management, financial expertise, technology skills, and expertise engaging and communicating with key stakeholders. The depth of my experience includes planning and successfully executing nearly 100 projects, each with its share of complex variables requiring an organized approach and consistent and predictable stakeholder engagement (and communication). I also have a master's degree in Finance from McCallum University (Bentley University's Graduate Program) and have taken multiple project management classes and technology classes to ensure delivering projects with the most efficiency and least friction. I believe I can help the UCTC get "unstuck" through my team participation, suggesting tools and guidance related to meeting planning, member roles, project execution, resident communications and engagement, and technology. Thank you for your consideration.

[KNOUS\\_CV\\_0522.docx](#)

Upload a Resume

## Application Form

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### Profile

Timothy

First Name

J

Middle Initial

Ritterbusch

Last Name

[REDACTED]  
Email Address

[REDACTED]  
Home Address

[REDACTED]  
City

[REDACTED]  
Primary Phone

[REDACTED]  
Alternate Phone

Raytheon

Employer

Senior Principal Engineer

Job Title

---

### Which Boards would you like to apply for?

Upper Charles Trail Committee: Submitted

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### Interests & Experiences

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

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

As a runner, hiker and biker I use many of the trails in Hopkinton and surrounding communities. I see a diverse set of users benefitting from these trails and I'm interested in helping Hopkinton benefit in the same ways. A trail that connects from Main Street to the Upper Charles trail will not only connect a large portion of the Hopkinton community closer together but will also connect that community with our neighbors in surrounding towns. I believe this project strongly aligns with the goals and values repeatedly expressed by the majority of Hopkinton residents. I also believe it will be a lot of work to get the kind of community engagement required to make it successful and I want to do my part to help.

[Resume - Tim Ritterbusch.pdf](#)

Upload a Resume

Tim Ritterbusch  
[REDACTED]

Born: 01/24/1973

Grew up in Millis, MA

Graduated from University of Massachusetts

Job: Mechanical Engineer at Raytheon Technologies (in Marlborough, Ma) since 1996

Lived in Hopkinton since September 2004

Volunteer Positions:

Hopkinton Youth Soccer Coach 2005-2016

Member of Hopkinton Youth Soccer Board (Age Group Coordinator) for 2 years



Assistant Scout Master - Hopkinton Troop 1 2014-2020

As a runner, hiker and biker I use many of the trails in Hopkinton and surrounding communities. I see a diverse set of users benefitting from these trails and I'm interested in helping Hopkinton benefit in the same ways. A trail that connects from Main Street to the Upper Charles trail will not only connect a large portion of the Hopkinton community closer together but will also connect that community with our neighbors in surrounding towns. I believe this project strongly aligns with the goals and values repeatedly expressed by the majority of Hopkinton residents. I also believe it will be a lot of work to get the kind of community engagement required to make it successful and I want to do my part to help.





**TOWN OF HOPKINTON**  
**Finance Department**  
18 Main St., Hopkinton MA 01748

TO: Select Board  
FROM: Timothy M. O'Leary, Chief Financial Officer   
VIA: Norman Khumalo, Town Manager   
DATE: February 23, 2023  
SUBJ: One-Time additional COLA Adjustment for Retirees

REF: (a) Chapter 269 of the Acts of 2022 (Massachusetts Session Laws)

Cost of Living Increases (COLA) for retirees in public pensions in Massachusetts are limited under law to an annual adjustment of 3% of the first \$16,000 in retirement payments. Reference (a) is a special provision enacted in response to a period of high inflation to allow communities to award a one-time COLA adjustment of 5% to retirees in local retirement plans. In total, the maximum COLA would change from \$480 (3% of \$16,000) to \$800 (5% of \$16,000) for one year.

In Hopkinton's case, that local retirement plan is the Middlesex County Retirement System. Enclosures (1) and (2) provide guidance on the Town's opportunity to elect this optional adjustment by action of the Hopkinton Select Board. Enclosure (3) provides an estimate of the cost to the Town.


To summarize Enclosure (3), if the Select Board elects to adopt this one-time adjustment, no change in pension contributions will be required until FY 2029. Hopkinton will continue on its current path to full pension funding unchanged through FY 2029, and in FY 2029, when pension contributions were projected to step down as full funding nears, additional compensating payments will be required for an estimated eight years to adjust for this change. During those eight years, the estimated payments are projected to be 1.56% higher than would be required without the change. While these actuarial computations are subject to change, to provide some scale, the FY 2024 contribution to the pension liability will be \$3,158,131. If the additional COLA is paid in FY 2024, the additional costs paid by the pension fund would be \$49,267 in the first year.

In terms of COLA, Massachusetts public pensions are much less generous than both Social Security and federal pensions; due to the low cap on the amount of pension subject to COLA (\$16K), and the normal cap on COLA amount (3%). This creates an increasing strain on employees or their surviving spouses who may live for decades after retirement. While it will have a cost to the Town in FY 2029 through FY 2036, voting to accept the one-time 5% COLA provision of Reference (a) will help address a longstanding COLA issue for existing retirees and will signal an understanding of this issue to current employees.

ENCL: (1) PERAC memo, Subj: 5% Local COLA Option of 11/18/2022  
(2) MCRS memo, Subj: Chapter 269 of the Acts of 2022 of 01/03/2023  
(3) Segal memo of 12/12/2022

## MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director 

RE: 5% Local COLA option

DATE: November 18, 2022

On November 16, 2022, the Governor signed Chapter 269 of the Acts of 2022 into law. This act provides the local retirement systems with a local option to increase the Cost of Living Adjustment ("COLA") for Fiscal Year 2023 to up to 5 percent on the base amount specified pursuant to G.L. c. 32, § 103. The approval of the increase can occur at any time during the fiscal year and will take effect as of July 1, 2022.

The local approval mechanism is different than traditional COLA increases and COLA base increases. In order for a system to adopt a COLA increase pursuant to this act, **the retirement board must vote for the increased amount and then it must also receive local approval.**

For purposes of this act, local approval means:

- In a city, the mayor must recommend the increase to the city council and the council must vote in favor.
- In a city having a Plan D or Plan E charter, the city manager must recommend the increase to the city council and the council must vote in favor.
- In a town, the chief executive officer<sup>1</sup> - the select board in nearly all cases - must vote in favor to accept the increase rather than the town meeting as is the case for COLA base increases.
- In a district, or other political subdivision, the governing board, commission or committee must vote in favor to accept the COLA increase.

<sup>1</sup> As defined in G.L. c. 4, § 7, "chief executive officer", when used in connection with the operation of municipal governments shall include the mayor in a city and the select board in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.



MEMORANDUM - Page Two

TO: All Retirement Boards  
FROM: John W. Parsons, Esq., Executive Director  
RE: 5% Local COLA option  
DATE: November 18, 2022

- In a regional system, two-thirds of the cities and towns within the system must approve the increase. This is done in the same fashion as stated above for municipalities: in a city, by the city council upon recommendation by the mayor or, in a city with a Plan D or Plan E charter, the city manager; or, in a town, by approval of the chief executive officer (likely the select board) as defined by G.L. c. 4, § 7.
- In a county, the county commissioners, who normally do not have a role in COLAs nor COLA base increases, must vote to accept **and** two-thirds of the cities and towns within the system must approve the increase in the same manner as stated above for regional systems.

Though many local systems are comprised of multiple units such as housing authorities and districts, the two-thirds language only applies to regional and county systems as the approval specified in the statute only refers to cities and towns as voting political subdivisions.

Section 2 of the act provides that a COLA increase pursuant to this act is retroactive to July 1, 2022. Any COLA increase, in addition to any COLA previously adopted for FY 23, will become part of the fixed amount of a retirees' retirement allowance in the same manner as all COLAs granted pursuant to section 103.

PERAC has already received questions about estimating the cost of the enhanced COLA. PERAC Actuary John Boorack has provided the following formula for a conservative full-cost estimate, not a one-year estimate, to assist boards in their planning:

$$(0.2) \times (\text{COLA base}) \times (\# \text{ of retirees/beneficiaries})$$

If you have any questions about this memo, please contact PERAC's General Counsel, Judith Corrigan, at (617) 591-8904 or at [judith.a.corrigan@mass.gov](mailto:judith.a.corrigan@mass.gov).



Commonwealth of Massachusetts  
**MIDDLESEX COUNTY RETIREMENT SYSTEM**  
25 LINNELL CIRCLE • P.O. BOX 160 • BILLERICA, MA 01865  
WWW.MIDDLESEXRETIREMENT.ORG

*Over 100 Years of Public Service*

**CHAIRMAN**  
THOMAS F. GIBSON, ESQ.

BRIAN P. CURTIN

JOSEPH W. KEARNS

JOHN BROWN

ROBERT W. HEALY

**Chief Administrative Officer**  
LISA MALONEY, ESQ.

**MEMORANDUM**

**TO:** Town Administrators

**FROM:** Thomas F. Gibson, Chair  
Middlesex County Retirement Board

**DATE:** January 3, 2023

**RE:** Chapter 269 of the Acts of 2022  
*An Act Relative to Cost-Of-Living Adjustments for Retirees*

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The Middlesex County Retirement Board cordially invites Town Administrators to attend an informational meeting with the System's actuary, Kathleen Riley of The Segal Group, to discuss the economic impact of a proposed retiree COLA increase on the System's unfunded actuarial liability.

Specifically, at its meeting of December 14, 2022, the Middlesex County Retirement Board voted to accept Chapter 269 of the Acts of 2022, a local option that grants eligible retirees a one-time increase in the maximum allowable COLA for FY 2023 from 3% to 5% of the first \$16,000 of retirement benefits. If approved, eligible retirees would receive an increase in the annual FY23 COLA from \$480 to \$800.

For regional retirement systems, the increase is conditioned upon approval by two-thirds of the select boards of the towns within the System before June 30, 2023. Prior to the Board's submission of a formal notice to the select boards, Ms. Riley will discuss the actuarial impact of the legislation at a meeting to be held on **Monday January 23, 2023, from 10:00 a.m. – 11:00 a.m.**

For your convenience, you are welcome to participate in the meeting remotely or in person at the Board's offices. Please indicate your preference when you send your response. Remote participants will be sent access details in advance of the meeting. Thank you for your attention to this important matter.

Attachments:  
Chapter 269 of the Act of 2022  
PERAC Memo #29/2022  
Segal Cost Analysis

TEL: 800-258-3805 • 978-439-3000 • FAX: 978-439-3050  
EMAIL: MRS@MIDDLESEXRETIREMENT.ORG

December 12, 2022

Middlesex County Retirement Board  
Middlesex County Retirement System  
25 Linnell Circle  
Billerica, MA 01865

**Re: Cost of Increasing the July 1, 2022 COLA from 3% to 5%**

Dear Board Members:

As requested, we have estimated the cost of increasing the July 1, 2022 Cost of Living Adjustment (COLA) from 3% to 5% with the current base of \$16,000 for the Middlesex County Retirement System. Note that this is a one-time increase in the annual COLA percentage, which is projected to be 3% for 2023 and thereafter. We have assumed the additional cost would first be reflected in the fiscal 2029 appropriation. The estimates in this report are based on the January 1, 2022 Actuarial Valuation and Review of the Middlesex County Retirement System and do not reflect any experience gains or losses after that date.

Increasing the July 1, 2022 COLA from 3% to 5% increases the July 1, 2022 unfunded liability by \$16,886,571, or 1.0%, from \$1,623,820,534 to \$1,640,707,105.

The funding schedule included in the January 1, 2022 actuarial valuation report fully funds the actuarial accrued liability of the Middlesex County Retirement System by fiscal 2036 with total payments increasing 6.5% per year from fiscal 2024 through fiscal 2028, with the amortization payment on the unfunded liability increasing 4% thereafter.

We have incorporated the additional cost of increasing the July 1, 2022 COLA to 5% into the funding schedule by revising the fiscal 2029 appropriation to be a 6.5% increase over the fiscal 2028 appropriation, and increasing the appropriations for fiscal 2030 and later years as shown in the following table.

<b>Fiscal Year Ended June 30,</b>	<b>Actuarially Determined Contribution – 3% COLA on July 1, 2022 (Current)</b>	<b>Actuarially Determined Contribution – 5% COLA on July 1, 2022</b>	<b>Increase in Actuarially Determined Contribution</b>
2023	\$156,350,175	\$156,350,175	\$0
2024	166,512,936	166,512,936	0
2025	177,336,277	177,336,277	0
2026	188,863,135	188,863,135	0
2027	201,139,239	201,139,239	0
2028	214,213,290	214,213,290	0



<b>Fiscal Year Ended June 30,</b>	<b>Actuarially Determined Contribution – 3% COLA on July 1, 2022 (Current)</b>	<b>Actuarially Determined Contribution – 5% COLA on July 1, 2022</b>	<b>Increase in Actuarially Determined Contribution</b>
2029	224,656,628	228,137,154	3,480,526
2030	233,517,648	237,281,028	3,763,380
2031	242,728,122	246,642,036	3,913,914
2032	252,301,828	256,372,300	4,070,472
2033	262,253,102	266,486,392	4,233,290
2034	272,596,834	276,999,455	4,402,621
2035	283,348,504	287,927,231	4,578,727
2036	294,524,210	299,286,086	4,761,876

These cost estimates are based on the assumptions used in the most recent actuarial valuation of the Middlesex County Retirement System. To the extent there is adverse experience, employer contributions will increase and the cost related the increased COLA may be different than expected. For example, if members live longer than assumed under the current mortality table assumption, the cost of increasing the COLA will be higher than shown.

Please refer to our January 1, 2022 Actuarial Valuation and Review dated August 8, 2022 for the data, assumptions and plan of benefits underlying these calculations and for a discussion of the risks that may affect the System.

This report was prepared in accordance with generally accepted actuarial principles and practices at the request of the Board to assist in administering the Retirement System.

The measurements shown in this actuarial valuation may not be applicable for other purposes. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law.

Segal valuation results are based on proprietary actuarial modeling software. The actuarial valuation models generate a comprehensive set of liability and cost calculations that are presented to meet regulatory, legislative and client requirements. Deterministic cost projections are based on a proprietary forecasting model. Our Actuarial Technology and Systems unit, comprised of both actuaries and programmers, is responsible for the initial development and maintenance of these models. The models have a modular structure that allows for a high degree of accuracy, flexibility and user control. The client team programs the assumptions and the plan provisions, validates the models, and reviews test lives and results, under the supervision of the responsible actuary.

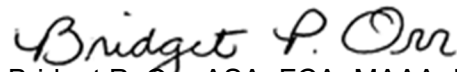
The actuarial calculations were directed under the supervision of Bridget P. Orr, ASA, MAAA, EA. She is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of her knowledge, the information supplied in this actuarial valuation is complete and accurate. The assumptions used in this actuarial valuation were selected by the Board based upon her analysis and recommendations. In her opinion, the assumptions are reasonable and take into account the experience of the Middlesex County Retirement System and reasonable expectations.

Please let us know if you have any questions or need any additional information.

Sincerely,



Kathleen A. Riley, FSA, MAAA, EA  
Senior Vice President and Chief Actuary



Bridget P. Orr, ASA, FCA, MAAA, EA  
Consulting Actuary



# TOWN OF HOPKINTON

## OFFICE OF THE SELECTMEN

### Trail Coordination and Management Committee Committee Charge

Approved by the Board of Selectmen: January 15, 2019

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***Town of Hopkinton Overarching Vision:*** *Hopkinton is a vibrant welcoming community centrally located in New England and nestled 26.2 miles west of Boston. We are endowed with open spaces, natural resources, facilities and programs that promote a well educated and healthy community. We are respectful of our past, engaged in our present, and actively preparing for our future.*

***Vision Theme:*** *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 view sheds that help define the rural quality that is characteristic of much of the town.*

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Pursuant to the powers granted to the Board of Selectmen by Section 3-1 of the Town Charter, the Board of Selectmen hereby charges the Trail Coordination and Management Committee (TCMC) as follows:

**PURPOSE:** The Town has a wealth of open spaces available for public enjoyment, and various public and private entities that work concurrently to provide and maintain public trails. The purposes of the TCMC are:

- To be advisory to the Board of Selectmen and serve as an “umbrella” over the various entities,
- To coordinate trail planning, management and maintenance,
- To coordinate the planning of trail networks,
- To provide a sounding board for residents and others with respect to trails, and
- To function as a liaison between the Board of Selectmen and the public and private entities which work to provide, manage and maintain public trails.

The TCMC will serve as a reference point for trails groups and the public, foster a user-friendly and open/transparent process, establish branding, promotion and public education, foster community engagement, and achieve sustainability. The TCMC will support and facilitate a coordinated approach to trail planning and management, comply with town plans, rules and regulations, and ensure the implementation of Town Meeting votes, adopted plans, regulations, regulatory decisions and board/committee actions.

**CHARGE:** The TCMC will:



1. Make recommendations to the Board of Selectmen, the Town Manager, and other boards, committees and organizations relative to the planning, development, implementation and management of a townwide trail network and connections to regional trail networks. Areas of consideration shall include public safety, environmental impacts and environmental resources, financial impacts, public access and use, accessibility, sustainability, and mitigation of impacts to abutters.
2. Advise the Board of Selectmen as to the management of specific parcels of land under the care, custody and control of the Board of Selectmen.
3. Participate in the preparation and implementation of the Town's Open Space and Recreation Plan, pursuant to the requirements of the Mass. Dept. of Conservation and Recreation.
4. Establish a transparent process for managing problems and conflicts; encourage cooperation in addressing problems and conflicts; manage problems and conflicts and seek solutions.
5. Make recommendations to the Board of Selectmen and the Town Manager as to the measures necessary and appropriate to maintain and administer the townwide trail system and program, including recommending an annual operating budget which includes trash and debris removal, repairs, mowing, resurfacing, and restoration. Prepare an annual management plan for guidance.
6. Recommend to the Board of Selectmen for approval, town standards for signage, access and accessibility, trail marking, parking, mapping, vegetation and wildlife management, viewshed mitigation, trail design and surface, and trail location as it relates to natural resources, topography, and proximity to residential abutters. The draft standards shall be developed in coordination with the Town boards/committees and organizations involved with developing and maintaining trails on Town land.
7. Promote and encourage partnerships with other Town and Commonwealth agencies and boards/committees to make Hopkinton a more walkable community.
8. Coordinate and oversee the publication of trail maps and trail guides for use by the public.
9. Encourage public involvement and engagement in the planning, management and use of trails. Hold at least one public forum annually to solicit public input, ideas and concerns.
10. Meet at least annually with public and private trail groups to discuss proposed trail development and maintenance plans.
11. Coordinate and manage an adopt-a-trail program, if appropriate, and coordinate volunteer driven projects.

COMPOSITION: The TCMC shall consist of 7 members who are Hopkinton residents and appointed by the Board of Selectmen. Initial members shall be appointed to 1, 2 and 3 year

terms to achieve staggered terms, and all members appointed thereafter will serve 3 year terms. No member may serve more than three consecutive terms.

The membership shall be as follows:

- Four members at large;
- One member who is recommended by the Parks and Recreation Commission;
- One member who is recommended by the Conservation Commission;
- One member who is recommended by the Planning Board.

Committees/organizations recommending members may recommend more than one for consideration, and those recommended need not be members of the recommending body. All members shall have a demonstrated interest in the development, management and use of public trails. One member (or associate member) who also has expertise in facilitation and communication is desirable.

The Board of Selectmen may appoint up to 5 associate (non-voting) members if desired, in order to broaden the perspective, representation or to facilitate the Charge of the committee. No associate members shall be appointed until one year after a quorum of full members has been appointed, so as to allow for time for the Committee to fully consider and clarify its purpose and charge.

**RELATIONSHIP TO EXISTING TOWN BOARDS:**

The existing authority of an appointed or elected board/committee is not intended to be modified by the Charge to the TCMC. While issues, concerns and questions may be reviewed and recommendations issued by the TCMC, the final decision rests with the entity with jurisdiction. However, a board/committee with jurisdiction may formally delegate a matter or specific project to the TCMC, provided that the TCMC agrees to handle the matter or undertake the specific project.

**KEY REFERENCES:** Hopkinton Master Plan (2017); Hopkinton Open Space and Recreation Plan (2013); *Trails Guidelines and Best Practices Manual*, Mass. Department of Conservation and Recreation.

**OPEN MEETING LAW & PUBLIC RECORDS LAW:** The TCMC shall comply with the Open Meeting Law, Public Records Law, Procurement Law, and any other laws and regulations relative to public officials and public processes, as applicable.

**Center School Update**

[Center School Master Plan](#)

**Senior Solutions Guidebook**

**[Senior Solutions Guidebook](#)**

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HOPKINTON  
ANNUAL TOWN MEETING WARRANT  
MAY 1, 2023**

*(Voter Registration Deadline: April 11, 2023)*

MIDDLESEX, ss.

To any of the Constables of the Town of Hopkinton in said County,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn all inhabitants of the Town of Hopkinton qualified to vote in elections and in Town affairs:

To bring in their ballots on May 15, 2023, to an adjourned session of the Annual Town Meeting to be held at the Hopkinton Middle School Gymnasium, for the election of the following Officers:

**Offices for the May 15, 2023 Election**

<b>Office</b>	<b># Positions</b>	<b>Length of Term</b>
Select Board	1	3 years
Board of Assessors	1	3 years
Board of Health	1	3 years
Board of Library Trustees	2	3 years
Commissioners of Trust Fund	1	3 years
Constable	1	3 years
Hopkinton Housing Authority**	1	4 years
Parks & Recreation Commission	2	3 years
Planning Board	2	5 years
Planning Board	1	3 years
Planning Board**	1	2 years
School Committee	2	3 years

**\*\*UNEXPIRED TERM**

AND also to vote "Yes" or "No" on the following questions appearing on the ballot:

## QUESTIONS

QUESTION 1: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay for the design, engineering, permitting, and construction of a new sidewalk on Chestnut St. from Wild Road to Smith Road, including any and all costs, fees, and expenses related to the same?

QUESTION 2: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay for the design, engineering, permitting, and construction of a new sidewalk between EMC Park and Fitch Avenue, connecting to Blueberry Lane, including any and all costs, fees, and expenses related to the same?

QUESTION 3: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay architectural and engineering design for Fire Station 2?

QUESTION 4: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay for Hopkinton Public School HVAC renewal work?

QUESTION 5: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay for the Hopkins School Addition project?

QUESTION 6: Shall the Town of Hopkinton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay for reconstruction and paving of Pratt Way and the roadways within Evergreen and Mount Auburn Cemeteries?

For this purpose, the polls will be open from 7:00 a.m. to 8:00 p.m.

AND, further, to meet at the \_\_\_\_\_ at \_\_\_\_\_ Hayden Rowe, on May 1, 2023, at 7:00 p.m., then and there to act upon the following Articles:

## REPORTS

### **ARTICLE: 1 Acceptance of Town Reports; Sponsor: Select Board**

To hear the Reports of Town Officers, Boards, and Committees.

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Initial

Pass any vote or take any act relative thereto.

### **FINANCIAL - FISCAL YEAR 2023**

#### **ARTICLE: 2 FY 2023 Supplemental Appropriations and Transfers; Sponsor: Town Manager**

To see if the Town will vote to transfer from available funds or otherwise provide a sum or sums of money to supplement operating budgets and various accounts for the fiscal year ending on June 30, 2023.

Pass any vote or take any act relative thereto.

#### **ARTICLE: 3 Unpaid Bills from Prior Fiscal Years; Sponsor: Town Manager**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money to pay unpaid bills from prior fiscal years, in accordance with the provisions of General Laws chapter 44, §64.

Pass any vote or take any act relative thereto.

### **FINANCIAL - FISCAL YEAR 2024**

#### **ARTICLE: 4 Set the Salary of Elected Officials; Sponsor: Select Board**

To see if the Town will vote to fix the salary or compensation of all the elected officials of the Town in accordance with General Laws chapter 41, §108.

Pass any vote or take any act relative thereto.

#### **ARTICLE: 5 Fiscal Year 2024 Operating Budget; Sponsor: Town Manager**

To hear and act on reports and recommendations of the Appropriation Committee and to see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum or sums of money for the operation and maintenance of Town Departments for the fiscal year beginning on July 1, 2023, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards, and Committees.

Pass any vote or take any act relative thereto.

#### **ARTICLE: 6 FY 2024 Revolving Funds Spending Limits; Sponsor: Town Manager**

To see if the Town will vote to establish the limit on the total amount that may be expended from each revolving fund established by the General Bylaws, Chapter 13, Article VI, pursuant to General Laws chapter 44, §53E½, for the fiscal year beginning on July 1, 2023.

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Initial

Pass any vote or take any act relative thereto.

**ARTICLE: PEG Access and Cable Related Fund Revolving Account Funding; Sponsor: Town Manager**

To see if the Town will vote to appropriate a sum or sums of money from the PEG Access and Cable Related Fund Revolving Account, established pursuant to General Laws chapter 44, §53F¾, to support public, educational, or governmental access cable television services.

Pass any vote or take any act relative thereto.

**ARTICLE: Chapter 90 Highway Funds; Sponsor: Town Manager**

To see if the Town will vote to appropriate a sum or sums of money from the proceeds due to the Town pursuant to General Laws chapter 90 for the purposes of repair, construction, maintenance, and preservation of the Town's roads and bridges, the acquisition of easements and other interests in real property related to the laying out of ways, and other related costs, all which qualify under the State Aid Highway Guidelines adopted by the Massachusetts Department of Transportation; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

**ARTICLE: Transfer to Other Post-Employment Benefits Liability Trust Fund; Sponsor: Town Manager**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the Other Post-Employment Benefits Liability Fund.

Pass any vote or take any act relative thereto.

**ARTICLE: Transfer to the General Stabilization Fund; Sponsor: Town Manager**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the General Stabilization Fund, to be used, upon further appropriation, for any lawful purpose.

Pass any vote or take any act relative thereto.

**ARTICLE: Transfer to the School Special Education Reserve Fund; Sponsor: Town Manager**



To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum or sums of money for the purpose of increasing the School Special Education Reserve Fund, to be used, without further appropriation, for unanticipated or unbudgeted costs of special education and recovery high school programs, out-of-district tuition, or transportation.

Pass any vote or take any act relative thereto.

**ARTICLE: Establish Capital Stabilization Account for South Middlesex Regional Vocational Technical School District; Sponsor: South Middlesex Regional Vocational Technical School District**

To see if the Town will vote to authorize the South Middlesex Regional Vocational Technical School (aka Keefe Regional Technical School) District Committee to establish a Capital Stabilization Account for the South Middlesex Regional Vocational Technical School (aka Keefe Regional Technical School) District, pursuant to General Laws chapter 71, §16G½.

Pass any vote or take any act relative thereto.

**CAPITAL EXPENSES AND PROJECTS**

**ARTICLE: Pay-As-You-Go Capital Expenses; Sponsor: Town Manager**

To see if the Town will vote to raise and appropriate, transfer from available funds, transfer from the Capital Stabilization Fund, or otherwise provide a sum or sums of money to fund the following Pay-As-You-Go capital purchases and projects:

<i>Item</i>	<i>Purchase or Product</i>	<i>To be spent under the direction of</i>
1	End User Computer Hardware Renewal Refresh	Town Manager
2	Security Cameras at Police Department, Town Hall	Town Manager
3	Network Switching and WiFi Upgrades	Town Manager
4	Police Department Vehicle Replacement - Three Cruisers	Town Manager
5	Fire Department Vehicle Replacement for 2011 Chevy Tahoe	Town Manager

<i>Item</i>	<i>Purchase or Product</i>	<i>To be spent under the direction of</i>
6	Fire Department Vehicle Replacement for 2011 F-250 Pickup with Plow	Town Manager
7	Fire Department Breathing Air Fill Station	Town Manager
8	School Systemwide Wireless Technology Upgrade	School Superintendent
9	EMC Park Drainage Remediation	Town Manager
10	Drainage Improvement - Wood Street	Town Manager
11	Drainage Improvement - Downey Place	Town Manager
12	Replace 2005 Caterpillar 928 Loader	Town Manager
13	Replace 2005 Caterpillar 420 Backhoe	Town Manager
14	Participatory Budget Item(s) TBD	Town Manager

Pass any vote or take any act relative thereto.

**ARTICLE: Chestnut Street Sidewalk; Sponsor: Planning Board**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the design, engineering, permitting, and construction of a new sidewalk on Chestnut St. from Wild Road to Smith Road, including any and all costs, fees, and expenses related to the same; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

**ARTICLE: Sidewalk from EMC Park to Blueberry Lane; Sponsor: Planning Board**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

design, engineering, permitting, and construction of a new sidewalk between EMC Park and Fitch Avenue, connecting to Blueberry Lane, including any and all costs, fees, and expenses related to the same; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

**ARTICLE: Fire Station 2 Architectural and Engineering Design; Sponsor: Fire Chief and Town Manager**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for architectural and engineering design for Fire Station 2, including any and all costs, fees, and expenses related to the same; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

**ARTICLE: Hopkinton Public School HVAC Renewal Work; Sponsor: School Committee**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for Hopkinton Public School HVAC renewal work, including any and all costs, fees, and expenses related to the same; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

**ARTICLE: Hopkins School Addition; Sponsor: School Committee**

To see if the Town will vote to raise and appropriate, transfer from available funds including but not limited to the School Department Stabilization Fund, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for Hopkins School Addition project, including any planning, design, engineering, construction, including any and all costs, fees, and expenses related to the same; said sum to be spent under the direction of the School Committee.

Pass any vote or take any act relative thereto.

**ARTICLE: Roadway Paving - Pratt Way and Cemeteries; Sponsor: Director of Public Works and Town Manager**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the reconstruction and paving of Pratt Way and the roadways within Evergreen and Mount Auburn Cemeteries, including any and all costs, fees, and expenses related to the same; said sum to be spent under the direction of the Town Manager.

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

Pass any vote or take any act relative thereto.

**ARTICLE: Water Department Vehicle Replacement; Sponsor: Director of Public Works and Town Manager**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, appropriate from excess bond premiums, or otherwise provide a sum or sums of money for the replacement of one superduty dump truck; said sum to be spent under the direction of the Town Manager.

Pass any vote or take any act relative thereto.

**ARTICLE: School Curriculum, Equipment, and Services Contracts; Sponsor: School Committee**

To see if the Town will vote to authorize the Superintendent of Schools, or a designee thereof, to enter into a contract or contracts for Digital Curriculum (educational programs, educational courses, educational curricula in any media including online textbooks, educational software, newspapers, serials, periodicals, audiovisual materials or software maintenance), Technology Equipment and property Lease, and School Bus Transportation, for a term or terms in excess of three years but not to exceed six years, including any extension or renewal thereof or option under an existing contract, upon such terms and conditions determined by the Superintendent or designee to be in the best interests of the Town; provided, however, that, prior to executing a contract for a term in excess of three years, the Superintendent or designee shall certify in writing to the School Committee that such longer term will enable the Town to secure more favorable terms, considering price, expected useful life and any other relevant factors, that would otherwise be available under a contract with a three-year term.

Pass any vote or take any act relative thereto.

**COMMUNITY PRESERVATION FUNDS**

**ARTICLE: Community Preservation Funds; Sponsor: Community Preservation Committee**

To see if the Town will vote to appropriate or reserve from the Community Preservation annual revenues a sum or sums of money, in the amounts recommended by the Community Preservation Committee and not to exceed 5% of the estimated annual revenues for Fiscal Year 2024, for committee administrative expenses and other expenses in the fiscal year beginning on July 1, 2023, with each item to be considered a separate appropriation.

Pass any vote or take any act relative thereto.

**ARTICLE: Community Preservation Recommendations; Sponsor: Community Preservation Committee**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Community Preservation budget for Fiscal Year 2024; and further, to reserve for future appropriation a sum of money from the Community Preservation Fund for open space, historic resources, community housing, recreation and budgeted reserve purposes; and, further to appropriate from the Community Preservation Fund, a sum or sums of money for the following Community Preservation projects or purposes, including the acquisition of interests in land, all as recommended by the Community Preservation Committee, and to authorize the Town Manager, Town Clerk, Trails Coordination and Management Committee, Open Space Preservation Commission, Upper Charles Trail Committee, Hopkinton Housing Authority and the Parks and Recreation Commission to enter into all agreements and execute any and all instruments necessary to acquire, convey or accept, as the case may be, appropriate historic preservation for historic resources and conservation restrictions for open space, in accordance with General Laws chapter 184, to comply with the requirements of General Laws chapter 44B, §12 for the same:

1. A sum or sums of money from funds reserved for Historical Preservation for Restoration of Historical Records, not including digitization of the same. Funded from the Historical Preservation Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Town Clerk and the Community Preservation Committee.
2. A sum or sums of money from funds reserved for Open Space/Undesignated Reserve for the land purchase of the Jenner Property, parcel R12 9 0. Located between Saddle Hill and Cedar Street. Funded from Open Space/Undesignated Reserve with the following conditions: 1. That the grant expired on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Town Manager and the Community Preservation Committee. 3. Price includes all legal costs for the purchase of the land. 4. That an Open Space Preservation Restriction be placed on the land within five years and that allows trails to be designed and constructed. 5. Land will be held by the Open Space Preservation Commission.
3. A sum or sums of money from funds reserved for Open Space/Undesignated Reserve for the land purchase of Connelly Land (R34 26 B and U26 7 0. Funded from Open Space/Undesignated Reserve with the following conditions: 1. That the grant expired on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Town Manager and the Community Preservation Committee. 3. Price includes all legal costs for the purchase of the land. 4. That an Open Space Preservation Restriction be placed on the land within five years and that allows trails to be designed and constructed. 5. Land will be held by the Open Space Preservation Commission.
- a. A sum or sums of money from funds reserved from the Open Space Reserve for the Boundary Marking of 9 parcels. Funded from the Open Space Reserve with the following

conditions: 1. That the grant expires on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Open Space and Preservation Commission and the Community Preservation Committee.

- b. A sum or sums of money from funds reserved for Open Space Reserve for Trailhead Parking on Ash Street. Funded from the Open Space Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Trails Coordination and Management Committee and the Community Preservation Committee.
- c. A sum or sums of money for funds reserved for Open Space/Undesignated Reserve for the land purchase NSTAR Parcel R23 73 A (approximately 5.99 acres) and R23 73 B (approximately 1 acre). Funded from Open Space/Undesignated Reserve with the following conditions: 1. That the grant expired on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Town Manager and the Community Preservation Committee. 3. Price includes all legal costs for the purchase of the land. 4. That an Open Space Preservation Restriction be placed on the land within five years and that allows trails to be designed and constructed. 5. Land will be held by the Open Space Preservation Commission.
- d. A sum or sums of money for funds reserved for Open Space/Undesignated Reserve for the land purchase NSTAR Parcel R23 100 0 (approximately 9.9 acres). Funded from the Open Space/Undesignated Reserve with the following conditions: 1. That the grant expired on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Town Manager and the Community Preservation Committee. 3. Price includes all legal costs for the purchase of the land. 4. That an Open Space Preservation Restriction be placed on the land within five years and that allows trails to be designed and constructed. 5. Land will be held by the Open Space Preservation Commission.
- e. A sum or sums of money from funds reserved for Recreation Funds for Trail Bridges and Boardwalks. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2025 unless extended by the CPC. 2. Grant be spent under the direction of the Trails Coordination and Management Committee and the Community Preservation Committee.
- f. A sum or sums of money from funds reserved for Recreation Funds for Additional Shade Structures and benches at the EMC Dog Park. Funded from the Recreation Reserve with the following conditions: That the grant expires on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Parks and Recreation Commission and the Community Preservation Committee.
- g. A sum or sums of money from funds reserved from Undesignated Reserve for the Design, Construction bid documents construction, and parking for a Cricket Pitch and Little League baseball field at Pyne Field. Funded from Undesignated Reserve with the following conditions: 1. That the grant expires on July 1, 2025 unless extended by the

CPC. 2. Grant be spent under the direction of the Parks and Recreation Commission and the Community Preservation Committee.

- h. A sum or sums of money from funds reserved for Recreation Funds for Additional Security Cameras at Sandy Beach and Fruit Street Athletic Fields. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Parks and Recreation Commission and the Community Preservation Committee.
- i. A sum or sums of money from funds reserved for Community Housing Reserve for the creation of ADA compliant seating areas, which will include shading structures, a covered bus shelter and walkways at the Housing Authority. Funded from the Community Housing Reserve with the following conditions: 1. That the grant expires on July 1, 2025 unless extended by the CPC. 2. Grant be spent under the direction of the Hopkinton Housing Authority and the Community Preservation Committee.
- j. A sum or sums of money funded from Recreation Reserve for Preliminary Engineering including wetlands assessment, topographical evaluation, and trail mapping of the town-owned portions and abutting properties of the Western Route Trail. Funded from the Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the CPC. 2. The Trails Coordination and Management Committee gets written statement from private property owners for permission to walk the site, determine wetlands, and survey the land for future trail locations and expressing willingness to enter into discussions on the town purchasing an easement or land for the future trail. 3. Grant be spent under the direction of the Trails Coordination and Management Committee and the Community Preservation Committee.
- k. A sum or sums of money funded from Recreation Reserve for Preliminary Engineering including wetlands assessment, topographical evaluation, and trail mapping of Segment One. Funded from Recreation Reserve with the following conditions: 1. That the grant expires on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Upper Charles Trail Committee and the Community Preservation Committee.
- l. A sum or sums of money from funds reserved for Open Space/Undesignated Reserve for the land purchase of the McDonough property, parcel R10 15 0. Funded from Open Space/Undesignated Reserve with the following conditions: 1. That the grant expired on July 1, 2024 unless extended by the CPC. 2. Grant be spent under the direction of the Town Manager and the Community Preservation Committee. 3. Price includes all legal costs for the purchase of the land. 4. That an Open Space Preservation Restriction be placed on the land within five years and that allows trails to be designed and constructed. 5. Land will be held by the Open Space Preservation Commission.

Pass any vote or take any act relative thereto.

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

## ZONING BYLAW AMENDMENTS

### ARTICLE: Inclusionary Development Bylaw; Sponsor: Planning Board

To see if the Town will vote to amend Article XI, Flexible Community Development Bylaw, of the Zoning Bylaws, as follows:

1. By changing the name of the Bylaw to “Inclusionary Development Bylaw”;
2. By amending the Bylaw provisions as follows:

#### § 210-57. Purpose and Intent.

The purpose of this Article is to increase the inventory of affordable housing in Hopkinton. It is intended that the affordable housing units that result from this Article be considered as Local Initiative Program (LIP) units, in compliance with the requirements for the same as specified by the Department of Housing and Community Development (DHCD) and that said units shall count toward the Town’s requirements under G.L. c.40B sec. 20-23. Each affordable unit created in accordance with this Article shall have limitations governing its resale to preserve the long-term affordability of the unit and to ensure its continued availability for affordable income households.

#### § 210-58. Applicability.

A. In all zoning districts, the inclusionary housing provisions of this section shall apply to the following uses, hereafter called the “development”:

(1) Any project that results in a net increase of **five (5)**~~ten (10)~~ or more dwelling units, whether by new construction or by the alteration, expansion, reconstruction, or change of existing residential or non-residential space, with the exception of Article XIII A, Village Housing Development projects; and

(2) Any division and/or subdivision of land held in common ownership as of the effective date of this Article, or anytime thereafter, into **five (5)**~~ten (10)~~ or more dwelling units.

#### § 210-59. Administration.

~~A development shall require the grant of a Special Permit from the Planning Board. A Special Permit shall be granted if the proposal meets the requirements of this Chapter. If a development requires a Special Permit pursuant to any other provision of this Chapter, a separate Special Permit shall not be required.~~ The Planning Board shall prepare and, after a public hearing, adopt and file regulations with the Town Clerk, which shall include submission requirements, timelines, procedures and provisions necessary to implement this Article.

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial



§ 210-60. Mandatory Provision of Affordable Units.

A. In each applicable development, **10% of the total units** ~~one dwelling unit shall be established as an affordable housing unit for every ten (10) dwelling units in the development, in any one or combination of methods provided for below.~~ **Where fractional units are the result, the number of affordable units shall be rounded to the nearest whole number. For example, in developments of 12 units, one affordable unit shall be created (1.2 units rounded to 1 unit); in developments of 17 units, two affordable units shall be created (1.7 units rounded to 2 units); and so on.** ~~For example, in a development of 10 to 19 units, 1 unit shall be affordable; in developments of 20 to 29 units, 2 units shall be affordable; and so on. The use of a combination of methods shall be approved by the Planning Board.~~ **Affordable dwelling units shall be constructed or rehabilitated on the development locus.**

B. The Planning Board may grant a Special Permit to allow for the construction or rehabilitation of a dwelling unit on a locus different than the development, or allow for a payment-in-lieu of construction or rehabilitation of a dwelling unit. Such Special Permit may be issued only where the Planning Board makes a specific finding that there will be a significant net benefit to achieving the Town's affordable housing objectives as a result of allowing the construction or rehabilitation of a dwelling unit on a different locus than the development, or a payment-in-lieu.

~~(1) Constructed or rehabilitated on the development locus; or~~

~~(2) Constructed or rehabilitated on a locus different than the development; or~~

~~(3) An equivalent fees in lieu of payment may be made.~~

~~B. For every affordable unit required, one additional market rate dwelling unit may be added to the total number of dwelling units in the development. For example, in a development of 20 units, two affordable units are required and the number of market rate units may be increased by two, for a total of 22 units.~~

~~C. The Planning Board may allow a reduction in the dimensional requirements, including minimum lot area, frontage or setback requirements, applicable to the proposed development in order to accommodate the additional units on the site and to locate them within the areas most suitable for development. Such authorization for reduction shall be included in the special permit.~~

§ 210-61. Provisions Applicable to Affordable Housing Units On- and Off-Site.

A. All affordable units created, constructed or rehabilitated under this Article shall be situated within the development so as not to be in less desirable locations than market rate units in the development and shall, on average, be no less accessible to public amenities, such as open space, as the market-rate units.

Select Board Chair Amy Ritterbusch \_\_\_\_\_

Initial

B. Affordable housing units shall be integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of materials with other units. Interior features and mechanical systems of affordable units shall conform to the same specifications as apply to market-rate units.

C. Affordable housing units shall be provided coincident to the development of market-rate units.

D. The deeds to the affordable housing units sold to income eligible buyers shall contain a restriction against renting or leasing of said unit(s) during the period for which the housing unit(s) contains a restriction on affordability, **unless explicitly allowed by consent of the Town and the Commonwealth.**

E. **All affordable units created, constructed or rehabilitated under this article shall hold a legal use restriction that runs with the land, is recorded at the Registry of Deeds, provides for affordability in perpetuity, identifies the Subsidizing Agency and monitoring agent, if applicable, and restricts occupancy to income-eligible households, as defined by the Department of Housing and Community Development.**

~~E~~F. The applicant shall comply with the mandatory set-asides and accompanying restrictions on affordability, including the execution of an acceptable deed rider.

~~E~~G. **If the Planning Board grants a Special Permit which allows for off-site units,** ~~the~~ location of the off-site units ~~to be provided~~ shall be approved by the Planning Board, and shall be provided coincident to the development of the market-rate units or in accordance with an alternate schedule approved by the Planning Board. Exercise of this option shall not result in the destruction or demolition of existing structures, unless the Planning Board determines that: 1) such destruction or demolition is not detrimental to the neighborhood; and 2) where the proposed destruction or demolition of existing housing units is proposed, is consistent with the overall housing goals of the Town. When the Historic Preservation Bylaw (Chapter 125 of the Bylaws of the Town of Hopkinton) applies to the structure, the Planning Board shall consult with the Historical Commission before making a determination.

#### § 210-62. Fees-in-Lieu-of Affordable Housing Unit Provision.

A. An applicant may contribute funds to the Town of Hopkinton Affordable Housing Trust Fund ~~or Hopkinton Community Housing Task Force, Inc. (CHTF)~~ to be used for the development of affordable housing in lieu of constructing and offering affordable units within the locus of the proposed development or at an off-site locus **only if allowed by the Planning Board through the grant of a Special Permit.**

(1) Calculation of fee-in-lieu-of units. For each affordable unit not constructed or provided through one or a combination of the methods specified in this Article, the fee shall be an

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

amount equal to the purchase price of a three-bedroom home that is affordable to a qualified affordable housing unit purchaser, as contained in the LIP guidelines regardless of what type of dwelling units are proposed, approved or constructed in the development.

(2) Schedule of fees-in-lieu-of-units payments. Fees-in-lieu-of-units payments shall be made according to a schedule agreed upon by the Planning Board and the applicant.

§ 210-63. Conflict with Other Bylaws.

The provisions of this Article shall be considered supplemental of existing zoning bylaws. To the extent that a conflict exists between this bylaw and others, the more restrictive bylaw, or provisions therein, shall apply.

Pass any vote or take any act relative thereto.

**ARTICLE: Electric Vehicle Parking Spaces; Sponsor: Planning Board**

To see if the Town will vote to amend the Zoning Bylaw, Article XVIII, Supplementary Regulations, by inserting a new Section 210-124.1, Electric Vehicle Parking, as follows:

§ 210-124.1 Electric Vehicle Parking.

A. Purpose

The sale of electric vehicles continues to grow in Massachusetts and opportunities for charging of these electric vehicles needs to be widespread to accommodate this mode shift. The purpose of this bylaw is to support this mode shift to electric vehicles and encourage ongoing efforts to reduce the impact of fossil fuels on the environment and work towards carbon neutrality by introducing opportunities for EV charging on parking areas with 5 spots or more. It is not the intent of this bylaw to open a private parking area for public use.

B. Administration

The Planning Board shall prepare and, after a public hearing, adopt and file regulations with the Town Clerk, which may be amended from time to time, and shall include technical requirements of the EV-Ready and EVSE-installed infrastructure, procedures, and provisions necessary to implement this Article.

Definitions

**ELECTRIC VEHICLE (EV):** Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets and that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries, producing zero tailpipe emissions or pollution when stationary or operating.

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

PLUG-IN HYBRID ELECTRIC VEHICLE (PHEV): A hybrid electric vehicle whose battery can be recharged by plugging it into an external source of electric power, as well as by its on-board engine and generator.

ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE): Equipment for the purpose of transferring electric energy to a battery or other energy storage device in an electric vehicle.

EV INLET: The EV inlet is located on the EV and consists of an electrical connection port that, when combined with the connector, can provide conductive charging and information exchange.

CONNECTOR: A connector is a device that, by insertion into an EV inlet, establishes an electrical connection to the EV for the purpose of information exchange and charging.

EV-READY: EV-Ready shall mean providing conduit, infrastructure, and a viable pathway for adequate electric connection sufficient to support a charging level set forth by the Planning Board in its regulations.

EVSE-INSTALLED: "EVSE-Installed" shall, at a minimum, mean an installed EVSE within a minimum charging level as set forth by the Planning Board in its regulations.

#### D. Applicability

Construction projects subject to Major Project Site Plan Review pursuant to Article XX, specifically §210-134.C (Major Project) for *construction or enlargement of a parking area containing 25 or more parking spaces* and development projects requiring Minor Project Site Plan Review pursuant to Article XX, specifically §210-134.B (Minor Project) for *construction or enlargement of a parking area containing five or more parking spaces* shall conform to the minimum requirements for EVSE-Installed and/or EV-Ready parking spaces as set forth in this Article; provided, however, that such construction projects for which there is no net increase in the number of parking spaces are not required to conform to the provisions of this Article.

The Planning Board may waive or reduce the requirements for EVSE-Installed or EV-Ready parking spaces only upon a finding that the provision of the required EVSE-Installed or EV-Ready parking spaces would be significantly detrimental to the project, or the layout or orientation of the parking area does not allow for efficient provision of EV-Installed or EV-Ready parking spaces and such layout or orientation cannot be reasonably modified to accommodate the EVSE-Installed or EV-Ready parking spaces.

#### E. EVSE-Installed and EV-Ready Requirements

- (1) Where EVSE-Installed or EV-Ready parking spaces are required by the Article, the Planning Board shall set forth a minimum acceptable standard for charging level in its regulations.
- (2) The number of EVSE-Installed and/or EV-Ready parking spaces shall be provided as follows:

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

- (a) Parking areas with fewer than 5 spaces shall not be required to provide any EVSE-Installed or EV-Ready parking spaces.
- (b) Parking areas with 5 - 10 spaces shall provide 1 EVSE-Installed parking space or 2 EV-Ready parking spaces.
- (c) Parking areas with 11 or more parking spaces shall provide 10% of the total spaces as EVSE-Installed parking spaces or 20% of the total spaces as EV-Ready parking spaces.

In any case where the calculation of EVSE-Installed or EV-Ready parking spaces results in a fraction of a space, the number of spaces shall be rounded up to the next whole number. *For example, a result of 1.7 spaces shall be rounded up to 2 spaces, a result of 3.2 spaces shall be rounded up to 4 spaces, and so on.*

- (3) The EVSE-Installed and EV-Ready parking spaces shall be located within the parking area, and shall be counted toward the parking requirements for the use, in accordance with the requirements of the Zoning Bylaw for off-street parking spaces.

E. Other Requirements

- (1) All EVSE placed and proposed shall be compliant with applicable state and federal law benefitting persons with disabilities, including the Americans with Disabilities Act of 1990 (ADA). All installed EVSE must comply with all requirements specified by the Massachusetts Architectural Access Board.
- (2) EVSE may be installed in standard parking spaces or accessible parking spaces. The installation of an EVSE shall not reduce the size of the parking space to below minimum local zoning requirements for off-street parking spaces.
- (3) An EVSE shall have all relevant parts located within accessible reach, and in a barrier-free access aisle for the user to move freely between the EVSE and the electric vehicle.
- (4) Where EVSE is provided or proposed within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment must be located so as not to interfere with accessibility requirements; it should not interfere with the minimum pedestrian clearance widths as required by applicable state and federal law benefitting persons with disabilities, including the ADA. Cords, cables, and connector equipment should not extend across the path of travel within the sidewalk or walkway.

Pass any vote or take any act relative thereto.

**ARTICLE: Site Plan Review Rooftop Solar Exemption; Sponsor: Planning Board**

To see if the Town will vote to amend the text of Zoning Bylaw Article XX, Site Plan Review, by inserting a new sentence at the end of the last paragraph of Section 210-134, Definitions, as indicated by **bold** text as follows:

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

For the purposes of Site Plan Review, the term “gross floor area” shall mean the sum of the gross horizontal areas of the several floors of a building including all garages, basements and cellars. All dimensions shall be taken from the exterior faces of walls, including the exterior faces of enclosed porches. **For the purposes of this Article, solar panels, modules, and associated equipment that is located on the rooftop of a building shall not be considered “mechanical equipment” and shall be exempt from the provisions of this article.**

Pass any vote or take any action relative thereto.

**ARTICLE: Zoning District Change - 2 West Elm Street and 0 West Elm Street; Sponsor: Citizens Petition**

To see if the Town will vote to amend the Zoning Map of the Town of Hopkinton by changing the zoning district of land at 2 West Elm St. shown on Assessors Map R23, Block 45, Lot 0 and 0 West Elm St. show on Assessors Map R23, Block 46 from Residential B District to Business District.

Pass any vote or take any act relative thereto.

**ARTICLE: Zoning District Change - South Street and Hayward Street; Sponsor: Citizens Petition**

To see if the Town will vote to amend the Zoning Map of the Town of Hopkinton by changing the zoning district of land at:

66 South Street shown on Assessors Map L37, Block 97, Lot 0

68 South Street shown on Assessors Map L37, Block 96, Lot 0

70 South Street shown on Assessors Map L37, Block 95, Lot 0

28 Hayward Street shown on Assessors Map L37, Block 94, Lot 0

30 Hayward Street shown on Assessors Map L37, Block 93, Lot 0

Pine Grove Lane a private 25’ wide way from Hayward Street north to 52 South Street shown on Assessors Map R23, Block 65, Lot 0 and Hayward Street south to 74-76 South Street shown on Assessors Map R29, Block 23, Lot A.

From Residential Lake Front District to Rural Business District.

Pass any vote or take any act relative thereto.

**GENERAL BYLAW AMENDMENTS**

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

**ARTICLE: Housekeeping - Delete Definition; Sponsor: Town Clerk**

To see if the Town will vote to amend the General Bylaws, Chapter 1 by striking “Article V Definitions” in its entirety and changing Article VI, Administration of Fines for Certain Violations, to Article V, accordingly.

Pass any vote or take any other act relative thereto

**ARTICLE: Amend Meeting Minutes Bylaw: Sponsor: Town Clerk**

To see if the Town will vote to amend the General Bylaws, Section 5-29, “Meeting Minutes,” subsection A, by: (1) striking “boards, committees, and commissions” and in its place insert the phrase “multi-member public bodies”, (2) striking the phrase “forty (40) calendar days” and inserting in its place “thirty (30) days”, and (3) inserting after “later” the phrase “unless the public body finds good cause to exceed these timeframes”, so that the amended Section 5-29, subsection A will read as follows:

“Approval of Minutes. All multi-member public bodies of the Town shall approve the minutes of their open session or executive session meetings within thirty (30) days of the meeting, or at its next meeting, whichever is later, unless the public body finds good cause to exceed these timeframes.”

Pass any vote or take any act relative thereto.

**ARTICLE: Amend Leash Law: Sponsor: Select Board**

To see if the Town will vote to amend Article III, Leashing of Dogs, in Chapter 62, Animals, of the General Bylaws as follows:

1. By deleting Section 62-3 “Leashing and curbing required certain hours; exception” in its entirety and inserting in its place, a new Section 62-3 “Leashing and curbing required; exceptions” to read as follows:

No person who owns or keeps a dog or dogs shall allow the same to run free unless said dog is on the owner's or keeper's premises. Any dog not on the premises of its owner or keeper shall be leashed and curbed, provided that the said leashing or curbing shall not apply to hunting, guide, and therapy dogs under direct command of its owner or keeper, or to dogs used in law enforcement.

2. By deleting the text of Section 62-4 in its entirety and replacing it with the text: “Whoever violates this article shall be subject to a fine in the amount of \$50 or the minimum amount permitted by Section 173A of Chapter 140 of the General Laws, whichever is higher.”

3. By deleting “\$15” in Section 62-5, Redemption fee, and inserting in its place “\$25”.

Pass any vote or take any act relative thereto.

**ARTICLE: Short Term Rental Bylaw: Sponsor: Select Board**

To see if the Town will vote to amend the General Bylaws of the Town of Hopkinton by adopting a new Chapter 164, Short Term Rental of Residential Property, as follows:

CHAPTER 164

Short-Term Rental of Residential Property

§164-1 Purpose

The purpose of this Chapter is to establish regulations and a licensing process for the administration and enforcement of the short-term rental of residential property in the Town of Hopkinton. The regulations and the licensing process are designed to protect the health, safety, and welfare of the short-term tenants, the property owner, the residents of the surrounding neighborhood, and the public, and to ensure compliance with applicable Massachusetts General Laws and regulations.

§164-2 Applicability

The rental of residential property to short-term paying guests shall be allowed only in accordance with the requirements of this Bylaw.

§164-3 Definitions

DWELLING UNIT – An owner-occupied, tenant-occupied or non-owner-occupied residential property including, but not limited to, a dwelling unit, single-family dwelling unit, condominium, apartment, multi-family dwelling, or a furnished accommodation that is not a hotel; inn; bed and breakfast establishment; lodging house; or continuing care retirement facility, assisted living facility, nursing home facility, or similar facility.

LICENSE – A license issued by the Select Board for operation of a Short-Term Rental Unit.

OPERATOR – Any person or entity operating a Short-Term Rental Unit. An Operator may be the owner of a Short-Term Rental Unit, or a lessee of a Short-Term Rental Unit with express written permission from the unit’s lessor.

SHORT-TERM RENTAL UNIT – Any Dwelling Unit where at least one room or unit is rented to an occupant or sub-occupant; and all accommodations are reserved in advance; provided,

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial



however, that a private owner-occupied property shall be considered a single unit if leased and rented as such.

#### §164-4 General Requirements

The following requirements shall apply to all short term rentals:

- A. No property other than a Dwelling Unit may be operated as a Short-Term Rental Unit.
- B. No non-residential property may be operated as a Short-Term Rental Unit.
- C. No Dwelling Unit may be operated as a Short-Term Rental Unit without a License.
- D. Notwithstanding the issuance of a License, no Dwelling Unit may be used as a Short-Term Rental Unit except in compliance with these General Requirements.
- E. No Dwelling Unit shall be operated as Short-Term Rental Unit if it is designated as affordable or otherwise income-restricted, which are subject to affordability covenants or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.
- F. No Dwelling Unit shall be operated as Short-Term Rental Unit if it is in violation or noncompliance with any provisions of the Building Code, Fire Code, and Board of Health regulations.
- G. No Dwelling Unit shall be operated as Short-Term Rental Unit if the Operator, or owner of the property if different from the Operator, is in arrears for payment of the unit's Town taxes, water, or sewage charges.
- H. No Dwelling Unit shall be operated as Short-Term Rental Unit unless the number of off-street parking spaces for the property on which the unit is located is sufficient to accommodate all guest occupants.
- I. No Dwelling Unit shall be operated as Short-Term Rental Unit if said unit is subject to zoning or other restrictions that prohibit short-term rental use.
- J. Operators shall designate for each Short-Term Rental Unit a person to be the manager of said unit. Managers shall respond within 2 hours to any problem or complaint and within 30 minutes in an emergency.
- K. The maximum occupancy of any short-term rental unit shall be limited to two people per bedroom.

- L. No commercial trash receptacle, including but not limited to a dumpster, may be maintained on the property on which a Short-Term Rental Unit is located for use by the Short-Term Rental Unit occupants for trash disposal. All trash removal for occupants of a Short-Term Rental Unit shall be by regular residential trash removal services, and shall be collected weekly, at a minimum.
- M. Short-Term Rental Units shall be subject to inspection by the Board of Health, Fire Department and the Director of Municipal Inspections.
- N. All Operators shall maintain an up-to-date log of all occupants that occupy any Short-Term Rental Unit. Said log shall contain all occupants' names, ages, and dates of commencement and expiration of each short-term rental period. The log shall be available for inspection by the Board of Health, Fire Department, and the Director of Municipal Inspections.
- O. All Licenses shall be issued to Operators and shall not run with the Short-Term Rental Unit or the property on which the unit is located. All Licenses shall terminate immediately upon any sale or transfer of ownership of the Short-Term Rental Unit or property on which the Short-Term Rental Unit is located. All Licenses shall terminate if the Operator to whom the license is issued transfers or is no longer in control of said Short-Term Rental Unit or property on which the Short-Term Rental Unit is located; provided, however, that the Select Board may allow the transfer of a license at its sole discretion.
- P. Short-Term Rental Units may only be rented for a minimum of 2 consecutive days and a maximum of 30 consecutive days. No Operator may rent a Short-Term Rental Unit to the same person for more than 30 consecutive days in any 6-month period. Rental durations outside of these minimum and maximum time periods are prohibited.
- Q. Operators shall maintain the structure and property exterior in good condition, including the upkeep of lawns, shrubbery, and other landscape features.
- R. Operators shall furnish each short-term rental occupant with a community information card containing, at a minimum, (i) emergency telephone numbers for the Hopkinton Police Department, Fire Department, and manager designated by the Operator, (ii) a description of the regulations, if any, relative to on-street parking at the address and fines for parking violations, (iii) a description of the Town's trash and recycling requirements, including the date of trash and recycling collection at the address, and (iv) a copy of the Town's noise bylaw.
- S. Operators shall post a sign on the inside of the Short-Term Rental Unit providing information on the location of all fire extinguishers in the unit, and, if applicable, the location of all fire exits and pull fire alarms in the dwelling.

- T. Operators shall retain and make available to the Town, upon written request, records to demonstrate compliance with this Section. The Operator shall retain such records for as long as a Dwelling Unit is offered as a Short-Term Rental Unit.

§164-5 License

Operators shall apply annually to the Select Board for a License for all Short-Term Rental Units. All Licenses will expire on June 30 of each year. The Select Board may adopt regulations, an application form, or other procedures governing the issuance and regulation of Licenses and Operators. Short-Term Rental Units shall be annually recorded in a Short-Term Rental Registry for a fee or fees set by the Select Board.

§164-6 Violations and Penalties

- A. Failure to comply with the requirements of this Bylaw, regulations adopted by the Select Board, conditions of a License, or an order issued by the Board of Health, Fire Department, or Director of Municipal Inspections, shall be subject to the following penalties:

- First Violation: \$150
- Second violation: \$250
- Third and subsequent violations: \$350

Each day that such violation continues shall be deemed to be a separate violation and be subject to the above penalty.

- B. The Select Board may suspend or revoke any License for failure to comply with the requirements of this Bylaw, regulations adopted by the Select Board, conditions of a License, or an order issued by the Board of Health, Fire Department, or Director of Municipal Inspections.
- C. Any person or entity maintaining Short-Term Rental Unit without a License shall be punished by a fine of \$500. Each day that such violation continues shall be deemed to be a separate violation and be subject to the penalty.
- D. In lieu of the penalties set forth in this section, violations may be addressed in accordance with the provisions of M.G.L. c. 40, § 21D, and Ch. 1, Art. II, Noncriminal Disposition, of the General Bylaws of the Town of Hopkinton.

Pass any vote or take any action related thereto.

**ARTICLE: Gun Club Indoor Shooting: Sponsor: Citizens Petition**

To see if the Town will vote to amend the General Bylaws of the Town of Hopkinton as follows:

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

Protect “we the people, babies, animals & birds”, from noise pollution. Gun clubs, should practice firing gun shots indoor and stop noise pollution and make the Town of Hopkinton, enjoyable to every citizen, babies, animals & birds.

Pass any vote or take any action relative thereto.

### **LAND ACQUISITION AND DISPOSITION**

**ARTICLE: Street Acceptance - Foxhollow Road; Sponsor: Planning Board & Select Board**

To hear the report of the Select Board relative to the laying out of the following named street, under the provisions of General Laws chapter 82, and to see if the Town will vote to accept such street as and for public ways and to authorize the Select Board to acquire by gift, purchase, or eminent domain any land or interest in land necessary for such laying out, and act on all matters relating thereto:

Foxhollow Road, from Pond Street to end.

Pass any vote or take any action relative thereto.

**ARTICLE: Street Acceptance - Box Mill Road; Sponsor: Planning Board & Select Board**

To hear the report of the Select Board relative to the laying out of the following named street, under the provisions of General Laws chapter 82, and to see if the Town will vote to accept such street as and for public ways and to authorize the Select Board to acquire by gift, purchase, or eminent domain any land or interest in land necessary for such laying out, and act on all matters relating thereto:

Box Mill Road, from Leonard Street to end.

Pass any vote or take any action relative thereto.

**ARTICLE: Accept Gift of Land - Turkey Ridge Subdivision; Sponsor: Planning Board**

To see if the Town will vote to authorize the Select Board to acquire, by gift, a fee interest in certain parcels of land consisting of 10.22 acres in Parcels B and C as shown on a plan entitled “Definitive Residential Subdivision Turkey Ridge” prepared by J.D. Marquedant & Associates, Inc. and dated June 11, 2021, revised November 12, 2021, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property located at 35 Lincoln Street and 52 Cedar Street Extension and as shown on Assessors Map as R3 Block 14 Lot 0 and R3 Block 8 Lot 0, and said land to be used for open space purposes.

Pass any vote or take any action relative thereto.

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

**ARTICLE: Solar Canopy Leases, Middle School and High School; Sponsor: Town Manager**

To see if the Town will authorize the Select Board and the School Committee to take the following actions, with respect to parking lot solar canopy facility projects on parcels of land under their custody and control:

1. To authorize a lease of a portion of the parking lot located at 88 Hayden Rowe, for a maximum of thirty (30) years, upon such terms and conditions as are acceptable to the Select Board and School Committee, to a solar energy provider for the purposes of constructing, maintaining, and operating a parking lot solar canopy facility on the property.
2. To authorize a lease of a portion of the parking lot located at 90 Hayden Rowe, for a maximum of thirty (30) years, upon such terms and conditions as are acceptable to the Select Board and School Committee, to a solar energy provider for the purposes of constructing, maintaining, and operating a parking lot solar canopy facility on the property.
3. To authorize the Town to grant easements to Eversource to install, maintain, operate, repair, reinstall, or replace utility pole lines and a substation for three phase power for the parking lot solar canopy facility installations at 88 and 90 Hayden Rowe.

Pass any vote or take any action relative thereto.

**ARTICLE: Fruit Street Lease; Sponsor: Citizens Petition**

To see if the Town will vote to authorize the Select Board to increase the portion of Parcel 8, as depicted on the Fruit Street Master Plan dated March 24, 2015, to be leased to a non-profit philanthropic organization for the benefit of Hopkinton youth and based in the Town of Hopkinton from 5 acres, as adopted by the Town under Article 56 of the 2015 Annual Town Meeting, to the remainder of Parcel 8 not already leased to Baypath Humane Society and to negotiate and enter into a lease agreement with Hopkinton Scout Leaders Association, Inc.

Pass any vote or take any action relative thereto.

**ARTICLE: Drainage Easement, 14 Hazel Road; Sponsor: Town Engineer/Facilities Director and Town Manager**

To see if the Town will vote to authorize the Select Board to acquire by gift, purchase, eminent domain, or otherwise, an easement located at 14 Hazel Road as shown as "Proposed Drainage Easement" on a plan entitled "Easement Plan of Land in Hopkinton, Massachusetts", prepared by VHB, Inc. and dated May, 4, 2022, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Assessors' Map U22 46 0, and

said easement to be used for installing drainage infrastructure from EMC Park to the existing municipal drainage infrastructure in Hazel Road.

Pass any vote or take any action relative thereto.

**ARTICLE: Drainage Easement, 77 South Street; Sponsor: Director of Public Works and Town Manager**

To see if the Town will vote to authorize the Select Board to acquire by gift, purchase, eminent domain, or otherwise, an easement located at 77 South Street as shown on the Condominium Site Plan recorded with the Middlesex South District Registry of Deeds as Plan No. 657 of 2022, entitled "Condominium Site Plan - Beveleo Business Park Condominium," prepared by Control Point Associates, Inc., dated September 22, 2022, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Assessors' Map R27 7 B, and said easement to be used for the operation, maintenance, repair, inspection, and replacement of the Stormwater Basin with appurtenant utilities, including but not limited to piping, outlet(s), headwall and riprap collectively the "Drainage Structure").

Pass any vote or take any action relative thereto.

**ARTICLE: Drainage Easement, 20 Downey Place; Sponsor: Director of Public Works and Town Manager**

To see if the Town will vote to authorize the Select Board to acquire by gift, purchase, eminent domain, or otherwise, an easement located at 20 Downey Place as shown as "\_\_\_\_\_ " on a plan entitled " \_\_\_\_\_ ", prepared by \_\_\_\_\_ and dated \_\_\_\_\_, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Assessors' Map L36 51 0, and said easement to be used for installing and maintaining drainage infrastructure.

Pass any vote or take any action relative thereto.

**ARTICLE: Home Rule Petition for Special State Legislation to Authorize Taking of Easements in Milford for Lake Maspenock Dam Repairs; Sponsor: Director of Public Works and Town Manager**

To see if the Town will vote to authorize the Select Board to petition the Massachusetts General Court for special legislation, as set forth below, authorizing the Select Board to acquire by eminent domain such temporary and permanent easements on land in the Town of Milford as are required for the repair and maintenance of the Lake Maspenock Dam, which is owned and maintained by the Town of Hopkinton but is situated in the Town of Milford; provided, however, that the General Court may reasonably vary the form and substance of this requested legislation within the scope of the general public objectives of this petition:

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

An Act Authorizing the Town of Hopkinton to Take by Eminent Domain Certain Easements in the Town of Milford for the Repair and Maintenance of the Lake Maspenock Dam

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

Section 1. The Town of Hopkinton may take and hold, by and subject to the provisions of Chapter 79 of the General Laws, certain easements on land situated in the Town of Milford, described with particularity in the following Section 2, that are necessary for the repair and maintenance of the Lake Maspenock Dam, acquired by the Town of Hopkinton from the Milford Water Company, a statutory corporation incorporated pursuant to Chapter 77 of the Acts of 1881.

Section 2. The Town of Hopkinton may take and hold permanent and temporary easements on land in the Town of Milford, situated off Pine Island Road, and identified, at the time of this act's passage, as Milford Assessors' Parcels numbered 10-0-3, 10-0-4, and 10-0-5.

Section 3. This act shall take effect upon its passage.

Pass any vote or take any action relative thereto.

**ARTICLE: Easements for Lake Maspenock Dam Repairs; Sponsor: Director of Public Works and Town Manager**

To see if the Town will vote to authorize the Select Board to acquire by gift, purchase, eminent domain, or otherwise, easements located as follows:

1. 32 Pine Island Road as shown as " \_\_\_\_\_ " on a plan entitled " \_\_\_\_\_ ", prepared by \_\_\_\_\_ and dated \_\_\_\_\_, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Milford Assessors' Map 10 Lot 3;
2. Rear North Pond Terrace as shown as " \_\_\_\_\_ " on a plan entitled " \_\_\_\_\_ ", prepared by \_\_\_\_\_ and dated \_\_\_\_\_, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Milford Assessors' Map 10 Lot 4;
3. Rear North Pond Terrace as shown as " \_\_\_\_\_ " on a plan entitled " \_\_\_\_\_ ", prepared by \_\_\_\_\_ and dated \_\_\_\_\_, a copy of which is available for inspection at the Office of the Town Clerk, said land being a portion of property shown on Milford Assessors' Map 10 Lot 5;

Said permanent access easements to be used for future dam repairs for the Lake Maspenock Dam.

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

Pass any vote or take any action relative thereto.

**ARTICLE: Temporary Easement for Lake Maspenock Dam Repairs (Eminent Domain);  
Sponsor: Director of Public Works and Town Manager**

To see if the Town will take a temporary easement of 2,883 square feet on a piece of land by eminent domain identified on the Milford Assessors maps as Map 10 Lot 4, Rear North Pond Terrace, N/F Heirs of William H. Casey, Plan Book 2667 Page 557 on a plan entitled "\_\_\_\_\_", prepared by \_\_\_\_\_ and dated \_\_\_\_\_, a copy of which is available for inspection at the Office of the Town Clerk.

Pass any vote or take any action relative thereto.

**ADMINISTRATIVE**

**ARTICLE: Net Zero Resolution; Sponsor: Select Board**

To see if the Town will vote to accept the following Resolution:

WHEREAS, the United Nations Intergovernmental Panel on Climate Change (IPCC) has reiterated its call for ambitious climate action on a global scale to limit warming to within 1.5°C (2.7°F) above pre-industrial temperatures to avoid the worst consequences of climate change, and indicated that such a threshold requires at minimum decreasing carbon pollution by 45% from 2010 levels by 2030 and reaching global net zero carbon emissions by 2050; and

WHEREAS, the goals of the National Climate Task Force include reducing U.S. greenhouse gas emissions 50-52% below 2005 levels by 2030, reaching 100% carbon pollution-free electricity by 2035, and achieving a net zero emissions economy by 2050, and the US Inflation Reduction Act of 2022 makes significant advances toward achieving these goals; and

WHEREAS the Commonwealth of Massachusetts has set a 2050 target date for achieving net zero emissions, and has enacted "An Act driving clean energy and offshore wind" (H.5060) to accelerate fossil fuel independence; and

WHEREAS the residents of Hopkinton have already experienced negative effects of climate change including rising overall temperatures, an increase in extreme weather conditions including flooding and winter storm events, adverse impact on our flora and fauna, an increase in algal blooms in our waterways, an increase in insect-borne illness, and increased exposure to ultraviolet radiation; and



WHEREAS the Town of Hopkinton’s Master Plan (2017) called for a strategic plan or policies "to achieve long term sustainability and efficiency in energy and other fields to improve public health and community resiliency”; and

WHEREAS the Town of Hopkinton was among the first Massachusetts municipalities designated as Green Communities and has already completed numerous sustainability projects through the use of Green Communities funding; and

WHEREAS the Town of Hopkinton enjoys numerous sustainability advantages including relatively few large industries, more new construction, and more green space than many other towns and therefore the Town has a responsibility and capability to establish a somewhat earlier net zero target date than 2050; and

WHEREAS the health and safety of all our residents are affected by rising temperatures and extreme weather emergencies but not on an equal basis, with our seniors, children, fixed income residents, non-native speakers, and disabled residents being among the most vulnerable; and

WHEREAS the welfare of future generations depends upon actions taken now and with a sense of urgency;

BE IT THEREFORE RESOLVED [1] that the Town of Hopkinton commits to a net zero goal of 2045 to eliminate or offset all carbon emissions including municipal, commercial, and residential sources with intermediate milestones of 50% emissions reductions by 2030, and 75% emissions reductions by 2037, relative to 2017 baseline levels.

BE IT FURTHER RESOLVED [2] that the Sustainable Green Committee will present to the Select Board in 2023 a Climate Action Plan, including a Greenhouse Gas Inventory, describing the Town’s current status and providing recommendations to reach the Town’s net zero targets, and that in drafting the document the Committee will seek community input and prioritize social justice and equity.

BE IT FURTHER RESOLVED [3] that all Town boards, committees, and departments deemed appropriate by the Select Board will present to the Board by year end 2024 their plans to align with the Town’s net zero targets.

BE IT FURTHER RESOLVED [4] that the Sustainable Green Committee shall present to the Select Board following each calendar year a report describing progress toward the Town's net zero targets, following the targets and methodology set forth in the Climate Action Plan and Greenhouse Gas Inventory, and including areas such as energy, buildings, transportation, environment, waste, and industry.

BE IT FURTHER RESOLVED [5] that Town boards, committees, and staff shall take the Town’s net zero targets into consideration, to the extent allowed by law, when making budget requests or recommendations; making procurement decisions concerning design,

construction, purchase, renovation, or maintenance of any municipal property; and conducting municipal operations or directing contracted services.

Pass any vote or take any act relative thereto.

**ARTICLE: Abolish Upper Charles Trail Committee and Establish Subcommittee; Sponsor: Citizens Petition**

To see if the Town will, in accordance with Section 6.1 of the Town Charter, vote to direct the Town Manager to abolish the Upper Charles Trail Committee (UCTC) and establish a subcommittee termed the Upper Charles Trail Subcommittee under the direction of the Trails Coordination and Management Committee (TCMC; hereafter to be known as the Hopkinton Trails Committee). This subcommittee shall perform the function of the former UCTC, including 1) establishing at least two possible trail routes for review by the town and selection by the Select Board, and 2) developing this trail using all available funds. The subcommittee shall be comprised of seven (7) members chosen by the Trails Committee and will follow guidance for public communication as previously developed by the TCMC. Funds from this town meeting and from other sources allotted to the UCTC shall be spent under the direction of the Trails Committee and subcommittee for the tasks indicated above and as intended by town meeting. Pass any vote or take any action relative thereto.

Pass any vote or take any act relative thereto.

**ARTICLE: Upper Charles Trail Committee Spending, Segment 7; Sponsor: Citizens Petition**

To see if the Town will vote that no further public funds will be expended by the Upper Charles Trail Committee (UCTC) for work related to establishing a Shared Use Path along that section of Hayden Rowe referred to as Segment 7 in the UCTC's plan entitled "Upper Charles Trail Overall Alignment Schematic 3/14/2022," a section that roughly encompasses the land along Hayden Rowe from 147 Hayden Rowe Street to 192 Hayden Rowe Street. Pass any vote or take any action relative thereto.

Pass any vote or take any act relative thereto.

**ARTICLE: Tax Increment Financing Agreement - Altaeros Energies LLC; Sponsor: Select Board**

To see if the Town will vote, pursuant to Massachusetts General Law Chapter 40, Section 59, and Chapter 23A, Sections 3A through 3F, and the applicable regulations thereunder, to:(a) approve a Tax Increment Financing Agreement ("TIF Agreement") between the Town, Altaeros Energies, LLC, and \_\_\_\_\_ for property shown on Assessors Map \_\_, Block \_\_, Lot \_\_, which TIF Agreement provides for real estate tax and personal property tax exemptions at the exemption rate schedules set forth therein; and (b) authorize the Select Board to execute the TIF Agreement, and any documents related thereto, and to approve submission to the

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

Massachusetts Economic Assistance Coordinating Council (EACC) of the TIF Agreement, and any documents related thereto, all relating to the project as described in the TIF Agreement, and any necessary documents relating thereto, and related submissions, and to take such other actions as necessary or appropriate to implement those documents, and carry out the purposes of this article.

Pass any vote or take any act relative thereto.

**ARTICLE: PILOT Agreement, Wilson Street Solar Farm; Sponsor: Select Board**

To see if the Town will vote in accordance with Chapter 59, Section 5, Clause forty-fifth of the *Massachusetts General Laws*, to approve a Payment in Lieu of Taxes (PILOT) Agreement, as negotiated by the Select Board, with GHTJA04 LLC, for a period of twenty-five (25) years, whereby GHTJA04 LLC will pay the Town a sum of monies per year relative to a portion of land located at 17 Wilson Street, shown as Assessors' Maps U12 1 A, U12 2 A, U11 30 0 and U11 26 B, and which is related to the proposed construction and operation of a Large-Scale Ground Mounted Solar Photovoltaic Installation with an expected nameplate capacity of approximately 1.8 megawatts, said PILOT Agreement being on file in the Town Clerk's Office, and further to allow the Select Board or the Town Manager to negotiate any amendments necessary to said PILOT Agreement to reflect any changes in the size of the parcel of land or size of the system so long as the payments reflected in the PILOT Agreement rise or lower commensurately.

Pass any vote or take any act relative thereto.

HEREOF FAIL NOT, and make the due return of this warrant, with your doings thereon to the Clerk of said Town of Hopkinton, at the time and place aforesaid.

Given under our hands this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

SELECT BOARD  
TOWN OF HOPKINTON

\_\_\_\_\_  
Amy Ritterbusch, Chair

\_\_\_\_\_  
Mary Jo LaFreniere, Vice-Chair

\_\_\_\_\_  
Irfan Nasrullah

\_\_\_\_\_  
Muriel Kramer

\_\_\_\_\_

Select Board Chair Amy Ritterbusch \_\_\_\_\_  
Initial

Shahidul Mannan

A TRUE COPY

ATTEST:

\_\_\_\_\_  
Connor Degan, Town Clerk

DATE: \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE SERVED THE FOREGOING WARRANT BY POSTING A TRUE AND ATTESTED COPY THEREOF IN (1) TOWN HALL, (2) ALL POST OFFICES, (3) THE PUBLIC LIBRARY, (4) THE SENIOR CENTER, AND (5) AT LEAST ONE PUBLIC SAFETY BUILDING, AT LEAST EIGHT (8) DAYS PRIOR TO THE TIME OF HOLDING SAID MEETING.

\_\_\_\_\_  
Constable of Hopkinton



## TOWN OF HOPKINTON

### TOWN MANAGER'S OFFICE

DATE: March 10, 2023

TO: Select Board

FROM: Elaine Lazarus, Assistant Town Manager

RE: Annual Town Meeting Accessibility

I attended a very informative training on March 8 by the Massachusetts Office on Disability relative to accessibility at public meetings and Town Meeting. With respect to Town Meeting accessibility, the following are some highlights:

- Documents posted online should be compatible with screen readers, and maps and plans should be accompanied by a narrative description.
- Presenters should verbally describe what is being visually shown.
- Remote participation at Town Meeting may be a reasonable accommodation/modification for one or more individuals. In these instances, the individual must be allowed to participate remotely and to be able to speak and vote remotely.
- Municipalities should request CART (Communication Access Realtime Translation) and ASL (American Sign Language) interpreters early, due to limited resources. These services can be provided in person or virtually.

Please see the attached slides used at the training for additional information on Town Meetings and all of our public meetings.

# The Massachusetts Office On Disability and the Massachusetts Attorney General's Office



## Accessible Municipal Meetings

Julia O'Leary, General Counsel, MOD

Ann E. Lynch, Assistant Attorney General & Disability Rights Coordinator, AGO

March 2023





# What will we cover?



- ✓ **Overview of Disability Laws**
- ✓ **Reasonable Modifications**
  - ✓ **at open meetings**
  - ✓ **at town meetings**
- ✓ **Best practices**
  - ✓ **at all meetings (in-person and remote)**
- ✓ **Resources**



# Disability Laws & Regulations Overview



## ■ Federal

- ✓ **The Americans with Disabilities Act (ADA) of 1990**
- ✓ **The ADA Amendments Act (ADAAA) of 2008**
- ✓ **Section 504 of the Rehabilitation Act of 1973**

## ■ Massachusetts

- ✓ **Massachusetts Constitution, Article 114**
- ✓ **Massachusetts Equal Rights Law – G. L. c. 93, Sec. 103**
- ✓ **Public Accommodation Law – G. L. c. 272, Sections 92A & 98**
- ✓ **Service Animal Law – G. L. c. 272, Section 98A**





# What is a disability under the ADA?



**The term “disability” under the ADA means:**

- 1) a physical or mental impairment that substantially limits one or more major life activities of an individual;**
- 2) a record of such an impairment; or**
- 3) being regarded as having such an impairment.**



# ADA Title II



**“No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”**

**42 U.S.C. § 12132.**

**Bottom line:** State and local governments cannot discriminate on the basis of disability and their programs, buildings, and services must be made accessible to people with disabilities. This may mean providing a reasonable accommodation upon request.



# Massachusetts Laws



- **Track Federal laws**
- **Sometimes provide more protections**

**For example:**

**G. L. c. 272, sec. 98A: provides for a penalty of up to \$300 for denying a person with a guide dog access to a place of public accommodation**



# What is a reasonable modification?



- **Any adjustment or alteration to a public entity's policies, practices, or procedures, that enables a person with a disability to access the public entity's service, program, or activity**

## Examples:

- **Auxiliary (i.e. communication) aids or services**
  - Ensuring that electronically-published materials are accessible to people using screen readers
  - Providing American Sign Language interpreters during meetings or events
- **Removal of barriers**
  - Installing automatic door paddles in areas used by members of the public
  - Moving a meeting to a physically accessible location
- **Other reasonable modifications of policies, practices, and procedures**
  - Allowing service animals to accompany constituents visiting government offices or events
  - Remote participation in meetings



# Best Practices for all Meetings



- ❑ Regularly train municipal staff and board/committee members on the laws related to accessibility for people with disabilities
- ❑ Think proactively about accessibility
  - Plan ahead for communication access (CART/ASL) as well as physical access
- ❑ Include contact information for the municipality's ADA Coordinator on meeting notices, so members of the public know who to contact for reasonable accommodations/modifications
- ❑ To the extent possible, ensure that information about a meeting posted on the municipality's website, including presentation materials, is accessible to and usable by people with disabilities.
- ❑ If showing a video or image (photo, chart, diagram, map, etc.) as part of the meeting, be sure that there are audio descriptions/alt text



# CART/ASL Interpretation



- **What is CART?**
  - Communication Access Realtime Translation
  - Real-time captioning performed by a professional (either in person or virtually)
- **What is an ASL Interpreter?**
  - A person that provides live American Sign Language interpretation (either in person or virtually)
  - Note: ASL is not the only sign language
- **How to request CART and/or an ASL Interpreter**
  - Massachusetts Commission for the Deaf and Hard of Hearing provides a statewide referral service
  - Requests should be made 2 weeks in advance, if possible, to ensure availability
  - Requests can be cancelled 2 business days prior to the event



# Best Practices for In-Person Meetings



- **No segregation: Meetings should be held in a space that is accessible to all**
- **Consider physical accessibility of the meeting space**
- **Also consider programmatic accessibility: may need to modify policies, practices, and/or procedures to allow participation**





# Best Practices for Remote Meetings or Remote Participation



- **Consider accessibility features when choosing a platform:**
  - **Is there an option for captioning? What is the accuracy of captioning?**
  - **Is there an option to “pin” the speaker’s video?**
  - **Is the software compatible with screen readers?**
  - **Is the software easy to use for users who have difficulty with point-and-click?**
  - **If members of the public are allowed to speak at the meeting, consider how you will include people participating remotely.**





# When might remote participation be appropriate?



- Remote participation as a reasonable modification is permissible at both public meetings and town meetings
- Remote participation as a reasonable modification at an in-person meeting does not make a public meeting or a town meeting “hybrid”
- The possibility of remote participation as a reasonable modification does not impact the way a meeting should be noticed (i.e. a town meeting would be noticed as in person, if it is an in-person meeting)



# Considerations for Town Meetings



- **Ensure you are hosting the meeting in a physically accessible location.**
- **Plan ahead for communication access.**
- **Remote participation as a reasonable modification for a person with a disability does not turn an in-person town meeting into a hybrid/remote meeting.**
- **Consider how to handle:**
  - **Voting (including secret ballot, if applicable)**
  - **Speaking during the meeting**
  - **Strength of internet connection in the meeting room**
    - **Ethernet is ideal for ensuring enough bandwidth**



# Resources



- [WCAG Guidance on Accessible Remote Meeting Platforms](#)
- [Considerations for People who are Deaf and Hard of Hearing at Remote Meetings](#)
- [DOJ's Title II Technical Assistance Manual](#)
- [Municipal ADA Grant Program \(source of funding for accessibility improvements\)](#)
- [Massachusetts Commission for the Deaf and Hard of Hearing](#)
  - [Requesting an Interpreter](#)
- [New England ADA Center Title II Action Guide](#)
- **MOD's ADA Coordinator:**

Julia O'Leary

[Julia.E.Oleary@mass.gov](mailto:Julia.E.Oleary@mass.gov)

Cell: 857-214-1081



# MOD as a Resource



## Please use MOD as a resource:

The Massachusetts Office On Disability  
1 Ashburton Place, Room 1305  
Boston, MA 02108

617-727-7440

MOD-INFO@MASS.GOV


Website: [www.mass.gov/mod](http://www.mass.gov/mod)

**Mass.Gov**  
[mass.gov/mod](http://mass.gov/mod)

  
[@Massdisability](https://twitter.com/Massdisability)

**You Tube**  
[Mass Office on Disability YouTube](https://www.youtube.com/MassOfficeonDisability)

**To:** Select Board

**From:** Norman Khumalo 

**Date:** March 23, 2023

**Ref:** Staff Report - Select Board March 28, 2023 Meeting



1. *Main Street Corridor Project:* Dave Daltorio (Town Engineer/Facilities Director) and Michell Murdock (Project Specialist) have provided the attached update (See Attachment 1).
2. *Per- and Polyfluoroalkyl Substances (PFAS) treatment project:* *Per- and Polyfluoroalkyl Substances (PFAS) treatment project:* The apparent low and responsible bidder was Bay State Regional Contractors in the amount of **\$1,198,737**, pending reference checks and due diligence. Weston & Sampson is checking references and conducting a due diligence review of the bid from Bay State Regional Contractors. The Town's PFAS testing results for the last three months are January: 34.3 PPT, February: 27.9 PPT, and March: **42.0 PPT** (Well #1 was offline for repairs, which helps explain this month's increase). The EPA held an informational meeting to discuss its intention to lower the Health Advisory for PFOA and PFOS to 4 Parts per Trillion (PPT) in drinking water from its current Health Advisory of 70 PPT. DEP's standard for drinking water is 20 PPT. If the EPA lowers its Health Advisory, it may influence DEP's standards. Suppose the EPA drops the MCL to 4 PPT. In that case, wells #1, 2, 7, and 8 will also be above the standard in addition to well #6, which is already above the current standard.
3. *Massachusetts Water Resources Authority (MWRA) Southborough Interconnection Project:* On March 14, the Select Board approved the Intermunicipal Water Supply Agreement between the Towns of Hopkinton and Southborough. It authorized the Town Manager to sign the Agreement with any non-substantive changes made before its execution. We anticipate receiving comments on the IMA from Southborough. Southborough's Town Meeting on Saturday, March 25, 2023, will consider an article to *"transfer from Water Retained Earnings the sum of \$200,000 for the purposes of funding any costs incurred for a peer review of the engineering and design required for an indirect connection to MWRA through the Town of Southborough by the Town of Hopkinton, said funds to be reimbursed by the Town of Hopkinton; or do or act anything in relation thereto."* We understand that the Southborough Select Board and the Advisory Committee voted in favor of this article. John Westerling will attend Southborough's Town Meeting to speak in support of this article.
4. *Regional Upper Charles Trail Letter of Support:* I submitted the attached letters to Senate President Spilka and Representative Arena-DeRosa urging them to support the state's

purchase of the CSX property and insist on route parity provisions as a condition of their support of the property purchase.

5. *Boston Athletics Association check to the Town:* In celebration of the long-standing partnership between the Boston Athletics Association and the Town of Hopkinton, the BAA has increased its annual payment for town services from \$137,200 to \$140,600.
6. *Special Projects - Sustainability, Equity and Economic Development Position Update.* The Town's Pay Classification Plan consultant will present their findings on the position's grading to the Town by mid-next week. At that point, the Human Resources department will commence recruitment.

Attachment 1

TO: Select Board

FROM: Michelle Murdock, Dave Daltorio   
VIA: Norman Khumalo, Town Manager   
DATE: March 24, 2023  
SUBJ: Select Board Update: Main Street Corridor Project Date: March 28, 2023

MassDOT's Original Completion Date for the Project is October 22, 2023. That date was set at the award of the contract. As of the most recent schedule, submitted by A.F. Amorello on November 8, 2022, the project is still on schedule for completion by that date.

Phase 1 and 2 of Main Street Reconstruction has been completed. This work focused on the area from West Main Street to the Fire Station and the 135/85 intersection. This work included the full-depth excavation of these sections of Main Street and the installation of two of the three final paving courses. The final course of pavement will be installed at the end of the project.

Eversource is onsite and is continuing underground infrastructure. Amorello may be onsite coordinating with Eversource on the underground infrastructure. Expect possible delays and detours if requested and approved by public safety.

Installation of poles for traffic and speed limit signs have been placed and signs are being added.

- Paving in preparation for the 2023 Boston Marathon is scheduled to begin on Wednesday, March 29.
- This work will be on the east side of the project only (from Grove Street to Ray Street).
- Milling will take place on Wednesday March 29 followed by paving on Thursday, March 30.
- Temporary line striping will be done on Thursday night after the paving is completed.
- The eastbound detour from Grove Street to Maple Street to Hayden Rowe will be used during the milling and paving work.

Anticipated Work for Spring 2023 includes the following:

- Amorello will be back onsite finishing up their services the day after the marathon.
- Initial work is anticipated to be the installation of underground conduit for street lighting and traffic signals.
- Sidewalk work on the west side of the project is scheduled for the end of April to finish all the incomplete sidewalk work.
- Full depth excavation/reconstruction from the Muffin House to the east end of the project (approximately Ray Street) is tentatively scheduled to start sometime after the marathon.
- Resetting curb/bike lane/sidewalk work on the east side of the project will follow the full-depth reconstruction.

**To Date Construction Cost and Quantities through 9/24/22**

<b>Paid By</b>	<b>Contract Bid Total (incl. contingencies)</b>	<b>As of Sept, 24, 2022</b>	<b>Percent Completed</b>
<b>MassDOT/TIP</b>	\$9,919,513.90	\$5,535,689	56%
<b>Paid By Town</b>	\$10,014,173.48	\$6,578,583	66%
<b>Total Cost</b>	\$19,933,687.38	\$12,114,272.90	61%

**Work Completed - rounded (does not include every bid item)**

	<b>As of 12/18/2021</b>	<b>As of 9/24/2022</b>	<b>Percent Complete</b>
Catch Basins	80	82	100%
Drain Manholes	40	40	100%
Reinforced Concrete Pipe	5,100 ft	5,100 ft	100%
Ductile Iron Pipe	727 ft	727 ft	100%
Hot Mix Asphalt (all types)	2,750 tons	10,268 tons	71%
Gravel (all types)	2,456 cy	9,873 cy	51%
Rock Excavation	1,037 cy	1,037 cy	Est. 100%
Grading and Compaction	n/a	18,000 sy	47%
Granite Curbing	n/a	3,0147 lf	30%
Underground Conduit	2,012 ft	11,459 ft	42%
Utility Vaults Installed	12	18	1. 100%
Excavation (all types)	968 cy	13,326 cy	56%
Concrete Sidewalk	n/a	565 sy	6%



## **Community Contact (3-9-23 thru 3-22-23)**

- A Project Update to announce paving in preparation for the Boston Marathon and Anticipated Work-Spring of 2023 was distributed via email on Friday, March 17, 2023.
- A meeting with the Chamber of Commerce was held on Friday, March 17, 2023 to provide updates on upcoming work and answer any questions from Chamber members.
- A total of 7 issues/concerns from the general public and project abutters were received, reviewed and researched, and an email response was sent to the individual(s) who reported an issue or asked a question. Issues reported/questions asked included:
  1. Email from project abutter to ask about street signs and why two poles are being used.
  2. Email from project abutter to coordinate replacement of sign and to ask if a building permit is required; was advised a permit is required and was directed to Land Use Dept.
  3. Email from project abutter at 2 West Main to ask when repairs to his fence and front yard will be addressed. Forwarded to MassDOT with request to address as soon as possible.
  4. Email from project abutter at 121 Main to report his concern with water flow; reports permanent pooling of water on Claflin Place without any recent rain; his sump pump is running; reported to MassDOT for followup.
  5. Email to a resident outside of the project limits to advise that MassDOT will be onsite to survey her property to mark out property lines to ensure no work encroaches on her property.
  6. Email from resident in response to recent Project Update in favor of upcoming work.
  7. Email from resident in response to recent Project Update; hope they plan to stick to narrow roadway to increase traffic calming.
  8. Email sent to the Transportation Coordinator at Hopkinton Public Schools to advise of upcoming paving work prior to the marathon.

## **Miscellaneous**

- The Project website will continue to be updated throughout the Project. Visit the website to sign up for Project Updates. A QR Code has been developed for quick access.
- Project photos and drone coverage of the 135/85 reconstruction have been added to the website <https://hopkintonmainstreet.com/construction-photos.htm>

Attachment 2:

March 21, 2023

Senator Karen Spilka  
State House  
Room 332  
Boston, MA 02133

Sent via email: [Karen.Spilka@masenate.gov](mailto:Karen.Spilka@masenate.gov)

Dear Senator Spilka:

The Hopkinton Upper Charles Trail Committee (HUCT) has voted to urge you to support the state's purchase of the CSX parcels in Framingham and Sherborn which will allow the Bruce Freeman and Chris Walsh Trails to connect to the Upper Charles Trail (UCT). The UCT is a 30-mile regional trail loop connecting Hopkinton, Milford, Holliston, Sherborn, and Ashland.

Linking these trails has tremendous potential for the region and your constituents. Trails are an economic powerhouse for communities, increasing nearby property values and making communities more desirable places to live, boosting spending at local businesses, revitalizing depressed areas, providing transportation options and reducing fuel costs, reducing medical costs by encouraging exercise and healthy outdoor activities, and increasing tax revenues to communities.

These opportunities are significantly magnified with the additional plans to connect the Upper Charles Trail to the national East Coast Greenway, a trail from Maine to Florida. The Greenway is referred to as America's most popular park, boasting 50 million bike rides, runs and walks during 2020 alone.

However, the current East Coast Greenway route plans to bypass our section of the Upper Charles Trail which would eliminate any chance Hopkinton and its residents could benefit from this exciting national and regional initiative. In supporting the purchase of the CSX property, we also urge you to insist on "route parity" for all towns on the Upper Charles Trail, especially Hopkinton and Ashland, so that the Greenway provides equal opportunity for trail users to travel either branch of the UCT (Ashland-Hopkinton-Milford/Route 85 or Sherborn-Holliston-Milford/Route 16).

Route parity could easily be achieved by including two rotaries, each with neutral wayfinding signage highlighting places of interest. The rotaries would be in Sherborn at the intersection of the Ashland-Hopkinton-Milford (Route 85) branch of the Upper Charles Trail and in Milford

near where the trail intersects Route 16. Similar rotaries and signage have been successfully used on the Cape Cod Rail Trail.

On behalf of the residents of Hopkinton, we respectfully urge you to support the state's purchase of the CSX property and urge you to insist on route parity provisions as a condition of your support of the property purchase.

Sincerely,



Norman Khumalo  
Town Manager

cc: Hopkinton Upper Charles Trail Committee

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March 21, 2023

Representative James Arena-DeRosa  
State House  
Room B1  
Boston, MA 02133

Sent via email: [James.Arena-DeRosa@mahouse.gov](mailto:James.Arena-DeRosa@mahouse.gov)

Dear Representative Arena-DeRosa:

The Hopkinton Upper Charles Trail Committee (HUCT) has voted to urge you to support the state's purchase of the CSX parcels in Framingham and Sherborn which will allow the Bruce Freeman and Chris Walsh Trails to connect to the Upper Charles Trail (UCT). The UCT is a 30-mile regional trail loop connecting Hopkinton, Milford, Holliston, Sherborn, and Ashland.

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On behalf of the residents of Hopkinton, we respectfully urge you to support the state's purchase of the CSX property and urge you to insist on route parity provisions as a condition of your support of the property purchase.

Sincerely,



Norman Khumalo  
Town Manager

cc: Hopkinton Upper Charles Trail Committee

SELECT BOARD LIAISON LIST FY 2023	Select Board Members					Norman	Elaine
	Amy	Mary Jo	Irfan	Muriel	Shahidul		
<b>FINANCE</b>							
Appropriation Committee					X	X	
Board of Assessors		X					
Town Manager's Budget Advisory Team					X		
Capital Improvement Committee						X	
Cable Advisory Committee						X	
<b>PUBLIC SAFETY</b>							
Animal Control							X
Fire Department	X						
Police Department	X						
<b>PERMITTING</b>							
Board of Appeals				X			
Conservation Commission			X				
Planning Board				X			
Board of Health					X		
Permanent Building Committee			X				
<b>EDUCATION</b>							
School Committee					X		
Regional Voc. Tech School Committee				X			
<b>PUBLIC SERVICES</b>							
Cemetery Commission		X					
Commission on Disability	X						
<b>HUMAN SERVICES</b>							
Town Clerk's Office						X	
Personnel Committee						X	
Council on Aging				X			
MetroWest Veterans Service District					X	X	
ADA Oversight Committee	X						
Veterans Celebration Committee				X			
Tax Relief Committee		X					

SELECT BOARD LIAISON LIST FY 2023	Select Board Members					Norman	Elaine
	Amy	Mary Jo	Irfan	Muriel	Shahidul		
<b>CULTURAL/RECREATIONAL</b>							
Hopkinton Cultural Council			X				
Marathon Committee		X					
Marathon Fund Committee					X		
Public Library					X		
Parks & Recreation Commission					X		
Youth Commission				X			
Community Preservation Committee				X			
<b>HISTORIC PRESERVATION</b>							
Woodville Historic District Commission	X						
Hopkinton Historic District Commission	X						
Historical Commission		X					
<b>OTHER</b>							
Sustainable Green Committee		X					
Trail Coordination and Management Committee				X			
Commissioners of Trust Funds						X	
Lake Maspenock Dam Advisory Group						X	
Fruit Street						X	
Hopkinton Schools Athletic Field Subcommittee			X				
Boston Athletic Association			X				
<b>APPOINTED BOARD/COMMITTEE MEMBERSHIPS</b>							
Elementary School Building Committee (Life of the Project)					X		
Irvine-Todaro Properties Advisory Group (Life of the Project)			X				
Pratt Farm Master Plan Team (Life of the Project)		X					
Upper Charles Trail Committee (3-year term expiring 6/30/25)			X				
Open Space Preservation Commission (5-year term expiring 6/30/26)			X				
Affordable Housing Trust Fund Board (2-year term expiring 6/30/24)			X				
Metropolitan Area Planning Council Representative, Select Board member (Town Manager Appointment)	X						X
MetroWest Regional Transit Authority (1-year term)		X					

	Select Board Members							
<b>SELECT BOARD LIAISON LIST FY 2023</b>	Amy	Mary Jo	Irfan	Muriel	Shahidul	Norman	Elaine	
<b>Number of X's:</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>2</b>	

## Pending Select Board Member Future Agenda Items

February 15, 2023

Items are listed in the order they were identified. Items identified and already discussed at meetings are not included on this list.

1. Social Justice issues - Nasrullah (8/4/20)
2. Master Plan action plan/implementation plan items for Select Board - Ritterbusch (12/1/20) (12/15/20)
3. Examination into municipal cable - Nasrullah (9/7/21)
4. The role of the Select Board in the trails/Upper Charles Trail process and what are the next steps for the Board - Kramer (1/25/22)
5. Consider support for Senate and House bills regarding a temporary moratorium on construction of new jails and prisons in Massachusetts - Kramer (1/25/22)
6. Affordable housing updates - Mannan (5/17/22)
7. Economic Development position - Mannan (5/17/22)
8. West Main St. left turns, Cumberland Farms area - Kramer (5/17/22, 10/18/22)
9. Cemetery Commission Rate Changes - Ritterbusch (6/21/22)
10. Parks & Rec. future plans - Mannan (7/12/22)
11. Status and plans for roads & sidewalks; pavement management plan - Mannan (8/2/22)
12. Board & Committee appointments - fostering volunteerism, outreach, and appreciation - Kramer (9/13/22)
13. Discuss ways to keep seniors in their homes - LaFreniere (10/18/22)
14. Policy on redaction of public survey comments - Ritterbusch (11/1/22)
15. Communications plan for the MWRA connection project - Kramer (11/15/22)
16. Ways to support boards/committees & their Chairs, including reviewing committee Charge, and asking how things are going - Kramer (12/6/22)
17. Discuss volunteer appreciation - Kramer (12/20/22); Mannan (2/14/22)
18. Boston Marathon Ashland Recognition - Ritterbusch (2/14/22)
19. Center School and Elmwood School - 2/14/22





February 13, 2023

Office of the Select Board  
Hopkinton Town Hall  
18 Main Street  
Hopkinton, MA 01748

***RE: Senior Citizen Discount & Education Connections Program***

Dear Members of the Board:

The purpose of this letter is to outline the Senior Citizen Discount that Comcast will be offering eligible Hopkinton residential subscribers upon the Effective Date of the 2023 Renewal License. Comcast's decision to offer a Senior Citizens Discount is voluntary.

Although Comcast offers a level of Basic Service that it feels is affordable, it is pleased to be able to provide a discount to qualified Senior Citizens in the Town of Hopkinton. To that end, Comcast will offer a discount of \$2.00 off its monthly "Limited Basic" Service Level or that Digital Level of Service which most closely resembles "Limited Basic" as of the rate card in effect as of the Effective Date of the Renewal License. Said discount will be provided to those subscribers aged sixty-five (65) or older, who are Heads of Household and are income eligible as hereinafter required. The subscriber must provide proof of his/her eligibility for the discount according to the following requirements:

**1. PROOF OF AGE 65 OR OVER:**

Acceptable documentation would include any of the following:

- a) Driver's License;
- b) Birth Certificate;
- c) Passport; or
- d) Lease.

**2. HEAD OF HOUSEHOLD:**

Acceptable documentation in the customer's name would include any one of the following:

- a) Lease;
- b) Deed;
- c) Tax bill; or
- d) Cable bill if current customer.

Select Board



# TOWN OF HOPKINTON BOARD OF APPEALS

Town Hall  
18 Main Street - 3rd Floor  
Hopkinton, MA 01748  
508-497-9745  
[www.hopkintonma.gov](http://www.hopkintonma.gov)

HOPKINTON TOWN CLERK  
2023 MAR 22 AM 8:50

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

[zba@hopkintonma.gov](mailto:zba@hopkintonma.gov)

#23-015

March 22, 2023

## NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on March 22, 2023, filed the following Decision in the Office of the Town Clerk:

- A Decision granting a Special Permit to Cassandra Petrovski, 100 Main Street, Hopkinton, MA, pursuant to Section 210-125 of the Zoning Bylaw to convert a two family dwelling to a three family dwelling at **100 Main 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