



## TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, October 18, 2022 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 webinar:

<https://us02web.zoom.us/j/81607796084?pwd=cUJTNXdldXdzZFhIQXBBeVV1RXpTZz09>

Passcode: 438110

Or One tap mobile :

US: +13092053325,,81607796084# or +13126266799,,81607796084#

Or Telephone:

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

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 876 9923 or +1 646 931 3860 or +1 301 715 8592 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 408 638 0968

Webinar ID: 816 0779 6084

International numbers available: <https://us02web.zoom.us/j/81607796084>

**6:00 PM**

### **CALL TO ORDER**

**1.**

### **EXECUTIVE SESSION**

- a. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 3) to consider strategy with respect to collective bargaining relative to DPW, Police, Fire and Library Unions and non -Union staff (Town Manager and Police Chief) because an open meeting may have a detrimental effect on the negotiating position of the Board;
- b. To approve executive session Minutes (10/11/22).

**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 October 11, 2022 and October 18, 2022 meetings.
- b. **ACCEPT GIFT** - The Select Board will consider accepting a gift of \$3,000 from the Hopkinton Public Library Foundation to the Hopkinton Public library for the "Library of Things".
- c. **ACCEPT GIFT** - The Select Board will consider accepting a gift of \$200 from the Hopkinton Women's Club to the Public Library for books pertaining to women and abuse.

- d. **MARATHON FUND REQUEST** - The Select Board will consider approving the reallocation of \$1,633 which was granted to the Hopkinton Center for the Arts on May 17 2022. The request is to reallocate \$940 from chairs and \$693 from tables towards the remaining payment of trash bins (\$ 1,633). *(The funds were originally granted for outdoor equipment to be used during outdoor events by the HCA).*
- e. **ASSIGNMENT OF POLICE OFFICER DETAILS FOR STATE ELECTION 2022**- The Select Board will consider authorizing the Chief of Police to assign detail officers as follows - one (with rotating relief) inside the polling location from 6 AM - 9 PM (with escort back to Town Hall), one in the school parking lot from 7 AM - 10 AM, one in the school parking lot from 4 PM - 7 PM; no officers are to be assigned to early voting.  
Supporting Exhibits: Marathon Fund Request Form

**6:45 PM**

**NEW TOWN EMPLOYEES**

5. The Select Board will consider confirming the Town Manager’s appointment of the following new Town employees:
- Akil Reid - Custodian (Facilities)
  - Alfonso Lombardi, III - Heavy Equipment Operator (DPW)
  - Stephen Proctor - Heavy Equipment Operator (DPW)
  - Mary Zeinieh - Administrative Assistant (Human Resources/Town Clerk's Office)
  - Elizabeth Rourke - Senior Accounting Manager

Supporting Exhibits: Resumes

**7:00 PM**

**2023 BOSTON MARATHON INVITATIONAL RANDOM DISTRIBUTION**

6. The Select Board will distribute Marathon Invitational Entries to qualified applicants for the 2023 Boston Marathon.  
Supporting Exhibits: 2023 Boston Marathon Applications; 2023 Boston Marathon Invitational Entries Random Distribution Staff Recommendation; Details of entries used by Town Departments in the past.

**7:10 PM**

**2023 ANNUAL TOWN MEETING - POTENTIAL ARTICLES**

7. The Select Board will discuss its potential annual town meeting articles, including General Bylaw changes. The Board will review a draft Short Term Rental Bylaw.  
Supporting Exhibits: Draft Short Term Rental Bylaw; May 2023 Annual Town Meeting & FY24 Budget Timeline

**7:20 PM**

**FY 23 SELECT BOARD GOALS**

8. The Select Board will finalize and publish its FY 23 goals.  
Supporting Exhibits: FY23 Goals

**7:30 PM**

**TOWN MANAGER REPORT**

9. Town Manager will report on the following:
- a. Main Street Corridor Project
- Supporting Exhibits: Town Manager Report

**7:40 PM**

**LIAISON REPORTS/BOARD INVITES**

10. Supporting Exhibit: FY 23 Liaison Assignments

**7:45 PM**      **FUTURE BOARD AGENDA ITEMS**  
11.      Board members will identify future agenda items.  
            Supporting Exhibit: Board Member Future Agenda Items

**7:50 PM**      **ADJOURN**

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**Correspondence to Select Board**

1. Board of Appeals Notices of Decision - 80 Pine Island Rd., 15 Parker Point Rd.
2. Public Hearing Notices - Planning Board & Board of Appeals
3. EHop Email -Boston Marathon Bib distribution

**Upcoming Select Board Meetings**

1. November 2, 2022 (All-Hands Meeting)
2. November 15, 2022
3. December 6, 2022
4. December 20, 2022

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

# MARATHON FUND REQUEST

Funding is hereby requested by Marathon Fund  
Name of organization or department

for the purpose of reallocating HCA funds that  
were approved on May 17, 2022

Please reallocate \$940 from chairs and  
\$693 on tables towards remaining payment  
of trash bins (\$1633.00)

## Recommended by vote of the Marathon Fund Committee

Colleen O'Charleston  
Chairman or Secretary

10/11/2022  
Date

\$ 1633.00  
Amount

## Approved by vote of the Board of Selectmen

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

cc: **Town Accountant**  
**Treasurer**  
**Marathon Fund Committee**  
**Organization or Department**

**RECEIVED**

AUG 15 2022

HUMAN RESOURCES

**Akil Reid**

**Express Employment Professionals**  
Temporary Contract Employment  
Various assignments including Town of Hopkinton from February 2021 to Present

**Demo labor Worker**

11/2016- 2021  
(Per Diem Work)  
Inner City  
Milton, MA

- Prepared the sites by putting up rails and safety screens, and laying dustsheets.
- Separating out re-usable building materials after demolition
- Stripping out fittings, removing doors and windows, and dismantling structures.
- Site clean-up and trash removal.

**Landscape Maintenance Technician (seasonal)**

08/2016- 11/2016  
Minuteman Landscaping  
Concord, MA

- Perform general landscape maintenance responsibilities including mowing, mulching, and spring and fall clean up
- Maintain the high standards of our company in dealing with clients
- Be a team player

**Office Cleaning Team Lead**

06/2016 – 09/2016  
Colonial Maintenance Contractor  
Boston, MA

- The supervision of all cleaning staff focussing on their performance in terms of standards of cleanliness and performance
- Ensuring that a first class cleaning service is delivered to all areas of the building
- Ordering of cleaning materials and monitoring of all cleaning activities
- Safeguard building security, key holding

**Maintenance**

10/2006 - 11/2015

Tenant Development Corporation Boston, MA

- Keep buildings in clean and orderly condition.
- Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Performing routine maintenance activities, notifying management of need for repairs.
- Cleaning snow or debris from sidewalk.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

**Janitorial**

9/2005 - 9/2006

Boston Public School

Boston, MA

- Keep buildings in clean and orderly condition.
- Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.

**Demo labor Worker**

02/2004 - 9/2005

Inner City

Milton, MA

- Prepared the sites by putting up rails and safety screens, and laying dustsheets.
- Separating out re-usable building materials after demolition
- Stripping out fittings, removing doors and windows, and dismantling structures.
- Site clean-up and trash removal.

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**Education:**

High School

**Skills**

- "Can do" attitude; excellent working relationship with team and residents.
- Highly proficient in written and oral communications.
- Dependability
- Organization
- Multitasking

# Alfonso Lombardi III

## **WORK EXPERIENCE**

### **City of Framingham DPW, Framingham, MA**

*Medium Equipment Operator, October 2020 – Present*

- CDL holder
- Water & sewer repairs
- Minor Vactor experience
- Small engine repairs
- Paving experience
- Loader, backhoe, small crane experience

### **MARKS MOVING & STORAGE, Westborough, MA**

*Mover/Driver, April 2017 – 2020*

- CDL holder
- Straight truck experience
- Lead crews on site
- Make sure furniture is delivered without damages
- Disassembly and reassembly of furniture or equipment
- Collection of payment and customer satisfaction
- Packing of valuable belongings/glass

### **MCKESSON MEDICAL SURGICAL, Northborough, MA**

*Shipping Lead, Oct 2014 – Mar 2017*

- Shipping Manager
- Lead team of 10 people
- Make sure orders are complete and wrapped
- Dispatch trucks on time
- In charge of close out process and paperwork

### **CONSUMER AUTO PARTS, Marlborough, MA**

*Sales Associate, Mar 2013 – Sep 2014*

- Responsible for close and lock up process
- Retail sales
- Search and deliver parts
- "Key holder"

### **ROCHE BROS, Westborough, MA**

*Grocery Clerk, Jul 2007 – Aug 2012*

- Receiving
- Overnight

- Stock shelves
- Fill in Manager

## EDUCATION

██████████ Technical High School, ██████████  
*High School Diploma, ██████████*

- Computer Information Technology
- Networking
- Volleyball Captain
- Honor Roll

██████████ Technical Institue, ██████████  
*Associates Degree majoring in Networking ██████████*

- Graduate
- Cisco Networking Skills
- Volleyball Team Manager

## ADDITIONAL SKILLS/Certifacations

- Managing Experience
- Class A CDL
- HE-2A, 1B license
- trench safety
- confined spaces
- asbestos cert.
- osha 10hr
- Hands on



# Stephen M Proctor



Experienced heavy equipment operator/ commercial truck driver with 15+ years of experience in the construction/ landscape industry. Aspiring to apply a deep knowledge of construction equipment, techniques and safety guidelines to successfully serve as a working foreman on your team. Possess a Class A CDL license, 2A Hydraulic License and OSHA certification.

## **Professional Experience**

### **Hudson DPW, Hudson MA**

Laborer/Truck Driver, October 2021- Present

- Performed a variety of maintenance/construction requests necessary for maintaining town roads, property and facilities. This includes, but is not limited to, repairing/ replacing water mains, repair and maintain roadways, replace/repair hydrants, haul materials and participate in trash collection and many other functions necessary.
- Maintain roadways during extreme weather situations. This includes, but is not limited to, plowing and salting roads as necessary, maintaining catch basins during storm systems, and monitoring roadways for any hazards.

### **High Acres Associates, Hopkinton MA**

Heavy Equipment Operator/ Class A Truck Driver/ Laborer, May 2019- October 2021

- Operated heavy equipment for various constructions tasks. This includes, but is not limited to, site preparation for construction processes, read site plans to determine where work was required.
- Labored for general constructions processes. This included installing culverts, hydrants, catch basins, roadways and more.
- Hauled materials and equipment to various locations while being vigilant of weight/height restrictions.

### **Ted's of Fayville, Southborough MA**

Class A Truck Driver, January 2019- May 2019

- Hauled and loaded various heavy equipment, generators and other machinery, in addition to various light duty driver requirements when needed.
- Completed minor maintenance on trucks when necessary

### **Proctor & Sons, Hopkinton MA**

Heavy Equipment Operator/ Class A Truck Driver/ Laborer March 2018- May 2019

- Hauled materials to and from required sites.

- Secured contracts for the company to have continuous work.
- Operated various heavy equipment as needed to prepare job sites for large constructions jobs.
- Read site plans to determine work area and requirements.
- Installed full septic systems up to code after reading site plans drafted by architects.

**J.F. Irvine, Hopkinton MA**

Heavy Equipment Operator/ Class A Truck Driver/ Laborer January 2016- March 2018

- Hauled materials to and from required sites.
- Operated various heavy equipment as needed to prepare job sites for large constructions jobs.
- Read site plans to determine work area and requirements.
- Installed full septic systems up to code after reading site plans drafted by architects.

**CMS Construction, Marlborough MA**

Heavy Equipment Operator/ Class A Truck Driver/ Laborer March 2015-January 2016

- Hauled materials to and from required sites.
- Worked under direction of foreman to complete required tasks.
- Operated various heavy equipment as needed to prepare job sites for large constructions jobs.
- Read site plans to determine work area and requirements.

More job history available upon request.

**Mary Zeinieh**



**RECEIVED**

AUG 29 2022

HUMAN RESOURCES

August 29, 2022

**Town of Hopkinton**  
Human Resources Department  
18 Main Street  
Hopkinton, MA 01748

Re: Administrative Assistant position

Hello,

I am very interested in joining your team as the administrative assistant for the Human Resources and Town Clerk's office and appreciate the opportunity to submit my resume and application for your consideration.

My professional experience has largely been in small companies and offices so I understand and am excited about the rewards and challenges. I would like to highlight a few additional skills:

- Had daily contact with and provided excellent, timely, service to customers and members
- Scheduled meetings, made travel arrangements, screened calls and emails for the Executives
- Positive, cooperative attitude
- Discreetly maintained human resources and payroll information

I am looking forward to learning more about your office and team. I really hope you will invite me in for an interview.

Thank you very much for your time and consideration.

Sincerely,

**Mary Zeinieh**

## Mary T. Zeinieh

### PROFILE

- Proactive, customer-focused administrator
- Analytical, discreet, and efficient
- Thrive in both independent and collaborative work environments
- Creative problem solver with ability to resolve conflicts

### EXPERIENCE

#### Gig Worker, Independent Contractor

2020 - Present

- Provided child care and remote learning supervision to elementary school aged children
- Sentiment analysis and AI training

#### TMP Worldwide

2011 - 2020

##### Senior Online Marketing Specialist

- Worked in collaboration with Inbound Marketing and SEO teams on client analytics and strategies
- Created team meeting minutes and action item plans

#### Business Ethics Consultant

2010 - 2011

- Collaborate with corporate team to assess corporate ethics and compliance program efficacy

#### Ethics & Compliance Officer Association - Waltham, Massachusetts

2000 - 2010

##### Director of Operations, Chief of Staff

- Chief management of systems optimization, operations management, human resource management, as well as budget control, fundraising, and program development
- Provided and ensured members and customers received highest level of service
- Prepared Board of Directors and Board Committee meeting minutes with action items
- Event planning and project management
- Assisted Executive Director with report preparation and presentations

#### The DeWolfe Companies - Medfield, Massachusetts

1997 - 2000

##### Realtor & Community Outreach Organizer

#### The TabataCo Group - Boston, Massachusetts

1990 - 1997

##### Bookkeeper & Administrative Assistant

- Oversaw daily operations of corporate office

**Mary T. Zeinieh**



**PROFESSIONAL EDUCATION & AFFILIATIONS**

 Managing Ethics In Organizations Graduate Certificate

**Society of Corporate Compliance and Ethics - Member**

**Society for Human Resource Management - Member**

**COMPUTER SKILLS**

- MS Office Suite
- QuickBooks
- Google Docs
- Social Media
- Workday
- ADP

**COMMUNITY INTERESTS**

- Established a program to prepare and file individual tax returns and teach basic computer skills to members of church community
- Prepare and serve meals and other services to Pine St. Inn Shattuck Shelter

References Available

Elizabeth E. Rourke



Town of Hopkinton  
Attn: Human Resources Department  
18 Main Street  
Hopkinton, MA 01748

October 21, 2022

Dear Mrs. Casey,

This letter is to express my interest in the Accounting Manager/Town Accountant position.

I am looking for a managerial governmental accounting position to utilize my vast experience and education. I feel that my years of experience in governmental accounting and extensive education make me an ideal candidate for this position. Having a Master's of Science in Accounting, I have a strong knowledge and understanding of GAAP, GASB, financial statement preparation, financial statement analysis, annual budgeting processes, payroll processing, accounts payable and accounts receivable functions. I am an excellent problem solver and critical thinker with good communicational and interpersonal skills. I value myself as a highly energetic, highly organized individual who has the ability to handle multiple tasks and duties that this job entails. I am a great manager who acts a team leader to build good working relationships with staff as well as providing guidance and support to staff.

I am confident that my combination of work experience and solid educational background has prepared me for making an immediate contribution to the Town of Hopkinton. My background and professional approach to business will provide the Town of Hopkinton with a highly productive Accounting Manager/Town Accountant.

I thank you for your time and attention and look forward to hearing from you.

Sincerely,

Elizabeth E. Rourke

# Elizabeth E. Rourke

## EDUCATION

MMA/SUFFOLK UNIVERSITY

**Certificate in Local Government Leadership and Management**

Boston, MA

SCHOOL OF MANAGEMENT

Boston, MA

**Masters of Science in Accounting**

- Graduated with Honors

SCHOOL OF MANAGEMENT

Boston, MA

**Bachelor of Science in Business Administration**

- Graduated Magna Cum Laude, Griffin Scholar

## EXPERIENCE

### Finance Director

North Reading, MA

Town of North Reading, Finance Division

November 2011-Present

- Participate in Division Head Executive Meetings
- Prepared the Town's \$77 Million dollar budget
- Prepared documents for Bond Rating of AA2 and debt issuance
- Supervised Treasury/Collection, Assessing, Accounting and Information Technology departments
- Maintained all the financial records of the town
- Responsible for the direct oversight of all town investments
- Acted as the financial advisor to the Town Administrator
- Prepared the Town's financial statements
- Developed a departmental policy and procedures manual
- Implemented and installed a fully integrated financial management system (MUNIS)
- Compiled all necessary documents for the external auditors, Department of Revenue(Schedule A, Tax Rate Recap and the Balance Sheet and Department of Elementary and Secondary Education (School End of Year Report)
- Assist the Town Administrator in Special projects
- Liaison to the Capital Improvement Planning Committee and the Finance Committee

### Deputy City Auditor

Somerville, MA

City of Somerville, Finance Division, Auditing Department

June 2010-November 2011

- Implemented and installed a new citywide integrated financial system (MUNIS)
- Assisted with the development and preparation of the City's \$168 million dollar budget
- Compiled all necessary documents for the external auditors, Department of Revenue(Schedule A, Tax Rate Recap and the Balance Sheet and Department of Elementary and Secondary Education (School End of Year Report)
- Performed monthly financial closing including updating and maintaining the General Ledger, analysis of all account variances and reporting of results to management
- Prepared monthly, quarterly and annual financial statements
- Prepared documents for Bond Rating of AA
- Monitored debt and capital project spending
- Maintained all state and federal grants citywide
- Worked closely with the School Department ensuring proper accounting, reporting and processing procedures were in place
- Processed payroll and accounts payables
- Supervised a staff of two accountants

**Systems Accountant**

City of Somerville, Finance Division, Auditing Department

Somerville, MA  
May 2008– June 2010

- Analyzed all account variances and reported the results to management.
- Prepared and made adjusting journal entries to appropriation balances as necessary.
- Audited and recorded all cash receipts and payments.
- Reconciled all cash accounts and all accounts receivables on a monthly basis
- Analyzed and set up all state and federal grants.

**Deputy Tax Collector**

City of Somerville, TREASURER'S OFFICE

Somerville, MA  
Dec 2006 – May 2008

- Reconciled all monthly bank statements for multiple cash, loan, trust fund, and investment accounts.
- Tracked and recorded all revenue collections
- Performed cash disbursements by preparing all necessary forms.
- Compiled monthly reports reconciling all department cash against the city ledger.
- Prepared account receivable standing reports for personal and real property.

**Senior Accountant**

City of Somerville - Mayor's Office of Strategic Planning and Community Development

Somerville, MA  
May 2003 – Dec 2006

- Maintained all Federal and State Grants.
- Completed and filed quarterly HUD reports
- Prepared a weekly payroll for staff of 60
- Tracked and recorded all cash receipts and payments, make and record bank deposits and transfers.
- Reconciled monthly bank statements for multiple cash and loan accounts.
- Compiled monthly reports reconciling all department accounts against the city ledgers
- Processed accounts payable invoices

**Administrative Assistant**

City of Somerville, Mayor's Office

Somerville, MA  
October 2001-May 2003

- Scheduled appointments and greeted members of the community.
- Exercised advanced verbal and written communication skills.
- Utilized accounts payable functions: created requisitions for purchase orders
- Prepared bill rolls for payment of invoices.

**Skills**

Proficiency in MS Office Suite, Google Workspace, MUNIS(Tyler Technologies), QuickBooks, and a strong understanding of UMAS, GAAP, GASB, IRS and DOR Regulations and MGL Finance Laws.

**Licensure & Professional Affiliations**

Certified Governmental Accountant  
CPA Certification Candidate



Timestamp	Name of Organization	Primary Contact	Address	Telephone	Email Address	Organization Website	Category (may only apply under one category)	If a registered non-profit, please attach valid and current proof of tax exempt status. You may upload the form here, or email it to vduutta@hopkintonma.gov	Number of Invitational Entries Requested for this year	Number of Invitational Entries received for 2022 from all sources other than Hopkinton	If you are a previous recipient of an invitational waiver from the Town, please list year(s) and amount raised per waiver. If this question does not apply to you, please respond with "N/A".
10/12/2022 13:42:41	Sophie's Hope Foundation	Jamas LaFreniere	23 Briarcliff Dr Hopkinton MA	508-341-4027	jamas@sophieshopefoundation.org	<a href="http://www.sophieshopefoundation.org">www.sophieshopefoundation.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1o5CDGrubq5NGPXoMSzKkNL4YmsK7Pxcw">https://drive.google.com/open?id=1o5CDGrubq5NGPXoMSzKkNL4YmsK7Pxcw</a>	1	0	2022 = \$22,000
10/12/2022 13:51:11	Hopkinton Boys Youth Lacrosse	Ed O'Donnell	2 Chadwick Way	5085273219	ed@sundininc.com	<a href="http://HopLAX.com">HopLAX.com</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1widAqiwaE_YScrGVz8gOKwSigTco6HU">https://drive.google.com/open?id=1widAqiwaE_YScrGVz8gOKwSigTco6HU</a>	1	0	2019: \$7,000, 2020: \$7,500, 2021: \$5,000, 2022: \$5,200
10/12/2022 13:56:35	Hopkinton Country Club Charitable Foundation (HCCCF)	David Lane	69 Middlesex St. Haverhill, MA 01835	978-866-5827	dmasports2010@gmail.com		Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		1	0	N/A
10/12/2022 14:18:58	Hopkinton Garden Club	Leslie Scanga Chodnowsky	54 W Elm St, Hopkinton MA 01748	508-395-2675	chodnowsky@comcast.net	<a href="https://www.hopkintongardenclub.org">https://www.hopkintongardenclub.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1fGRZokYD-YesmY55HMaGmzFOUu391ZV9">https://drive.google.com/open?id=1fGRZokYD-YesmY55HMaGmzFOUu391ZV9</a>	1	0	N/A
10/12/2022 14:22:15	Michael Winslow Respite Center	Wendy Sousa	112 Main Street	508-435-1222	wendy.sousa35@gmail.com	<a href="https://www.hopkintonrespite.org/">https://www.hopkintonrespite.org/</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1u0C3s_Pvx7d4KEWqTe7VqsJkI4MkRLui">https://drive.google.com/open?id=1u0C3s_Pvx7d4KEWqTe7VqsJkI4MkRLui</a>	1	10 From Cross Point, 15 From Dell	2017: 2 numbers from you. Both raised \$5K 2018: 1 number from you. Raised \$15K 2019: 1 number from you. Raised \$9500 2022: 1 number from you. Raised \$17K
10/12/2022 14:24:27	The Michael Lisnow Respite Center	Ricardo Barraza	112 Main Street	508-435-1222	ricardo@hopkintonrespite.org	<a href="http://www.hopkintonrespite.org">www.hopkintonrespite.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1u0C3s_Pvx7d4KEWqTe7VqsJkI4MkRLui">https://drive.google.com/open?id=1u0C3s_Pvx7d4KEWqTe7VqsJkI4MkRLui</a>	2	15 from Dell/EMC and 10 from Crosspoint	2016 1 \$5,540.00 2017 1 \$5,672.00 2018 1 \$7,500.00 2019 1 \$8,750.00 2020 0 \$0.00 2021 1 \$7,475.00 2022 1 \$7,415.00  TOTAL: \$42,352.00
10/12/2022 14:25:43	Hopkinton Little League	Clare Behrens	PO Box 32, Hopkinton MA 01748	949-235-0202	hopkintonlittleleague@gmail.com	<a href="http://hopkintonlittleleague.org">hopkintonlittleleague.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1878SxLJTqm0jhPn1TPi9YagUytpFgz">https://drive.google.com/open?id=1878SxLJTqm0jhPn1TPi9YagUytpFgz</a>	1	0	2019- \$7228 2020-\$3276 2021-\$6880 2022-\$8135
10/12/2022 14:49:50	Baypath Humane Society	Sandra Gittlen	500 Legacy Farms North	5084399936	sgittlen@baypathhumane.org	<a href="http://www.baypathhumane.org">www.baypathhumane.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1A5-Cw1TfdceLghT2QUPCqChqJlJds">https://drive.google.com/open?id=1A5-Cw1TfdceLghT2QUPCqChqJlJds</a>	1	1	2022 (\$13k), 2021 (\$5,400), 2019 (\$7,300), etc.
10/12/2022 14:53:16	Hopkinton Masonic Benevolent Fund	Ron Haley	38 Lakeshore Dr Hopkinton, Ma	5089167976	ronhaley@gmail.com	<a href="http://www.johnwarrenlodge.org">www.johnwarrenlodge.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1_2j11400_R_wGRLPvPFTYX7yrcXnHhIx">https://drive.google.com/open?id=1_2j11400_R_wGRLPvPFTYX7yrcXnHhIx</a>	2	0	20k 2019, 12k 2020 and 7k 2022
10/12/2022 15:20:24	Hopkinton Youth Field Hockey	Sharon Remsen	39 Teresa Road	508-789-7121	hopkintonyouthfieldhockey@gmail.com	<a href="https://hopkinton-youth-field-hockey.sportsengine-prelive.com/?fbclid=IwAR01qrOnsclpxKmM_lBBsJeabvjmtpm8ts-Y7JGXQ3769FXvK8Lwd673E&amp;fs=e&amp;s=cl">https://hopkinton-youth-field-hockey.sportsengine-prelive.com/?fbclid=IwAR01qrOnsclpxKmM_lBBsJeabvjmtpm8ts-Y7JGXQ3769FXvK8Lwd673E&amp;fs=e&amp;s=cl</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		1	0	N/A


Timestamp	Name of Organization	Primary Contact	Address	Telephone	Email Address	Organization Website	Category (may only apply under one category)	If a registered non-profit, please attach valid and current proof of tax exempt status. You may upload the form here, or email it to <a href="mailto:vdutta@hopkintonma.gov">vdutta@hopkintonma.gov</a>	Number of Invitational Entries Requested for this year	Number of Invitational Entries received for 2022 from all sources other than Hopkinton	If you are a previous recipient of an invitational waiver from the Town, please list year(s) and amount raised per waiver. If this question does not apply to you, please respond with "N/A".
10/12	Hopkinton Women's Club	Doris Early	20 Wood St	413-519-8656	<a href="mailto:hopkintonwc@gmail.com">hopkintonwc@gmail.com</a>	<a href="http://hopkintonwomensclub.org">hopkintonwomensclub.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		1	0	2017-\$3000, 2018-\$3200, 2019-\$5002, 2020-\$4002, 2021-\$4826, 2022-\$5756
10/12/2022 15:44:12	HHS BPA/Robotics	Doug Scott	90 Hayden Rowe Street	8572725952	<a href="mailto:dscott@hopkinton.k12.ma.us">dscott@hopkinton.k12.ma.us</a>	<a href="https://highschool.hopkinton.k12.ma.us/">https://highschool.hopkinton.k12.ma.us/</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		2	1	2018 = 5K, 2019 = 6K, 2020 = 2K(Covid Cancel), 2021= 5K, 2022 = 5.5K
10/12/2022 16:36:36	Hopkinton Girls Youth Lacrosse	Tara Sanda	4 Equestrian Drive	6179701433	<a href="mailto:tarasanda@gmail.com">tarasanda@gmail.com</a>	<a href="http://www.hopkintongirlslax.com">www.hopkintongirlslax.com</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=10h719TdZXb5aQuZvx-Apis4yFxyvU1S3">https://drive.google.com/open?id=10h719TdZXb5aQuZvx-Apis4yFxyvU1S3</a>	1	0	2021 - 5K, 2022 - 8K
10/12/2022 21:02:43	Hopkinton Education Foundation	Chris Fredericks	7 Joseph Road	9148154445	<a href="mailto:president@hopkintoneducationfoundation.org">president@hopkintoneducationfoundation.org</a>	<a href="http://hopkintoneducationfoundation.org">hopkintoneducationfoundation.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1umCxYFMV-A79VzxtWVCmZuP3pjBTQCRy3">https://drive.google.com/open?id=1umCxYFMV-A79VzxtWVCmZuP3pjBTQCRy3</a>	1	0	each year for at least the past 5-10 ... >\$5K each year
10/12/2022 21:38:31	Mental Health Collaborative, Inc	Abbie Rosenberg	149 Wood Street	15086251660	<a href="mailto:abbie@mentalhealthcollaborative.org">abbie@mentalhealthcollaborative.org</a>	<a href="http://www.mentalhealthcollaborative.org">www.mentalhealthcollaborative.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1hlnNc0QFFSbYT2P6QuLFSroBqugz5n">https://drive.google.com/open?id=1hlnNc0QFFSbYT2P6QuLFSroBqugz5n</a>	3	0	2021: 1 waiver - \$8K 2022: 1 waiver- \$5600
10/13/2022 8:30:50	Veterans Celebration Committee	Mike Whalen	262 Wood St. Hopkinton, Mass 01748	508-435-2397	<a href="mailto:whalen.michael@comcast.net">whalen.michael@comcast.net</a>	Veterans Celebration committee	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		1	1	2022- \$3300
10/13/2022 10:00:49	Hopkinton Senior and Disabled Tax Relief Committee	Sue Kurys	29 Forest Lane	5083302390	<a href="mailto:smkurys@gmail.com">smkurys@gmail.com</a>	<a href="http://hopkintonma.gov">hopkintonma.gov</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		1	1	2022 - \$5,000; 2021 - \$0; all years prior (5 years or more) - \$5,000
10/13/2022 12:38:45	Hopkinton Historical Society	John Palmer, President	PO Box 423; 168 Hayden Rowe St., Hopkinton	(508) 435-4955 (home phone)	<a href="mailto:Johnpalmer87@verizon.net">Johnpalmer87@verizon.net</a> (home email)	<a href="https://hopkhistosoc.org">https://hopkhistosoc.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1luRCKYmFRF6qSdj81gJ7iBh9Kl26lZF">https://drive.google.com/open?id=1luRCKYmFRF6qSdj81gJ7iBh9Kl26lZF</a>	1	None	2022 - \$5,250; 2021 - \$4,550; 2020 - \$4,399
10/13/2022 14:05:42	Friends of Hopkinton SEPAC	Nicole Sullivan	11 Maple Street	5084350943	<a href="mailto:sullivanleavy@gmail.com">sullivanleavy@gmail.com</a>		Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1RPx4XhBLaTl26lS2Nu2czrrJMdWOawlZ">https://drive.google.com/open?id=1RPx4XhBLaTl26lS2Nu2czrrJMdWOawlZ</a>	1	0	2022 \$8,209.00; 2020 \$4025.00; 2019 \$590.50; 2018 \$3000.00; 2017 \$3000.00; 2016 \$3805.00; 2015 \$4000.00 ; 2014 \$9460.00 (2 bibs)
10/13/2022 16:59:34	Hopkinton Food Pantry	Shana Adams	77 South Street	5089309454	<a href="mailto:shana@projectjustbecause.org">shana@projectjustbecause.org</a>	<a href="http://www.projectjustbecause.org">www.projectjustbecause.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1a8G_9nKlE_xbjaz58w_Zksj00ECikFbu">https://drive.google.com/open?id=1a8G_9nKlE_xbjaz58w_Zksj00ECikFbu</a>	1	0	\$5,000

Timestamp	Name of Organization	Primary Contact	Address	Telephone	Email Address	Organization Website	Category (may only apply under one category)	If a registered non-profit, please attach valid and current proof of tax exempt status. You may upload the form here, or email it to vdtutta@hopkintonma.gov	Number of Invitational Entries Requested for this year	Number of Invitational Entries received for 2022 from all sources other than Hopkinton	If you are a previous recipient of an invitational waiver from the Town, please list year(s) and amount raised per waiver. If this question does not apply to you, please respond with "N/A".
10/13/2022 20:16:24	Live4Evan	Jack Nealon	PO Box 845, Hopkinton, MA 01748	(774) 270-4742	jack.nealon@live4evan.org	<a href="http://live4evan.org">live4evan.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1gluaZUbwM9NfuhGwxk3BratNRUzo1Ad">https://drive.google.com/open?id=1gluaZUbwM9NfuhGwxk3BratNRUzo1Ad</a>	2	0	(2014 - \$3,305) (2015 - \$4,038) (2016 - \$4,011) (2017 - \$17,956) (2018 - \$9,226) (2019 - \$9,433) (2021 - \$5,176) (2022 - \$15,268)
10/13/2022 20:56:47	Hopkinton Freedom Team, Inc.	Cathleen Dinsmore, President	P.O. Box 60, Hopkinton, MA 01748	617-413-1847	president@hopkintonfreedomteam.org	<a href="http://www.hopkintonfreedomteam.org">www.hopkintonfreedomteam.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1AGqXZiGK27sopvaFu3wJ_ANDVte9mKX">https://drive.google.com/open?id=1AGqXZiGK27sopvaFu3wJ_ANDVte9mKX</a>	1	None, only 1 from Hopkinton	2022 Boston Marathon invitational waiver from Town of Hopkinton: \$5,809 raised.
10/14/2022 8:36:14	HPTO	Rachel Dalton-Viveiros	PO Box 963 Hopkinton MA	5084048287	preseident@hptoonline.com	<a href="https://hopkintonptamembershiptoolkit.com/">https://hopkintonptamembershiptoolkit.com/</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1hBo4idwi0eoTq_a04i87cd4iDWxjsgz">https://drive.google.com/open?id=1hBo4idwi0eoTq_a04i87cd4iDWxjsgz</a>	1	0	\$5000 for the past 10 years (minus covid year)
10/15/2022 12:43:13	Desire to Inspire Team, Hopkinton Middle School	Matt Lefebvre, Deb Pinto	88 Hayden Rowe Street	508 497 9830	mlefebvre@hopkinton.k12.ma.us	<a href="https://middleschoolhopkinton.k12.ma.us/">https://middleschoolhopkinton.k12.ma.us/</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		1	0- not entirely sure as I am new to my position at the Middle School	Yes- I believe the Middle School has received bibs in the past
10/15/2022 12:45:19	Expanded Arts Opportunities, Hopkinton Middle School	Matt Lefebvre	88 Hayden Rowe Street	508 497 9830	mlefebvre@hopkinton.k12.ma.us	<a href="https://middleschoolhopkinton.k12.ma.us">https://middleschoolhopkinton.k12.ma.us</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		1	0	0
10/16/2022 16:34:13	Canty's Underdog Scholarship Fund Inc	Becky Canty	5 CUNNINGHAM ST	5084359516	Rebecca.canty@comcast.net	N/A	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1vae685rWL0VCtelliEXJN0icC7pdae8">https://drive.google.com/open?id=1vae685rWL0VCtelliEXJN0icC7pdae8</a>	1	0	2022: \$6975.00, 2021: 32,000
10/17/2022 9:50:55	KeoSmilin4Abbie Foundation	Stephen Benford	31 Forest Ln. Hopkinton	508 298 9968	stephen.benford@icloud.com	<a href="http://www.keosmilin4abbie.org">www.keosmilin4abbie.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		2	0	2015-6824; 2016-5707; 2017-7939; 2018-5895; 2019-12748; 2020-pandemic; 2021-10,200.
10/17/2022 17:54:11	Dignity Matters, Inc.	Maureen Belger	14 Colella Farm Rd., Hopkinton, MA 01748	508-361-6077	maureen@dignity-matters.org	<a href="http://www.dignity-matters.org">www.dignity-matters.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1UjAEnyYOUNf60BdQmScqcM4dsP0AbHni">https://drive.google.com/open?id=1UjAEnyYOUNf60BdQmScqcM4dsP0AbHni</a>	2	1 from Newton	2022 - \$8,000, 2021 - \$5,937, 2020 - \$5,025
10/18/2022 12:16:09	Friends of Hopkinton, Inc	Dale Danahy	25 East Main St. Hopkinton, MA	508-435-5478	daledanahy@verizon.net	<a href="http://friendsofhopkinton.org">friendsofhopkinton.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		1	1	2022-\$5089; 2021-\$4500; 2020-Pandemic; 2019-\$5180; 2018-\$5040; 2017-\$4500; 2016-\$4988; 2015-\$5182.
10/18/2022 13:44:39	Hopkinton Public Library Foundation, Inc.	Laura Barry	PO Box 16	5084979777	info@hopkintonpubliclibraryfoundation.org	<a href="http://www.hpflinc.org">www.hpflinc.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1vlzHWgKk9XQhdk9qfKQaakYh54_">https://drive.google.com/open?id=1vlzHWgKk9XQhdk9qfKQaakYh54_</a>	2	0	2022 Colleen Reilly \$6,200
10/18/2022 17:51:18	Hopkinton Public Library Friends, Inc	Barbara Bale	209 W Main St	508-497-0913	barbsbars@verizon.net	<a href="http://hopkintonlibraryfriends.org">hopkintonlibraryfriends.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		2	0	2022-\$8100.83

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10/18/2022 18:06:45	Friends of Hopkinton Seniors	Barbara Bale	209 W Main St. Hopkinton- MA	508-497-0913	Barbsbars@verizon.net	<a href="http://www.hopkintonma.gov/seniorcenterfriends.php">www.hopkintonma.gov/seniorcenterfriends.php</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		2	0	2022-\$8000
10/18/2022 19:02:59	The Hopkinton Lions Club	Joseph Marquedant	240 Lumber Street Hopkinton MA 01748	508-400-6521	jmarquedant82@gmail.com	<a href="http://hopkintonlions.org">hopkintonlions.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1oUJYQ-WvO2NpHh1koQM6JBTf1ZGIaAhFc">https://drive.google.com/open?id=1oUJYQ-WvO2NpHh1koQM6JBTf1ZGIaAhFc</a>	1	0	2018-\$5000,2019-\$5000, 2020-\$5000, 2021-\$5000, 2022-\$5500
10/19/2022 8:57:38	Demons Youth Hockey	Nate Oram	49 ASH ST	7745717146	nate.oram@gmail.com	<a href="http://www.demonsyouthhockey.org/">http://www.demonsyouthhockey.org/</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		1	0	2022 - \$8,370 2021 - \$4,500
10/19/2022 10:00:46	HOPKINTON PUBLIC LIBRARY	Nanci M. Hill	Hopkinton Public Library	5084979777	nhill@hopkintonma.gov	<a href="http://www.hopkintonlibrary.org">www.hopkintonlibrary.org</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		1	0	N/A
10/19/2022 10:24:34	Hopkinton Emergency Fund	Stephanie Whelan	15 Valleywood Road, Hopkinton, MA 01748	508-596-3339	stephaniewhelan@msn.com	<a href="http://www.hopkintonemergencyfund.org">www.hopkintonemergencyfund.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1fcwhgbSytSpav5UdYAgvtv8_Q5KAFRD">https://drive.google.com/open?id=1fcwhgbSytSpav5UdYAgvtv8_Q5KAFRD</a>	2	0	2021: 1 waiver received; amount raised \$5,250 2022: 1 waiver received; amount raised \$5,300
10/19/2022 11:01:09	Hopkinton Music Association	Jennifer Beauvais	P.O. Box 242, Hopkinton MA 01748	617-308-6500	jenbeauvais@gmail.com	<a href="http://hopkintonmusicasso.wixsite.com">hopkintonmusicasso.wixsite.com</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		1	0	2022 \$8190; 2020 \$719; 2019 \$7275; 2018 \$5814; 2017 \$5000; 2016 \$5219; 2015 \$6904
10/21/2022 10:04:32	National Brain Tumor Society	Ron Clark, Nikki Margeson	8 School St. Hopkinton MA	508-878-7781, 617-237-1744	rclark@rmclark.com, nmargeson@braintumor.org	<a href="http://www.braintumor.org">www.braintumor.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		2	2 from John Hancock in 2022	2020-\$13,436; 2021-\$13,656; 2022-\$10,866.
10/24/2022 10:11:59	Hopkinton Police Department	Joseph Bennet	74 Main Street	508497-3401	jbennett@hopkintonpd.org	<a href="http://www.hopkintonpd.org">www.hopkintonpd.org</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		8	8	N/A
10/24/2022 13:30:21	HOPKINTON SENIOR CENTER	Amy Beck	28 MAYHEW STREET	508-497-9730	abeck@hopkintonma.gov	<a href="https://www.hopkintonma.gov/departments/senior_center.php">https://www.hopkintonma.gov/departments/senior_center.php</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		1	1	multiple years -
10/24/2022 13:35:00	Hopkinton Marathon Committee	Dorothy Ferriter-Wallace	57 Pinecrest Village	508-435-0254	dorothyferriter-wallace@comcast.net	<a href="http://hopkintonmarathoncommittee.org">hopkintonmarathoncommittee.org</a>	Town departments, boards and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton		5	0	2022-\$37,364.

Timestamp	Name of Organization	Primary Contact	Address	Telephone	Email Address	Organization Website	Category (may only apply under one category)	If a registered non-profit, please attach valid and current proof of tax exempt status. You may upload the form here, or email it to vdua@hopkintonma.gov	Number of Invitational Entries Requested for this year	Number of Invitational Entries received for 2022 from all sources other than Hopkinton	If you are a previous recipient of an invitational waiver from the Town, please list year(s) and amount raised per waiver. If this question does not apply to you, please respond with "N/A".
10/25/2022 6:04:43	The 20th Annual Sharon Timlin Memorial Event to Cure ALS (event proceeds benefit The Angel Fund)	Stephanie Whelan	15 Valleywood Road, Hopkinton, MA 01748	508-596-3339	stephaniewhelan@msn.com	<a href="http://www.sharontimlinrace.org">www.sharontimlinrace.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1ATNPSrt7ChsR_lcnbumuw7HctuWfng">https://drive.google.com/open?id=1ATNPSrt7ChsR_lcnbumuw7HctuWfng</a>	2	0	2018: 1 waiver received, \$5,839 raised 2019: 1 waiver received, \$6,000 raised 2021: 1 waiver received, \$23,025 raised 2022: 1 waiver received, \$14,381 raised
10/25/2022 10:52:49	Project Just Because	Shana Adams	77 South Street Hopkinton	508-435-6511	shana@projectjustbecause.org	<a href="http://www.projectjustbecause.org">www.projectjustbecause.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=1NmeY7bQy_obowN-38lwScVKneVYM05n">https://drive.google.com/open?id=1NmeY7bQy_obowN-38lwScVKneVYM05n</a>	1	0	5,000 every year
10/25/2022 11:56:24	Hopkinton Area Land Trust	Steve Frohbieter	39 Sanctuary Lane, Hopkinton	508-981-0777	steve_frohbieter@miltoncat.com	<a href="http://hopkintonlandtrust.org">hopkintonlandtrust.org</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton		1	0	n/a
10/25/2022 20:46:30	South Asian Circle of Hopkinton	Ruta Upalekar	280 Ash Street Hopkinton, MA 01748	5089818161	southasiancircle.hopkinton@gmail.com	<a href="https://www.southasiancircleofhopkinton.org/">https://www.southasiancircleofhopkinton.org/</a>	Registered Non profit organizations undertaking public service activities within the Town of Hopkinton	<a href="https://drive.google.com/open?id=13e1011jnLpmjDRs81kw7z1O_b0c7AFaU">https://drive.google.com/open?id=13e1011jnLpmjDRs81kw7z1O_b0c7AFaU</a>	1	0	N/A

**To:** Select Board

**From:** Norman Khumalo 

**Date:** October 28, 2022

**Ref:** Staff Recommendation - 2023 Boston Marathon Invitational Entry Random Distribution

1.0 Introduction:

The Town of Hopkinton received fifty (50) invitational entries from the Boston Athletic Association (BAA) to award charitable organizations for the 2022 Boston Marathon. On October 11th, 2022, the Select Board voted to invite applications from Town departments, boards, and committees that perform Marathon functions who may distribute entries to organizations undertaking activities for the benefit of the Town of Hopkinton; and registered non-profit organizations (501 [c] 3) undertaking public service activities within the Town of Hopkinton.

2.0 Applications Received:

Responsive Town Department Requests - (applying for a total of 22 entries)

In total, six (6) town departments and two (2) town committees have requested invitational entries. 2 of the 8 Town Departments/Committees appear to be non-responsive.

1. The Hopkinton Police Department (8)
2. The Hopkinton Fire Department (1)
3. The Hopkinton Senior Center (1)
4. The Hopkinton Public Library (1)
5. The Hopkinton Marathon Committee (5)
6. The Veterans Celebration Committee (1)
7. Hopkinton High School BPA Robotics (2)
8. Desire To Inspire Team, Middle School (1)
9. Expanded Arts Opportunities, Middle School (1)
10. Hopkinton Senior and Disabled Tax Relief Committee (1)

Responsive Town-based Registered Non-Profit Organizations: (applying for a total of 48 entries). In total, 35 registered non profit organizations undertaking public service activities within and based in Hopkinton have applied for invitational entries and were deemed responsive.

Hopkinton Women's Club (1)	Mental Health Collaborative, Inc (3)	Hopkinton Public Library Foundation, Inc. (2)
Hopkinton Garden Club (1)	Hopkinton PTO (1)	Live4Evan Inc (2)
KeepSmilin4Abbie Foundation (2)	The Michael Lisnow Respite Center (2)	Hopkinton Girls Youth Lacrosse (HGYL) (1)
Hopkinton Country Club Charitable Organization (1)	Project Just Because (1)	South Asian Circle of Hopkinton (1)
Baypath Humane Society (1)	Hopkinton Boys Youth Lacrosse (1)	Canty's Underdog Scholarship Fund Inc (1)
Hopkinton Food Pantry (1)	Dignity Matters, Inc. (2)	National Brain Tumor Society (2)
Hopkinton Public Library Friends, Inc.(2)	Friends of the Hopkinton Seniors (2)	Friends of Hopkinton SEPAC (1)
Demons Youth Hockey Association Inc (1)	Hopkinton Historical Society (1)	Hopkinton Lions Club (1)
Hopkinton Education Foundation (1)	Sophie's Hope Foundation (1)	Hopkinton Little League (1)
Friends of Hopkinton, Inc (1)	Hopkinton Emergency Fund (2)	The 19th Annual Sharon Timlin Memorial Event to Cure ALS (2)
Hopkinton Music Association (1)	Hopkinton Masonic Benevolent Fund (2)	Hopkinton Youth Field Hockey (1)
Hopkinton Freedom Team Inc (1)	Hopkinton Area Land Trust (1)	

### 3.0 Proposed Distribution:

Option 1: If the Board agrees that there are 10 responsive town departments and 35 responsive registered non-profit applications and, it could first distribute 18 invitational entries to town departments as follows:

1. The Hopkinton Police Department (7)
2. The Hopkinton Fire Department (1)
3. The Hopkinton Senior Center (1)
4. The Hopkinton Public Library (0)
5. The Hopkinton Marathon Committee (5)
6. The Veterans Celebration Committee (1)
7. Hopkinton Public Schools (2) [Hopkinton High School BPA Robotics (1), Desire To Inspire Team, Middle School (0), Expanded Arts Opportunities, Middle School (1)]
8. Hopkinton Senior and Disabled Tax Relief Committee (1)

Then, the Board may consider holding a random draw for 32 invitational entries with all 35 responsive entries participating.

Regards.

**Entries used by the Town Departments in the past years-**

- **Hopkinton Marathon Committee**-The organizations are American Cancer Society, ALS Foundation, Autism Foundation, Children's Hospital, Dana Farber, Narcolepsy Foundation, Respite Center, and Tourette Association.
- **Hopkinton Police Department**- Hopkinton Police Association, DEA Worcester, Upton Police, Northborough Police, Westboro Police, Holliston, Milford Hospital, Watertown Police
- **Fire Department**- Milford Regional, Respite Center
- **Library** - Library
- **Senior Center** - Senior Center



## 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 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 general public, and to ensure compliance with applicable Massachusetts General Law.

#### § 164-2 Applicability

The rental of residential property to short term paying guests shall be allowed only in properties whose owners have obtained a license from the Select Board in accordance with the requirements of this Bylaw.

#### § 164-3 Definitions

SHORT TERM RENTAL - An owner-occupied, tenant-occupied or non-owner occupied 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, continuing care retirement facility/assisted living facility/nursing home facility or similar facility, where: 1) at least one room or unit is rented to an occupant or sub-occupant; and 2) all accommodations are reserved in advance; provided, however, that a private owner-occupied property shall be considered a single unit if leased and rented as such. Short term rentals are rentals of 30 consecutive days or less duration.

#### § 164-4 General Requirements

The following requirements shall apply to all short term rentals:

- A. A short term rental license shall not be issued for any residential property with outstanding violations or noncompliance with the Building Code, Fire Code, and Board of Health regulations.
- B. A short term rental is required to have a manager or responsible party who will respond within 2 hours to any problem or complaint and within 30 minutes in an emergency.
- C. The number of off-street parking spaces on the property shall be sufficient to accommodate all guest occupant vehicles for overnight parking.

- D. Maximum occupancy is limited to two people per bedroom.
- E. No commercial trash receptacle such as a dumpster may be maintained on the property to be used for regular trash disposal. Trash removal shall be by regular residential trash removal services, and shall be collected weekly at a minimum.
- F. Short term rentals shall be subject to inspection by the Board of Health, Fire Department and the Director of Municipal Inspections, to establish compliance with the provisions of this Chapter and the Select Board's adopted regulations, and to determine compliance with license requirements.
- G. A short term rental license does not run with the property, and shall be terminated upon sale or transfer of the property for which the license has been issued, or if the person to whom the license is issued is no longer in control of the property; provided, however, that the Select Board may allow the transfer of a license at its sole discretion.
- H. Short term rental licenses shall not be issued for any dwelling unit which is subject to zoning restrictions that prohibit short term rental use.
- I. Short term rental licenses shall only permit rentals for a minimum of 2 and a maximum of 30 days. Short term rental for less than 2 days is not permitted.
- J. Holders of short term rental licenses shall maintain the structure and property exterior in good condition, including the upkeep of lawns, shrubbery and other landscape features.

#### § 164-5 License

A property owner who wishes to obtain a license for short term rental accommodations shall apply annually for a license from the Select Board. The Select Board shall adopt regulations and an application form and procedures for the licensing process, which may include a fee schedule and a complaint process, in furtherance of the implementation of this Bylaw. All licenses will expire on June 30 of each year.

#### § 164-6 Violations and Penalties

- A. Failure to comply with the requirements of this Bylaw, the Regulations adopted by the Select Board or the conditions of a license issued by the Select Board 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.

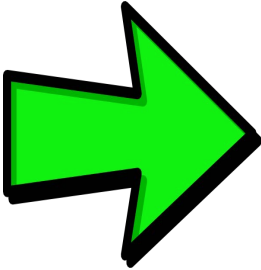
- B. If a determination has been made that a short term rental is not in compliance with an issued license, the Select Board may suspend a license until compliance has been achieved, or revoke the license.
- C. Any person or entity maintaining short term rental accommodations without a license shall 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.

2023 Annual Town Meeting & FY 24 Budget Timeline

**Current Status 11/1/2022**

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

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



<b>September 29, 2022</b>	<b>Town Manager gains consensus on budget timeline and budget message with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a))</b>  <b>Town Manager issues Budget Schedule.</b>
September 30, 2022	CFO distributes budget materials.
October 1, 2022	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 13, 2022	Deadline to submit CPC applications
<b>November 1, 2022</b>	<b>Municipal Services budgets due to Town Manager.</b>
November 1, 2022	Select Board discusses its potential articles, including any General Bylaw changes
November 14, 2022	Town Manager CIP review.
<b>November 14, 2022</b>	<b>CPC capital requests due to CIC</b>
<b>November 14, 2022</b>	<b>Long Term capital plans due to CIC.</b>
December 1, 2022	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (S.B. policy).</i>
December 6, 2022	Select Board discusses its own potential articles, including any General Bylaw changes.
<b>December 8, 2022</b>	<b>Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update</b>
<b>December 15, 2022</b>	<b>School Superintendent presents budget</b>

<b>December 19, 2022</b>	<b>Town Manager completes Municipal Services budget review.</b>
<b>December 20, 2022</b>	<b>CIC &amp; CPC complete capital hearings and submit to Town Manager.</b>
December 20, 2022	<i>Select Board vote to open the ATM warrant on January 1, 2023 (or before). (120 days before ATM)</i>  Select Board discusses its own potential articles, including any General Bylaw changes.
January 1, 2023	ATM Warrant opens. Submission of proposed warrant articles begins.
<b>January 5, 2023</b>	<b>School Superintendent presents budget to School Committee</b>
January 10, 2023	Select Board discusses its own potential ATM articles.
January 12, 2023	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
<b>January 19, 2023</b>	<b>School Committee Votes FY 23 Budget</b>
January 24, 2023	Select Board review its own ATM articles; vote to submit own articles into warrant.
<b>January 24, 2023</b>	<b><i>Town Manager submits a consolidated budget to the Select Board.</i></b>
January 31, 2023	<i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i> <ul style="list-style-type: none"> <li>● All petitions for warrant articles submitted to Town Clerk for signature confirmation.</li> <li>● Town Manager refers all appropriation articles to Appropriation Committee.</li> <li>● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10).</li> <li>● Select Board refers all zoning articles to Planning Bd. within 14 days of submission (MGL c.40A § 5).</li> </ul>
January 31, 2023	Select Board conducts budget and capital hearings.  Select Board reviews language of its own ATM articles.
February, 2023	Planning Board public hearing on zoning articles (date

	scheduled by Planning Board, Zoning Bylaw §210-153; MGL c.40A §5.
February 7, 2023	Draft ATM Warrant to Town Counsel
<i>Feb.20 - 24 School Vacation</i>	
February 7, 14, 28, 2023	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March, 2023	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 14, 2023	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
<b>March 14, 2023</b>	<b><i>Select Board adopts budget and capital and submits to Appropriation Committee.</i></b>
March 14, 2023	Draft ATM Warrant to Select Board for review.  Working session with Department Heads - Non-financial Warrant articles, as needed.  Select Board take positions on Warrant articles
March 27, 2023	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
March 28, 2023	Select Board Review ATM Warrant  Select Board take positions on Warrant articles
April 4, 2023	Select Board review ATM Warrant.  Select Board take positions on Warrant articles.  Select Board finalize ballot questions.  Select Board review draft Motions.
<b>April 6, 2023</b>	<b><i>Appropriation Committee holds hearing and votes on budget and delivers required report by April 17. (At least</i></b>

	<b><i>14 days before ATM, Charter § 7-2(b)</i></b>
April 7, 2023	Warrant and Motions Document completed.
April 10, 2023	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April 10, 2023	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town election, MGL c.54 § 42C).</i>
April 11, 2023	Select Board review draft Motions.  Select Board take positions on Warrant articles.  Select Board sign ATM Warrant.  Select Board discuss its town meeting presentations.
April 11, 2023	<i>Last day to register to vote for the Annual Town Meeting and Annual Town Election (20 days before Town Meeting/Election M.G.L. c. 51 § 1F).</i>
April 12, 2023	Moderator's Meeting: Review of final motions and meeting process with Town Counsel, SB Chair, Moderator, Appropriation Committee Chair, Town Manager, Principal Planner/Planning Board Chair, School Committee Chair, School Superintendent, Finance Director, Town Clerk, Asst. Town Manager, Deputy Moderator.
<i>School Vacation April 17 - 21</i>	
April 17, 2023	Appropriation Committee Report Due <i>(At least 14 days before ATM, Charter § 7-2(b))</i>
April 17, 2023	<i>Town Report, Q&amp;As and other documents made available (Annual Town Report 14 days before ATM, Charter § 3-1(f)).</i>
April 17, 2023	<i>All Town Meeting Reports/handouts Are Published and Available to the Public</i>
April 18, 2023	Select Board review and assign town meeting duties/presentations.
April 21, 2023	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>

May 1, 2023	Annual Town Meeting ( <i>First Monday in May, Bylaws § 47-2</i> )
May 15, 2023	Annual Town Election ( <i>3rd Monday in May, Bylaws § 47-2</i> )



## 2022-10-28 Hopkinton Select Board Goals FY23

### 1. Mental wellness is a fundamental human right

#### Macros:

- Universal access
- Increased system capacity
- Educate people about the existing resources
- Provide subsidies for those that need the support
- Town employee training

#### Process Goals:

- Improved quality of life
- Covid-19 rebalance
- Increase safety
- Create a community that takes care of each other
- Make sure residents have knowledge of safe, secure help in times of crisis.
- Develop actionable plan(s) and framework

### 2. Universal adherence to budget message and timeline/To have a complete and balanced budget 14 days before Town Meeting

#### Macros:

- Present a complete balanced budget in time to be finalized in the Appropriation Committee report for Annual Town Meeting
- Town Manager budget to Select Board in February, Select Board to Approp. Committee mid-March, all departments final by Mid-April
- Comprehensive budget
- Communicate to the public 2 weeks in advance of ATM.
- Ensure financial sustainability is central to the budget process every year

#### Process Goals:

- Total adherence to schedule
- Coordination with School Committee
- 28 Sept. dates published
- Communicate to stakeholders
- Announce report when ready - user friendly communication
- Accessible communication - written, electronic, large print, multi-languages, etc.
- Ensure insight is provided to the Board and the public about our residents in need as part of the process at least annually.
- Measure and report outcomes

### 3. Address climate change

Macros:

- Get to Net Zero as a community; include tracking and monitoring
- Stormwater management/flood control
- Reduce emissions and Town's carbon footprint
- Increase alternative energy

Process Goals:

- Adopt Net Zero Resolution and Climate Action Plan
- Adopt forward thinking rainfall calculations: identify flood zones with the forward thinking rainfall calculations
- Reduce emissions through zoning and support of alternative transportation
- Encourage and incentivize alternative energy: 1) update policy on private solar farms; 2) identify areas for solar and wind farms.
- Redirect purchasing power toward environmentally friendly vendors
- Provide/incentivize EV charging stations
- Identify dedicated funding sources/stream
- Preserve natural open spaces

4. Increase diversity, equity, inclusion and belonging at all levels throughout Town

Goal Definition: Increase diversity, equity and inclusion at all levels throughout the Town so that all voices are represented and town staff and volunteers mirror the demographic makeup of the Town as a whole.

Process Goals:

- Identify baseline levels of diversity, equity, inclusion and belonging in:
  - Town staffing
  - Town boards & committees, including ensuring the appointment process to boards and committees is equitable and promotes DEIB
  - Participation in town events/activities
  - Participation in town meetings/elections
- Analyze areas where levels of diversity, equity and inclusion do not mirror the demographic makeup of the Town population as a whole (for example single gender committees, events that are not ADA accessible)
- Identify barriers that prevent some groups from being represented in town staff, boards/committees, events/activities and participating in town meetings/elections (for example communications and content that is not accessible to all residents, events that are not accessible without a car).
- Develop a multi-year plan with SMART goals to remove barriers and gradually increase diversity, equity, inclusion and belonging throughout the Town. Measure and report outcomes.
- Ensure DEIB is a required goal of all Town Departments; measure employee satisfaction with and commitment to DEIB goals.
- Develop diversity celebration plans and be inclusive in town events and activities

5. Address town water needs

Macros:

- Develop a sustainable water supply for the Town
- Balance usage and conservation
- Clean drinking water is essential for all. Develop plan for possible connection to the MWRA

Process Goals:

- Determine the town's long term water needs
- Review options to meet the needs
- Seek public input
- Develop implementation plan
- Seek Town Meeting and all required approvals
- Secure Legislative support
- Provide water quality updates and anticipated budget impacts quarterly on town website
- Develop a unified strategy and plan for all
- Educate the public and seek public input

6. Provide inclusive transparent communication to all citizens/Inclusive transparent communication

Macros:

- All key communications to be accessible to all
- Available by paper, electronic, phone
- ADA compliant, translation friendly
- Minutes/deliberative process notes accessible for all residents

Process Goals:

- Informed public
- Keyword searchable
- Transparency and communication in all ways

7. Maintain everyone's high quality of life during a time of increased growth and development

Macros:

- Maintain high quality schools & services
- Manage tax impact
- Address structural deficit
- Maintain safety
- Maintain open spaces

Process Goals:

- Make Hopkinton an affordable town where people want to stay
- Understand impact across socioeconomic range
- Find ways to keep people in their homes
- Include consideration of financial sustainability and address structural deficit as a primary budget process goal; measure and report outcomes
- Measure growth, monitor, evaluate and review

#### 8. Increase public participation in visioning and strategic planning for the Town

##### Macros:

- Ensure that the Town Manager and Select Board understand the needs and priorities of the residents
- Ensure that the Town Manager and Select Board welcome the participation and viewpoints of all residents with respect.
- Create a predictable and inviting process for annual input/feedback/visioning from residents (consider Town Halls, public hearings, strategic planning and or visioning sessions that encourage broad participation)
- Communicate proactively about upcoming strategic plans and ensure the public is invited to participate (e.g., we should ask the public to provide feedback on our newly established goals and also invite them to consider prioritizing them)
- Increase participation in Town Meeting

##### Process goals:

- Empower Town Hall, employees, and Boards/committees/commissions to be responsive to residents' priorities
- Invite participation and comment at Select Board whenever possible
- Schedule annual feedback/visioning events – set agenda/structure and consider professional facilitators – thank participants
- Conduct a community needs assessment when needed but at least every 3 years (quality of life (QOL), physical health (PH)/Behavioral health (BH), and DEI measures)

#### 9. Develop relationship with Eversource

##### Macro:

- The Town wants a good working, open and informative relationship with Eversource, while ensuring and maintaining the safety and wellbeing of our citizens.

##### Process Goals:

- Establish communications with Fire Chief and other municipal offices that have dealings with Eversource (LNG)
- Build and maintain a regular schedule of meetings and inspections to allow for continuing communication between the Town and Eversource.
- Research rules and regulations of utilities operating in Massachusetts

- Communicate with the Town's legislative team on ways to move communications forward. Can we receive any assistance from State regulatory commissions?
- Are we able to assist Eversource on public notifications and explanations to the Town of ongoing work?

10. Anticipate and proactively address public concerns throughout the Main Street Corridor Project and empower professional staff to be responsive to concerns when raised for this and other public projects

Macros:

- Listen
- Refer/respond
- Record complaints
- Police capture and address safety complaints to ensure safety
- Ensure a successful completion

Process goals:

- To educate & inform residents and businesses
- Continue supporting residents during the project

11. Promote economic activities in Town

Macros:

- Look at proactive partnership and marketing opportunities
- Develop economic office or dedicated function in current town administration structure
- Consider zoning strategy to attract specific town character friendly businesses with input from residents (not sure if this survived).

Process goals:

- Improve the commercial revenue stream without impacting town character
- Consider tax incentivization in a way that makes financial sense to the Town

12. Digitize Town Administration


Macros:

- Strategy to digitize Town administration to provide more efficient and high quality services to residents
- Explore opportunities to bring more efficiency into administration operation through further digitization
- Build a smart city strategy for the future that would encourage more citizen participation, operational and cost efficiency, and transparency

Process goals:

- Operational efficiency and cost savings

- Improved quality of town services
- Improve citizen interaction experience in the digital era

**To:** Select Board  
**From:** Norman Khumalo   
**Date:** October 28, 2022  
**Ref:** Staff Report - Select Board November 1, 2022 Meeting

1. *Main Street Corridor Project:* David Daltorio (Town Engineer/Facilities Director) and Michelle Murdock provided the attached update. Copied below is a letter I submitted to MassDOT District 3 regarding the need to widen some sections of the already constructed portions of the Main Street Corridor.

*October 27, 2022*

*Thomas Emerick, Deputy District Highway Director  
MassDOT, District 3  
499 Plantation Street  
Worcester, MA 01605*

*RE: Hopkinton Downtown Improvements Main Street (Route 135 Project 606043)*

*Dear Mr. Emerick,*

*The Town requests a design change to the Main Street Corridor Improvement project. The project is in its second year of a three-year-plus construction process. There have been several instances where fire trucks could not get through the corridor. For example, when two larger commercial trucks pull over in response to an approaching fire truck, the fire truck cannot pass. The change requested by the Town will address this issue.*

*The widening of the roadway cross-section by resetting curbing will lessen this issue. In addition, this modification will not require new easements. Neither will it change the roadway centerline or crown. Further, the proposed modification will meet Massachusetts Department of Transportation (MassDOT) design standards and all accessibility requirements.*

*A summary of the proposed changes includes;*

- *Widening the south side of the road from Claflin Place to Pleasant Street by up to two feet (approx. 800' remove and reset curb).*
- *Widening the south side from Summer Street to the Fire Station by up to a foot (approx. 200' remove and reset curb).*
- *Widening the north side from Mt. Auburn to Mayhew Streets (approx. 130' remove and reset curb and remove and pour sidewalk)*
- *Widening the north side from Summer Street to the Fire station (approx. 300' remove and reset curb and remove and pour sidewalk) and from Mt. Auburn*

*Street to Commonwealth Avenue (approx. 700' remove and reset curb and remove and pour sidewalk).*

*Please note that the Town is evaluating the remainder of the length of the north side. Widening between Mayhew to Mount Auburn Streets is critical to complete immediately as this is currently the narrowest portion and is adjacent to the public safety facilities.*

*As winter approaches, it is critical to the schedule that work on the south side starts now. Delays might jeopardize the contractor's ability to pour concrete sidewalks this year. The contractor has scheduled this work on Saturday, October 28th, and November 5th.*

*The Town proposes that the cost of resetting the south side curb, estimated at between \$30,000 and \$40,000, be tracked under existing bid items. In addition, resetting the south side curb may trigger minor adjustments to drainage structures. The Town is willing to cover a portion of this cost. The Town will continue coordinating with MassDOT on funding additional charges for changes on the north side.*

*Work on the north side would initially focus on widening between Mayhew and Mt. Auburn Streets. This work requires the removal of the new sidewalk, resetting the granite curb, and pouring the concrete sidewalk again. Any changes to the section on the north side would require the contractor to pour new sidewalks and reset the new granite curb.*

*During the winter break, there will be time to complete the evaluation of the remainder of the north side. But, for now, the Town requests immediate changes in the sections between Mt. Auburn Street and Mayhew Street and from Summer to the Fire Station. The anticipated cost of this work ranges between \$106,000 and \$128,000. Tentatively, the contractor would schedule this work at the beginning of the following construction season.*

*The anticipated costs presented in this letter use the bid prices for this project and include a 20% contingency. They do not have escalations for materials or equipment, traffic management, or police details.*

*Sincerely,*



*Norman Khumalo  
Town Manager*



Attachment 1

TO: Select Board

FROM: Michelle Murdock, Dave Daltorio *Michelle Murdock*  
VIA: Norman Khumalo, Town Manager *NK*  
DATE: October 26, 2022  
SUBJ: Select Board Update:Main Street Corridor Project Date: November 1, 2022

MassDOT’s Original Completion Date for the Project is October 22, 2023. That date was set at the award of the contract. As of September 7, 2022. MassDOT has confirmed 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.

Phase 3 of Main Street Reconstruction, from the 85/135 intersection to Ash Street, will be started after the 2023 Boston Marathon.

Sidewalk work and curbing on Main Street will continue between West Main Street and the Fire Station. Sidewalk work will begin at the intersection and up to the Phase 2 reconstruction limits. The contractor will complete these sections of sidewalk prior to the end of the 2022 construction season or fill in any of these sections with temporary materials.

Initial grading is in progress around the new sidewalks. Walkways will be reset to meet this grade.

Traffic signals at the Wood Street intersection have been completed. Traffic signals at the 85/135 intersection are in progress and are expected to be completed in the next 2 weeks.

Town staff continues to communicate with Eversource, MassDOT and Verizon on undergrounding of utilities and removal of utility poles.

**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>
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<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	100%
Excavation (all types)	968 cy	13,326 cy	56%
Concrete Sidewalk	n/a	565 sy	6%

**Community Contact (10-6-22 thru 10-28-22)**

- Construction Advisory #47 was distributed via email on Friday, October 14.
- Construction Advisory #48 was distributed via email on Friday, October 21.
- Construction Advisory #49 was distributed via email on Friday, October 28.

- Press Release was distributed on Wednesday, October 26.
- A total of 20 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 to project abutter to advise of upcoming driveway work and to provide update on request to move the driveway location.
  2. Email from downtown business owner to complain about lack of parking in front of 3 Main Street; being used by detail officers;
  3. Phone call from resident to ask about filing a claim for car/tire damage after hitting the curb near the Wood Street intersection.
  4. Outreach to project abutter to confirm choice of handrail for new steps.
  5. Email to notify project abutter of upcoming fence work on property.
  6. Email from project abutter asking for projected end date of project.
  7. Email from resident to report damage to recently poured sidewalks and when the damage will be repaired.
  8. Phone call from project abutter to ask if/when his 2nd driveway transition will be fixed before end of construction season and before winter weather sets in.
  9. Email from landlord for business near Pleasant Street regarding width of driveway and need to make it wider.
  10. Phone call from project abutter to report puddling issues at his driveway and to ask that it be addressed.
  11. Email from project abutter to ask about reimbursement for landscaping work that was damaged by construction; work was in the property easements.
  12. Email and phone call from project abutter/property owner to ask about front yard clean up and grading of front yard before end of construction season.
  13. Phone call from project abutter on to report loud noise due to settling of storm drain on Main Street - interrupts office work – would like it fixed.
  14. Email from project abutter who reports he has heard that property owners will be responsible for payment of the reconnection of utilities - true or false? False
  15. Email from resident to ask if the Town is considering eliminating the dedicated bike lane
  16. Onsite meeting/discussion with resident who approached VHB representative and town employee to provide feedback on project; several issues discussed.
  17. Email from resident to ask what options are being looked at to “fix the fact that the road is too narrow”
  18. Email from project abutter to report lights in front of house are not working; affecting ability to exit driveway. Cars are also continuing to pass the stop bar at light and blocking driveway
  19. Email from project abutter to ask when sidewalks on Grove and Main Street will be completed; concerned that they cannot remain mud throughout the winter season
  20. Email from project abutter/business owner to ask when the area in front of his business will be paved; needs it paved before end of construction season.

## **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>

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**

**October 27, 2022**

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. Upper Charles Committee Update - Nasrullah (10/18/22)





**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  
2022 OCT 12 AM 9:50

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

#23-007

October 12, 2022

**NOTICE OF DECISION**

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on October 12, 2022, filed the following Decision in the Office of the Town Clerk:

- A Decision granting a Special Permit to Steven Snow, 78 Pine Island Road, Hopkinton, MA, pursuant to Section 210-128A of the Zoning Bylaw to construct a new single family dwelling for property located at **80 Pine Island Road, Hopkinton, MA**, that does not conform to setback requirements.

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



**TOWN OF HOPKINTON**  
**BOARD OF APPEALS**

select Board

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

HOPKINTON TOWN CLERK  
2022 OCT 12 AM 9:51

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

#23-008

October 12, 2022

**NOTICE OF DECISION**

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on October 12, 2022, filed the following Decision in the Office of the Town Clerk:

- A Decision granting a Special Permit to Robert Dobinski, 15 Parker Point Road, Hopkinton, MA, pursuant to Section 210-128A of the Zoning Bylaw to construct additions to a single family dwelling for property located at **15 Parker Point Road, Hopkinton, MA**, that does not meet the minimum setback requirements.

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



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

SB/TM

HOPKINTON TOWN CLERK  
2022 OCT 13 PM2:22

October 13, 2022

**PUBLIC HEARING NOTICE**

The Hopkinton Planning Board will hold a public hearing on Monday, November 7, 2022, at 7:00 P.M. on the application filed by Raymond and Anna Capobianco, 80 South Street, South Grafton, MA, pursuant to MGL Chapter 41, Section 81W, to amend the approved plan for the "Capobianco Family Subdivision" (Morse Lane). The Applicants are petitioning the Board to modify the Decision issued to Cynthia and Joseph Capobianco on March 2, 1992, and filed with the Town Clerk's office on March 3, 1992, by removing Condition (a) that limits the number of new building lots to 4. The property is shown on Assessors Map U4 Block 95 Lot 0; Block 96 Lot 0; and Block 97 Lot 0; and Map U5 Block 81 Lot 0. The meeting will be held via Zoom meeting service. For additional details please email John Gelcich, Principal Planner, at [jgelcich@hopkintonma.gov](mailto:jgelcich@hopkintonma.gov), call the Department of Land Use, Planning & Permitting at 508-497-9745, or check the online meeting calendar and agenda for this meeting at [www.hopkintonma.gov](http://www.hopkintonma.gov). This legal

notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

Gary Trendel  
Chair



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

Select Board

HOPKINTON TOWN CLERK  
2022 OCT 13 PM 1:18

October 13, 2022

**PUBLIC HEARING NOTICE**

The Hopkinton Planning Board will hold a public hearing on Monday, November 7, 2022 at 7:00 P.M. on the application of The Trails LLC, 490-B Boston Post Road, Suite 202, Sudbury, MA, pursuant to Article XXVI of the Town of Hopkinton Zoning Bylaws for an amendment to the approved site plan (as most recently amended) for the Development Project entitled "The Trails at Legacy Farms" in the Open Space Mixed Use Development (OSMUD) Overlay District currently under construction off of Legacy Farms North and Wilson Street. Proposed modifications include changes to the design of the stormwater management system and sidewalks, as well as a reconfiguration of a trailhead parking lot. The property is shown on Assessors Map R8-38-F, R8-38-H, R8-38-K and R8-38-L. The meeting will be conducted remotely via Zoom meeting service. For additional details please contact John Gelcich, Principal Planner, at [jgelcich@hopkintonma.gov](mailto:jgelcich@hopkintonma.gov), call the Department of Land Use, Planning & Permitting at 508-497-9745, or check the online meeting calendar and agenda for this meeting at [www.hopkintonma.gov](http://www.hopkintonma.gov). This notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

Gary Trendel  
Chair



**TOWN OF HOPKINTON**  
**BOARD OF APPEALS**

SB/TM

HOPKINTON TOWN CLERK  
2022 OCT 13 PM2:22

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

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

October 13, 2022

**PUBLIC HEARING NOTICE**

The Town of Hopkinton Board of Appeals will hold a public hearing on **Wednesday, November 9, 2022 at 7:00 P.M.** to hear all persons interested in the Application for Special Permit and/or Variance filed by **Abhishek Prasad and Reema Arke, 7 Whalen Road, Hopkinton, MA.** The Applicants seek relief from the Zoning Bylaws to construct an attached garage addition to a single family home at **7 Whalen Road, Hopkinton, MA,** that does not meet the minimum setback requirements. The property is shown on Assessors Map U18 Block 53 Lot 0. The hearing will be held remotely using the Zoom meeting service (<https://us02web.zoom.us>, phone dial-in 646-876-9923, Meeting ID 865 7672 4762, Passcode 332730). For additional information, please email [zba@hopkintonma.gov](mailto:zba@hopkintonma.gov), call the Department of Land Use, Planning and Permitting at 508-497-9745, or check the online meeting calendar and Agenda for this meeting at [www.hopkintonma.gov](http://www.hopkintonma.gov). This legal notice is also posted on the Massachusetts Newspaper Publishers Association (MNPA) website at <http://masspublicnotices.org>.

John Coutinho  
Chair & Clerk

Re: 23-010



Vasudha Dutta <vdutta@hopkintonma.gov>

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## Boston Marathon Bib distribution

1 message

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Elyse Mihajloski [REDACTED]

Wed, Oct 26, 2022 at 8:31 PM

To: selectboard@hopkintonma.gov

Cc: nkhumalo@hopkintonma.gov, elainel@hopkintonma.gov, vdutta@hopkintonma.gov, news@hcam.tv, editor@hopkintonindependent.com

To Hopkinton Select Board:

We are writing to express our disappointment that the Select Board has chosen to exclude registered 501(c) (4) non-profits (Civic Leagues and Social Welfare Organizations) from the Marathon Invitational Entry process this year. This year only registered 501(c)(3) non-profit organizations may apply for a Marathon Invitational Entry from Hopkinton. 501(c)(3) organizations include Religious, Educational, Charitable, Scientific, Literary, Testing for Public Safety, to Foster National or International Amateur Sports Competition, or Prevention of Cruelty to Children or Animals Organizations.

eHop is a 501(c)(4) Civic League that undertakes public service activities within the Town of Hopkinton. We have been fortunate to have received a Marathon Invitational Entry from the town of Hopkinton in previous years. Each year eHop has used the fundraising revenue from our Marathon Invitational Entry to specifically fund civic activities to support the town such as non-partisan voter information and publicity for Hopkinton Town Meeting, including signs, banners, social media ads, newspaper ads, a website, and a postcard mailed to every registered voter in Hopkinton with the date of Annual Town Meeting. [eHop's budget is posted publicly on our website](#), with our largest expense being the postcard mailing to the household of every registered voter. About 90% of our budget relates directly to supporting Town Meeting.

We had hoped to fundraise \$5000 this year from a Marathon Invitational Entry, but now at the last minute we are faced with the choice of having to organize another type of fundraiser on the fly or cutting our budget drastically. Of course there are other ways we could fundraise, but it would have been helpful to have more advance notice that we would no longer be eligible to apply for a Marathon number. We are most worried about not being able to raise enough funds in time to send a postcard mailing in April. Although eHop has worked hard over the years to support the town, we are quite concerned that we may not be able to support Town Meeting publicity and awareness efforts to the extent that we have done in the past.

Sincerely,

M. Elyse Barrett Mihajloski

eHop President on behalf of the eHop Board

<https://ehop.org>

Sent from my iPhone