



## TOWN OF HOPKINTON SELECT BOARD MEETING AGENDA

Tuesday, May 23, 2023 6:00 PM

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

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82276084460?pwd=QWZvd004dXhXSIJ0QzFzOHJEM3Y4QT09>

Passcode: 444349

Or One tap mobile :

+16468769923,,82276084460# US (New York)

+16469313860,,82276084460# US

Or Telephone:

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

+1 646 876 9923 US (New York); +1 646 931 3860 US; +1 301 715 8592 US (Washington DC); +1 305 224 1968 US; +1 309 205 3325 US; +1 312 626 6799 US (Chicago)

Webinar ID: 822 7608 4460

International numbers available: <https://us02web.zoom.us/j/82276084460>

**6:00 PM**

### **CALL TO ORDER**

**1.**

### **EXECUTIVE SESSION**

- a. Pursuant to *M.G.L. c.30A, §21(a)* (purpose 2) to consider strategy with respect to negotiations with non-union personnel (Town Manager, non-union Town employees);
- b. Approval of Executive Session Minutes (5/9/2023).

**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**

### **SELECT BOARD REORGANIZATION**

**4.**

The Select Board will elect a Chair and Vice Chair for the next year.

**6:45 PM**

### **CONSENT AGENDA**

**5.**

The Select Board will consider the following consent agenda:

- a. **MINUTES** - The Select Board will consider approving the Minutes of the May 9, 2023 meeting.
- b. **RESIGNATION** - The Select Board will consider accepting the resignation of Cynthia Esthimer from the Upper Charles Trail Committee (Parks & Recreation Commission designee).
- c. **ACCEPT GIFTS** - The Select Board will consider accepting the following gifts:
  - \$1,250 for hotspots for the 'Library of Things' at the Hopkinton Public Library from the Hopkinton Public Library Foundation.

- \$50,000 from an anonymous donor to the Hopkinton Police Department in recognition of the outstanding efforts over the years in providing order and security for the runners of the Boston Marathon.
- d. **G.L. c.268A DISCLOSURE FORM REVIEW AND APPROVAL OF 20(b) EXEMPTIONS -**  
 The Select Board will review G.L. c.268A Disclosure Forms and consider approving 20(b) exemptions to allow the hiring of the following municipal employees of the School Dept. who seek to provide personal services to a municipal agency (Parks & Recreation Dept.), for Seasonal Summer Sports Clinics:
- Thomas Keane- Basketball Clinic Program Director
  - Jean Cann- Track & Field Clinic Program Director
  - Michael Greco- Basketball Clinic Assistant Director
  - Mark Sanborn- Basketball Clinic Coach
  - Gregory Romanko- Basketball Clinic Coach
  - John Golden- Basketball Clinic Coach
  - Chaney Gaudette- Basketball Clinic Coach
  - Mikayla Pucci- Basketball Clinic Coach
  - Calli Korbey- Sports Clinic Coach
- The Human Resources Department recommends the hiring of these individuals for the Seasonal Summer Sports Clinics.

Supporting Exhibits: Applications

**6:50 PM**

**TOWN EMPLOYEE INTRODUCTIONS & APPOINTMENT**

6.

a. The Town Manager will introduce Thomas Temple as the interim Director for the Department of Public Works and Patricia Savage as the Interim Director for the Parks and Recreation Department.

b. The Select Board will consider confirming the Town Manager’s appointment of Charles Paquette as the Town’s Assistant Treasurer.

Supporting Exhibits: Charles Paquette Resume

**7:00 PM**

**UPPER CHARLES TRAIL COMMITTEE (UCTC) - TOWN MEETING FOLLOW UP**

7.

The Select Board will consider acknowledging the 2023 Annual Town Meeting advisory vote to dissolve the UCTC and express that it will work with stakeholders to move forward with a solution that the majority of the town will support.

Supporting Exhibits: Upper Charles Trail Committee Charge; Trail Coordination and Management Committee Charge; Select Board Member Input; Notes from UCTC 5-17-23 Meeting - Changes to Committee Charge

**7:10 PM**

**VOLUNTEER RECOGNITION**

8.

The Select Board will continue considering options and opportunities for recognizing town volunteers.

Supporting Exhibits: Memo

**7:15 pm**

**25-35 MAIN ST. PARKING LOT**

9.

The parking lot at 25-35 Main Street is complete and ready to be acquired by the Town. To complete the acquisition, the Select Board will consider voting on and executing an Order of Taking, voting to accept an Access, Utility and Snow Storage Easement, and voting to authorize the Town Manager to execute a revocable license agreement.

Supporting Exhibit: License Agreement; Access Utility & Snow Storage Easement; Order of Taking

**7:20 PM TOWN MANAGER REPORT**

**10.**

Town Manager will report on the following:

- a. Town Meeting Retrospective
- b. Main Street Corridor Project
- c. Per- and Polyfluoroalkyl Substances (PFAS) treatment project
- d. Massachusetts Water Resources Authority (MWRA) Southborough Interconnection project
- e. Fundraising totals for the 127th Boston Marathon **\$526,450.55** compared to **\$390,065.58** in 2022.

Supporting Exhibits: Town Manager Report

**7:25 PM LIAISON REPORTS/BOARD INVITES**

**11.**

Supporting Exhibit: FY 23 Liaison Assignments

**7:30 PM FUTURE BOARD AGENDA ITEMS**

**12.**

Board members will identify future agenda items.

Supporting Exhibit: Board Member Future Agenda Items

**7:35 PM ADJOURN**

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**Correspondence to Select Board**

1. 5-9-23 Email from Beth Kelly - Historic District Not Protected
2. Board of Appeals Notices of Decision - 35 Parkwood Dr., 151 Fruit St.
3. 5-12-23 Email from James Bruce - New Construction
4. Notice of Acceptance of Chapter 269 of the Acts of 2022 (Middlesex Retirement COLA)
5. Municipal Property Master Planning Public Forum - May 24, 2023
6. Commission on Disability - Vacancy Notice
7. 5-10-23 Email from John Ritz - UCTC
8. 5-18-23 Emails from Carolyn & Andy Fitzpatrick and Nancy & Jose Losada - UCTC Concerns
9. 5-18-23 Email from Beth Malloy - Hayden Rowe Bike Trail
10. 5-9-23 Email from Jamie Wronka - Upper Charles Trail Committee - community directions
11. 5-9-23 Email from Lucia Lopez - UCTC Town Meeting Follow Up
12. 5-6-23 Email from Sally Snyder - Why?

**Upcoming Select Board Meetings**

1. June 6, 2023
2. June 20, 2023
3. July 11, 2023
4. August 8, 2023

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Town Hall is accessible; the public may attend in person or remotely. If accommodations/modifications are needed, please contact the Town Manager's office at 508-497-9701 or [complete this form](#).

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

## Memorandum

To: Norman Khumalo, Town Manager  
From: Jay Guelfi  
Re: Parks & Recreation Seasonal Summer Clinic Directors, Assistant Directors and Coaches; 20(B) Disclosures  
Date: May 17, 2023

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The purpose of this memorandum is to recommend the hire of 9 School Department employees as municipal employees for the Parks & Recreation (P&R) Department summer sports clinics. Because these individuals hold positions with Hopkinton Public Schools, the Town's Human Resources Department has consulted with Town Counsel. In order for these school department employees to be able to work as seasonal P&R summer staff, the following conditions set forth below must have been satisfied and to date have been met:

- The second job must be with a completely independent agency, department, or board (in this case, Parks & Recreation.) The individual may not participate in or have official responsibility for, any of the activities of the second agency, and the first agency (the School) must not regulate the activities of the second agency. This condition has been satisfied.
- The P&R department is required to advertise each of the seasonal positions publicly. Human Resources advertised these positions, on behalf of Parks & Recreation, on February 17, 2023. Employment Applications were submitted to HR and selections were made, in cooperation with Human Resources, by the P&R Director.
- The individual must complete a Section 20(b) Disclosure Form after P&R has selected them for a seasonal position. These forms are included with this memorandum.
- The form requires certification by the P&R Director that no P&R employee is available to perform the services as part of their regular duties. It also requires the approval of the Select Board. I have certified this condition on the attached 20(b) Disclosure Forms. Select Board approval is being requested for the May 23, 2023, Select Board Meeting.
- The P&R role must be performed outside of the regular working hours of the first position. I am confirming that all work for the P&R positions will be performed no earlier than June 1, 2023, in accordance with the Seasonal Certification with the Division of Unemployment Assistance.
- The services performed in the P&R roles may not be part of the employee's duties in the School Department position. This condition has been satisfied by confirming with the School HR Department.
- The employee cannot be compensated in the seasonal position for more than 500 hours annually. I am confirming that hours will not exceed 500.

Parks & Recreation Seasonal Summer Clinic Directors, Assistant Directors, and Coaches;

20(B) Disclosures

Page Two

May 17, 2023

Once the approval of the Select Board is obtained, these forms will be filed with the Town Clerk. Based on the above information, the Human Resources Department recommends the following individuals be hired for these Seasonal Summer Sports Clinics:

1. Thomas Keane - Basketball Clinic Program Director
2. Jean Cann - Track & Field Clinic Program Director
3. Michael Greco - Basketball Clinic Assistant Director
4. Mark Sanborn - Basketball Clinic Coach
5. Gregory Romanko - Basketball Clinic Coach
6. John Golden - Basketball Clinic Coach
7. Chancey Gaudette - Basketball Clinic Coach
8. Mikayla Pucci - Basketball Clinic Coach
9. Calli Korbey - Basketball Clinic Coach

Thank you for your consideration of this matter.

**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

**RECEIVED**

MAR 08 2023

MUNICIPAL EMPLOYEE INFORMATION		HUMAN RESOURCES
Name of municipal employee:	Thomas V. Keane	
Title/ Position		
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.	
Agency/ Department	Hopkinton Public Schools	
Agency Address	14 Elm St., Hopkinton, MA 01748	
Office phone:	(508) - 497 - 9860	
Office e-mail:	tkeane@hopkinton.k12.ma.us	
	Check one: <input type="checkbox"/> Elected    or <input checked="" type="checkbox"/> Non-elected	
Starting date as a municipal employee.	September 1996	
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>	
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an elected municipal employee.	
<b>Write an X beside your financial interest.</b>	<input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b> <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.	
	<b>My financial interest in a municipal contract is:</b>	
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position.	
	<input type="checkbox"/> A municipal agency has a contract with me.	
	<input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.	
	<input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.	
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>	
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a non-elected municipal employee.	
	<input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.	
	<b>My financial interest in a municipal contract is:</b>	

JK

<p>Write an X beside your financial interest.</p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>- OR -</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton Parks and Recreation Department 6 Walcott St., Hopkinton MA 01748</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>Parks and Rec Summer Sports Clinic Director of Basketball</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>



financial interest in the municipal contract?	Will be compensated hourly as a seasonal municipal employee for Parks and Rec. Hourly range for this position is \$39.23 - \$44.30
Date when you acquired a financial interest	June 1, 2023
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES -</b></p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	Thomas V. Keane
Date:	3/8/23 - March 8, 2023

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT - File disclosure with the city or town clerk.


SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

JK

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/16/23

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

RECEIVED


APR 27 2023

DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)

HUMAN RESOURCES

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Jean Carr
Title/ Position	Head Coach, Girls Cross Country & T&F
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton HS
Agency Address	Hayden Rowe St Hopkinton, MA 01748
Office phone:	cell 508-922-2127 school # 508-497-9820
Office e-mail:	jean@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	Aug 2017
<b>BOX # 1</b>  Select either STATEMENT #1 or STATEMENT #2.  Write an X beside your financial interest.	<b>ELECTED MUNICIPAL EMPLOYEE</b>  I am an elected municipal employee.  <input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR  <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.  <b>My financial interest in a municipal contract is:</b>  <input type="checkbox"/> I have a non-elected, compensated municipal employee position.  <input type="checkbox"/> A municipal agency has a contract with me.  <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.  <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>  Select either STATEMENT #1 or STATEMENT #2.	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>  I am a non-elected municipal employee.  <input checked="" type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-OR-</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or if it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Hopkinton Parks &amp; Recreation        88 G Walcott St        Hopkinton, MA 01748</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>Parks and Recreation Summer Sports Clinic,        Track &amp; Field Director</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.  <i>I will be compensated hourly as a seasonal municipal employee for Parks &amp; Rec. Hourly range for this role is \$39.23 - \$44.30.</i>
Date when you acquired a financial interest	<i>June 1, 2023</i>
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<b>FOR A CONTRACT FOR PERSONAL SERVICES -</b>  <b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b>  I will have a contract with a municipal agency to provide personal services. <input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee. <input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee. <input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	<i>5/27/23</i>

Attach additional pages if necessary.

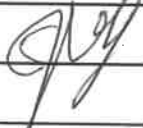
NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/10/23

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

**Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.**



**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

**RECEIVED**


FEB 28 2023

HUMAN RESOURCES

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name of municipal employee:	Michael Greco
Title/ Position	Math Teacher (HHS)
<b>Fill in this box if it applies to you.</b>	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton High School
Agency Address	90 Hayden Rowe St. Hopkinton, MA 01748
Office phone:	508 - 497 - 9820
Office e-mail:	Mgreco@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected            or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	9/1/2006
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an <b>elected municipal employee.</b>
<b>Write an X beside your financial interest.</b>	<input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b>
	<input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.
	<b>My financial interest in a municipal contract is:</b>
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position.
	<input type="checkbox"/> A municipal agency has a contract with me.
	<input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.
	<input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a <b>non-elected municipal employee.</b>
	<input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.
	<b>My financial interest in a municipal contract is:</b>

<p><b>Write an X beside your financial interest.</b></p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton, Parks &amp; Recreation Department 6 Walcott Street, Hopkinton, MA 01748</p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>Parks &amp; Recreation Sports Clinic Assistant Director Basketball Clinics</p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>



financial interest In the municipal contract?	<b>Will be compensated hourly as a seasonal municipal employee. The hourly compensation for this position is between \$28.93 and \$34.00.</b>
Date when you acquired a financial interest	6/1/2023
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
<b>Write an X to confirm each statement.</b>	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	2/24/23

**Attach additional pages if necessary.**


**NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.**

**SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.**

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/18/23

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

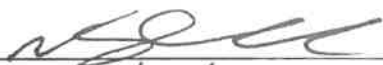
**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

**RECEIVED**

MAR 08 2023

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of municipal employee:	Mark Sanborn <span style="float: right;">HUMAN RESOURCES</span>
Title/ Position	Wellness Teacher
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton Public Schools
Agency Address	90 Hayden Rowe Hopkinton, MA 01748
Office phone:	508 497 9820
Office e-mail:	msanborn@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected    or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	Aug. 30, 2015
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an elected municipal employee.
<b>Write an X beside your financial interest.</b>	<input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b> <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.
	<b>My financial interest in a municipal contract is:</b>
	<input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a non-elected municipal employee.
	<input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.
	<b>My financial interest in a municipal contract is:</b>

<p><b>Write an X beside your financial interest.</b></p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p><i>Town of Hopkinton Parks and Recreation Dept. 6 Walcott Street Hopkinton, MA 01748</i></p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p><i>Park and Recreation, Sports Clinic Camp Coach (Basketball)</i></p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>

financial interest in the municipal contract?	will be compensated hourly as a Seasonal municipal employee for Parks and Recreation with an hourly range between \$21.80 - 26.87
Date when you acquired a financial interest	June 1, 2023
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES -</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	3/8/23

Attach additional pages if necessary.


NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/16/12

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

RECEIVED

MAR 09 2023


HUMAN RESOURCES

DISCLOSURE BY MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT AS REQUIRED BY G. L. c. 268A, § 20(b)

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Gleecy Romanko
Title/ Position	Wellness Teacher
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton Public Schools
Agency Address	14 Elm St, Hopkinton, MA 01748
Office phone:	508 497-9860
Office e-mail:	gromanko@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	8/31/2020
<b>BOX # 1</b>  Select either STATEMENT #1 or STATEMENT #2.  Write an X beside your financial interest.	<b>ELECTED MUNICIPAL EMPLOYEE</b> I am an elected municipal employee.  <input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR  <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.  My financial interest in a municipal contract is:  <input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>  Select either STATEMENT #1 or STATEMENT #2.	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b> I am a non-elected municipal employee.  <input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.  My financial interest in a municipal contract is:

<p>Write an X beside your financial interest.</p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>- OR -</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton Parks &amp; Recreation Department 65 Main St Hopkinton, MA</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>Park &amp; Rec Summer Sports Clinic Summer Camp Coach</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>



financial interest in the municipal contract?	Will be compensated as a seasonal <sup>municipal</sup> employee for Parks & Rec. Hourly range is \$21.80-26.82
Date when you acquired a financial interest	07/10/2023
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	03/09/2023

Attach additional pages if necessary.


NOT A PERSONAL SERVICES CONTRACT – File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/16/23

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

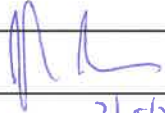
**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

**RECEIVED**

MAR 16 2023

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	JAY GOLDEN <span style="float: right;">HUMAN RESOURCES</span>
Title/ Position	HOPKINTON HIGH SCHOOL - SPECIAL EDUCATION TEACHER
<b>Fill in this box if it applies to you.</b>	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	HOPKINTON PUBLIC SCHOOLS
Agency Address	96 HAYDEN ROWE ST. HOPKINTON, MA 01748
Office phone:	(508)-497-9820
Office e-mail:	jgolden@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	9/1/19
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an elected municipal employee.
<b>Write an X beside your financial interest.</b>	<p><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a non-elected municipal employee.
	<p><input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a municipal contract is:</b></p>

<p><b>Write an X beside your financial interest.</b></p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton Parks &amp; Recreation Dept. 6 WALCOTT ST. Hopkinton, MA 01748</p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>Parks &amp; Rec Summer Sports Clinic (Basketball) (Coach)</p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>

financial interest In the municipal contract?	WILL BE COMPENSATED HOURLY AS A SEASONAL MUNICIPAL EMPLOYEE FOR PAPER + RET. HOURLY PAYEE FOR THIS POSITION IS \$21.80 - \$26.87
Date when you acquired a financial interest	6/26/23
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	3/8/23

Attach additional pages if necessary.


NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>	
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
<b>CERTIFICATION</b>	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/16/13

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

<b>INFORMATION ABOUT APPROVING BODY</b>	
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
<b>APPROVAL</b>	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

**RECEIVED**

MAR 16 2023

HUMAN RESOURCES

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Chaney Gaudette
Title/ Position	Special Ed ABA Tech Paraprofessional
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton High School
Agency Address	90 Hayden Rowe St Hopkinton MA 01748
Office phone:	508-497-9820
Office e-mail	cgaudette@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee	9/1/2020
<b>BOX # 1</b>  Select either STATEMENT #1 or STATEMENT #2.  Write an X beside your financial interest.	<p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an elected municipal employee.</p> <p><input type="checkbox"/> <b>STATEMENT #1</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR</p> <p><input type="checkbox"/> <b>STATEMENT #2</b> I will have a new financial interest in a contract made by a municipal agency</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<b>BOX # 2</b>  Select either STATEMENT #1 or STATEMENT #2.	<p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a non-elected municipal employee.</p> <p><input type="checkbox"/> <b>STATEMENT #1</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>

<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>- OR -</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton, Parks + Recreation Department 6 Walcott St. Hopkinton, MA 01748</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>Parks + Rec Sports Clinic Basketball coach</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>



What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. Will be compensated hourly as a seasonal municipal employee. The hourly compensation for this position is between \$21.80 - \$26.87.
Date when you acquired a financial interest	6/1/2023
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES -</b></p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	<i>Chancy Hurdle</i>
Date:	6/3/23

Attach additional pages if necessary.


NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/16/23

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

**RECEIVED**

APR 28 2023

HUMAN RESOURCES

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of municipal employee:	Mikayla Pucci
Title/ Position	High School Mathematics Teacher
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton Public Schools
Agency Address	90 Hayden Rowe St Hopkinton, MA
Office phone:	508-497-9820
Office e-mail:	hsoffice@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected    or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	January 4 <sup>th</sup> , 2021
<b>BOX # 1</b>	<b>ELECTED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am an elected municipal employee.
<b>Write an X beside your financial interest.</b>	<input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b> <input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency. <b>My financial interest in a municipal contract is:</b> <input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b>
<b>Select either STATEMENT #1 or STATEMENT #2.</b>	I am a non-elected municipal employee.
	<input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. <b>My financial interest in a municipal contract is:</b>

<p><b>Write an X beside your financial interest.</b></p>	<p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton Parks and Recreation Department 6 Walcott St. Hopkinton MA 01748</p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>Parks and Rec Summer Sports Clinic Basketball Camp Coach</p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>

financial interest in the municipal contract?	Will be compensated hourly as a Seasonal municipal employee for parks and Rec. Hourly range for this position is \$ 21.80 - \$ 26.87
Date when you acquired a financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	Milanah Piroci
Date:	4/27/22

Attach additional pages if necessary.


NOT A PERSONAL SERVICES CONTRACT – File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/14/23

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

**RECEIVED**

APR 14 2023

HUMAN RESOURCES

	<b>MUNICIPAL EMPLOYEE INFORMATION</b>
Name of municipal employee:	Calli Korbey
Title/ Position	8 <sup>th</sup> Grade Girls Basketball Coach
<b>Fill in this box if it applies to you.</b>	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Hopkinton Public Schools
Agency Address	89 Hayden Rowe Street, Hopkinton, MA 01748
Office phone:	
Office e-mail:	ckorbey@hopkinton.k12.ma.us
	Check one: <input type="checkbox"/> Elected            or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	11/28/2022
<b>BOX # 1</b>  <b>Select either STATEMENT #1 or STATEMENT #2.</b>  <b>Write an X beside your financial interest.</b>	<p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<b>BOX # 2</b>  <b>Select either STATEMENT #1 or STATEMENT #2.</b>	<p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p><input type="checkbox"/> <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>

<p><b>Write an X beside your financial interest.</b></p>	<p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input checked="" type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Hopkinton Parks &amp; Recreation Department 6 Walcott Street, Hopkinton, MA 01748</p>
<p><b>Please put in an X to confirm these facts.</b></p>	<p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>Parks &amp; Rec Summer Sports Clinic Coach</p>
<p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?</p>
<p>What is your</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.</p>



financial interest In the municipal contract?	Will be compensated hourly as a seasonal municipal employee for Parks & Rec. Hourly range for this position is \$21. <del>80</del> - \$26. <del>87</del>
Date when you acquired a financial interest	06/01/2023
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
<b>Write an X to confirm each statement.</b>	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	<i>Calli Korbey</i>
Date:	04/14/2023

Attach additional pages if necessary.


NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

	<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>
Name:	Jay Guelfi
Title/ Position	Director of Hopkinton Parks and Recreation
Municipal Agency:	Town of Hopkinton Parks and Recreation
Agency Address:	6 Walcott Street, Hopkinton, MA 01748
Office Phone:	(508) 497-9750
	<b>CERTIFICATION</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	5/16/23

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

	<b>INFORMATION ABOUT APPROVING BODY</b>
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	<b>APPROVAL</b>
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

**Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.**

# Charles J. Paquette

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## Summary

Currently an Accounts Payable Secretary for Bay Path RVTHS in Charlton, MA. Responsible for in-person and online payment processing, warrant processing, and processing of purchase orders. Expertise in tax collections and balancing including proactive and reactive customer outreach. Seeking an opportunity to leverage this and other banking experience in pursuit of personal and professional growth in a team environment.

## Core Competencies

Payment Processing  
Munis System  
Account Monitoring  
Consumer Lending  
Payment Triage  
Real Estate Tax  
Payment Reconciliation  
Account Opening and Maintenance  
Check Printing and Dispersal

## Professional Experience

### **Bay Path Regional Vocational Technical High School, Charlton, MA**

#### ***Accounts Payable Secretary***

**Nov 2022 - Present**

- Processing warrants, from entering warrant, posting warrant, and printing checks
- Purchasing goods for all departments by means of Purchase Orders or Credit Card
- Daily, Weekly, and Monthly Balancing and processing of all Purchase Orders
- Reviewing invoices, and following up with Vendors or Department Heads to balance PO's
- Processing and balancing all vendor statements
- Receiving payments for all school revolving accounts, and balancing daily.

### **Town of Spencer, Spencer, MA**

#### ***Assistant Treasurer***

**Aug 2021-Nov 2022**

- Online payment processing and balancing from Unipay and Unibank, as well as keeping online files up to date
- Download and application of payments using MUNIS system
- Daily, Weekly, and Monthly Balancing and processing of all payments/transactions
- Customer outreach and triage for overdue and at-risk collections
- Processing MLC requests, as well as payables warrants, and transferring payroll
- Receiving and process various departments turnovers, and balancing turnovers weekly

### **Southbridge Credit Union, Sturbridge, MA**

#### ***Senior Universal Banker***

**Jan 2021 – July 2021**

- Responsible for the training of new Colleagues in addition to day-to-day oversight of audits, cash drawers, and sales
- Accountable for monthly sales reports for Retail Development
- Expert in member servicing, loan applications, and funding
- Leadership opportunity with a focus on branch compliance and workforce engagement

***Financial Service Specialist***

**Aug 2018 – Dec 2020**

- Expertise with Consumer Loan Applications
- Account opening and maintenance including commercial and consumer accounts
- Responsible for Cash Audits, Notarization, and licensed NMLS
- Accountable for a smooth and professional experience for members

***Teller***

**Jun 2017 – July 2018**

- Experience with Credit Card applications, Cash counting, Address Changes, and Loan Payments
- Responsible and accountable for vault balancing

**Education**

***Marketing Vocational Major***

**2014-2018**

Bay Path Regional Vocational Technical High School, Charlton, MA 01507

**Achievements/Other**

Class of 2018 Treasurer  
2015 DECA Student of the Year

DECA Leadership Conference  
Presidential Academic Award

Skills USA Leadership Conference  
Southbridge Credit Union Volunteer of the year

Upper Charles Trail Committee  
Committee Charge  
Adopted by Board of Selectmen February 28, 2017

Pursuant to the powers granted to the Board of Selectmen by Section 3-2 of the Town Charter, the Board of Selectmen hereby charges the Upper Charles Trail Committee (UCTC) as follows:

**PURPOSE:** The Committee is charged with recommending, for the Board of Selectmen's consideration, a development plan for the Upper Charles Trail in Hopkinton, from the Milford Town line to the Ashland Town line, and then developing the Upper Charles Trail. The Committee's responsibilities shall include, but shall not be limited to, planning, design, permitting, property rights acquisition and construction of the Trail and associated infrastructure, subject to the approval of the Board of Selectmen of property rights acquisition and Trail route location. The Committee shall identify, apply for and receive any State, Federal or private grants which may become available for the accomplishment of its mission. The Committee may request and advocate for Community Preservation Act funds.

The Committee shall also consider whether to establish a Friends of the Hopkinton Upper Charles Trail 501(c) (3) non-profit organization which will incorporate and encourage citizen involvement, work cooperatively with citizens and the Town to promote the proper use and care of the Trail, raise and expend funds for maintenance and improvements, and oversee the Trail and report improper uses. If establishment is recommended by the Committee, it shall take any and all actions necessary to establish the organization.

The Upper Charles Trail shall be a multi-use active and passive recreational path that will incorporate the Hopkinton Center Trail. The development plan shall outline the community's vision for the creation of the path and produce recommendations for the Board's consideration that align with the aspirations of the community. The development plan shall also outline potential federal, state and local funding opportunities to assist with the construction and maintenance of the Trail.

The UCTC will:

- Develop and steward a planning process that includes extensive community input, and that fosters openness and inclusion through dialogue and communication with stakeholders;
- Work collaboratively with any 501(c)(3) non-profit organization created to encourage citizen involvement in the proper use and maintenance of the Trail;
- Identify Federal, State, and private grant or other funding opportunities; and
- Work with the Director of Land Use and Town Operations to accomplish its purpose.

**COMMITTEE PROCEDURE:** The Committee shall elect a Chair and Vice Chair annually. The Committee shall comply with the requirements of the *Open Meeting Law* and the *Public Records Law*.

**COMPOSITION:** The Committee shall have 9 full members and 2 alternate members who are Hopkinton residents and appointed by the Board of Selectmen. All members shall serve at the

pleasure of the Board of Selectmen. Preference shall be given to ensure that at least one member of the UCTC has civil engineering expertise, one member has construction experience or experience in the development of a multi-use trail, and one member with public relations experience.

Membership shall be as follows:

- A designee recommended by the Conservation Commission.
- A designee recommended by the Parks and Recreation Commission.
- A designee of the Board of Selectmen.
- Six (6) members at-large.

Alternate Members:

- Two (2) members at-large

*LENGTH OF TERM:* Full members shall be appointed by the Board of Selectmen for staggered three year terms. Alternate members shall be appointed by the Board of Selectmen for staggered three year terms.

*CHARGE:* The UCTC shall work with the Director of Land Use and Town Operations as follows:

1. Guide creation of a development plan for the Upper Charles Trail;
2. Ensure that the development plan reflects the community's aspirations;
3. Provide an assessment of the broader neighborhood context and the appropriateness of the Upper Charles Trail in a specific location, given the quality of life and visual characteristics of the area valued by the community;
4. Outline and present 2 or 3 Upper Charles Trail route options for the Board of Selectmen consideration, one of which is located on the west side of Hayden Rowe;
5. Create a development plan for the Upper Charles Trail that serves as an invaluable outside resource to the Board and the Town throughout the development process;
6. Gather input from as many Hopkinton residents as possible by reaching out to the community through a townwide community visioning workshop, and by conducting focus groups and surveys;
7. Identify federal, state and local grant and funding opportunities available to both governmental and non-governmental entities that could assist in the construction and maintenance of the Upper Charles Trail;
8. Work collaboratively with any non-profit organization created for the purpose of maintaining the Upper Charles Trail, to encourage citizen participation in the use and maintenance in and of the multi-use path;
9. Conduct public education and outreach on the development plan process; and
10. Guide construction of the Upper Charles Trail by working with the Board, Town staff and other boards/committees on design, permitting, funding and construction.



# TOWN OF HOPKINTON

## OFFICE OF THE SELECTMEN

### Trail Coordination and Management Committee Committee Charge

Approved by the Board of Selectmen: January 15, 2019

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

***Vision Theme:*** *In 2025, Hopkinton has protected additional lands for ensuring water quality, and for active and passive open space; created more recreational opportunities for a variety of age groups; and conserved additional natural resources and view sheds that help define the rural quality that is characteristic of much of the town.*

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

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

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

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

**CHARGE:** The TCMC will:

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

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



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

The membership shall be as follows:

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

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

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

**RELATIONSHIP TO EXISTING TOWN BOARDS:**

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

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

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

## Hopkinton Trails Committee - 5.19.23

### Background

#### **Upper Charles Trail Committee (UCTC)**

- Formed February 28, 2017
- 9 Members (staggered 3 year terms) – 1 designee from ConCom, 1 from Parks and Recreation, 1 from Select Board, and 6 at large members: 2 at large alternates – preference was to be given to ensure at least one member has civil engineering experience, one construction experience or experience developing a multi-use trail, and one with public relations experience.

#### **Trails Coordination and Management Committee (TCMC)**

- Formed January 15, 2019
- 7 Members (staggered 3 year terms) – 1 designee from Parks and Recreation, 1 from ConCom, 1 from Planning Board, and 4 at large with up to 5 associate (non-voting Members). No Member may serve more than three consecutive terms.

#### **Both share intended functionalities that are similar.**

- Make recommendations to the Select Board (SB) about trails: planning, developing, implementing, management
  - Consider public safety, financial impacts, public access and use, accessibility, sustainability, and mitigation of impacts to abutters
- Make recommendations to SB about specific parcels to pursue for purchase or trail development
- Promote partnerships
- Encourage public involvement & engagement in the planning, management, and use of trails
  - Hold at least one public forum a year to solicit public input, ideas & concerns
  - Develop and steward a planning process that includes extensive community input and fosters openness and inclusion through dialogue and communication with stakeholders
- Ensure alignment with community's desires & vision
- Work with the Director of Land Use and Planning (Hopkinton Principal Planner)

#### **Unique to UCTC**

- Define and pursue properties – acquisition, permitting, construction – please consider keeping
- Pursue State, Federal, Private grants as applicable – please consider keeping
- Interface with CPC, may request CPC funds (pretty sure any committee can) – please consider keeping
- Their charge included the ability to develop a “Friends of the UCTC” 501(c)(3) – I don't think this has happened but is a great idea for all the trails I think – please consider keeping

#### **Unique to TCMC**

- Transparent process for managing conflicts or concerns – please consider keeping

## Hopkinton Trails Committee - 5.19.23

- Recommendations to SB about annual budget needs: for operations, trash & debris removal, repairs, mowing, resurfacing – please consider keeping
- Recommendations to SB town standards for signage, access & accessibility, trail marking, parking, mapping, vegetation and wildlife management, viewshed mitigation, trail design and surface type, trail location as it relates to natural resources, topography, proximity to residential abutters, etc. – please consider keeping
  - They were charged with drafting standards to be developed in coordination with Town Boards and Committees – I don't know if this has been done, but we should check
- Coordinate and oversee publication of Trail maps and Trail Guides – please consider keeping

### Consider for the new committee - Hopkinton Trails Committee

- **9 Members with staggered 3 year terms**
  - One with public relations marketing experience
  - One with professional trails, construction, or trails construction specific experience
- **3 subcommittee structure with a Chair and two Vice Chairs** (one each per subcommittee) – the chair and vice chairs to be selected annually by vote of the committee, but the chair each year shall change and come from a different sub-committee on a predetermined rotation
- **Subcommittees:**
  - Public Relations, Community Visioning, and Accountability
  - Walking/Hiking Trails Development & Management
  - Upper Charles Multi-use Path Development & Management
- **Liaisons:** 1 each from the Planning Board, the Select Board, the Open Space Committee, the School Committee, the Conservation Commission, and Parks and Recreation. These liaisons are not expected to necessarily attend every meeting but serve as vital communication links between committees to keep the committees and the public informed.
- **Other recommendations:**
  - Putting both committees on 6 week hiatus pending the development of a new committee or committees
  - All interested members would need to reapply for the new committee
  - Establish a requirement for a public visioning event to establish the direction(s)/priorities for the new committee going forward – no later than October 31, 2023
  - Develop an engagement process for trails or sections of trails for direct abutters
    - Consider a specific mechanism for abutter interface to address concerns
  - Establish shared nomenclature for trail types
- Before we finalize a framework – we should probably gather and incorporate input from existing committees (UCTC & TCMC), liaison committees/boards/commissions, the Town Principal Planner, and the public

### Consider a separate Citizen Advisory Board (CAB) – *or some oversight mechanism*

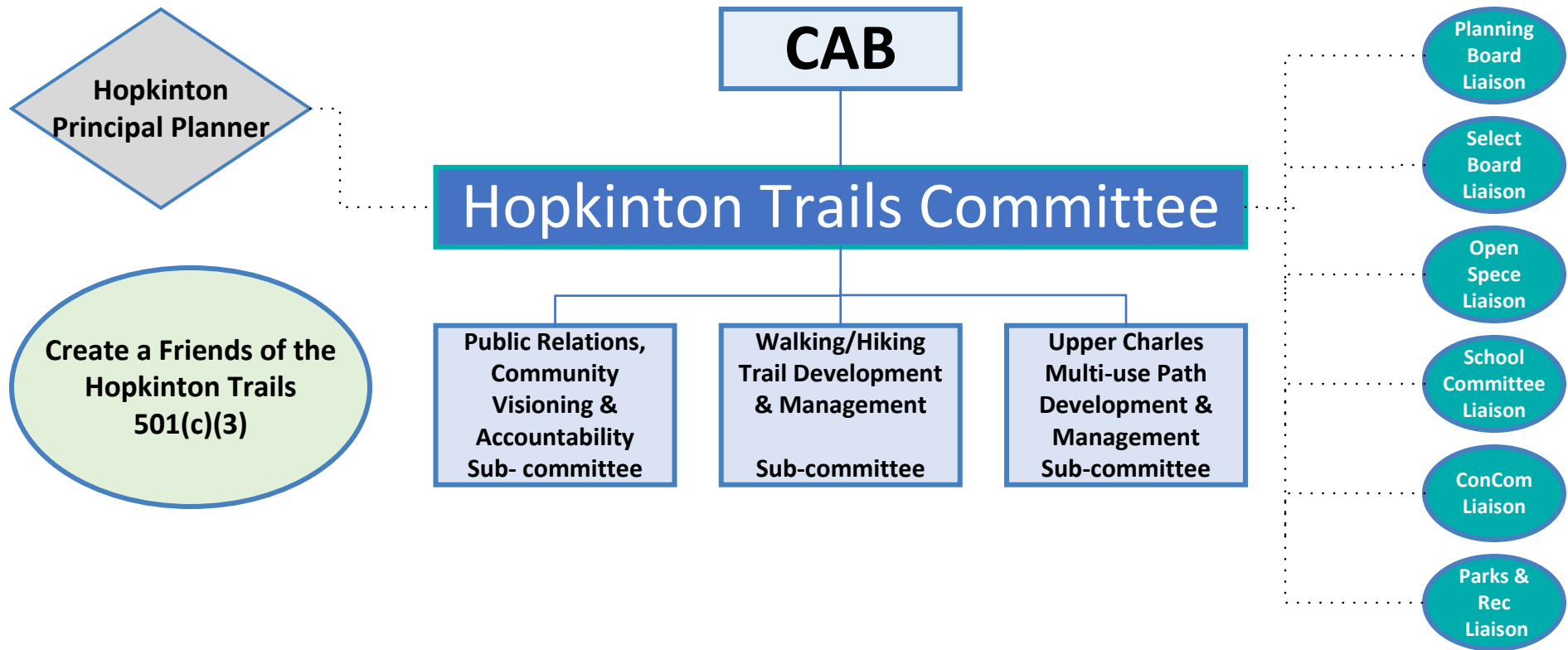
- To meet quarterly with the Hopkinton Trails Committee and Liaisons to ensure fidelity to the Hopkinton Trails Committee's charge, provide accountability to resident input/feedback, and track progress on Hopkinton Trails Committee goals.
- 3 member board, 3 year staggered terms

## Hopkinton Trails Committee - 5.19.23

- Please consider that there is a need for oversight. Best practice for any committee or organization that serves a community of individuals however the community is designated is to have regular formal input from that community, and within that best practice to maintain a mechanism for accountability to the community members that contribute their time and intellectual capital. A formal feedback and information loop if you will that ensures the committee or organization embeds the community members' input with fidelity into the work of the committee.
  - A CAB is not the only way to do this, but it is a way and considered a best practice for this purpose

Encourage development of a "Friends of the Hopkinton Trails" 501(c)(3) Organization

Thank you for considering my input. Muriel Kramer 5.19.2023



**Key Components**

- Citizen Advisory Board (CAB) – 3 Members with three year staggered terms (year 1: appoint a 3-year, a 2-year, and a 1-year member)
  - Meets quarterly with Hopkinton Trails Committee and Liaisons to ensure fidelity to the committee’s charge, provide accountability to resident input/feedback, and track progress on committee goals
- 9 member Committee – three year staggered terms (year 1: appoint (3) 3-year terms, one per-sub-committee; (3) 2-year terms, one per-sub-committee; and (3) 1-year terms, one per-sub-committee)
- Chair and 2 Vice-Chairs (1 each per sub-committee)

**Mission:** Ensure a robust public involvement and accountability process while developing trails of any type in Hopkinton. Provide options and access feedback from liaisons and the Town’s Principal Planner when developing/creating all new trails anywhere in Hopkinton with a consistent and transparent process.

## **Meeting Notes - Upper Charles Trail Committee (UCTC) Meeting 5-17-23**

Elaine Lazarus Meeting Notes of Agenda Item to Review UCTC Charge

*Note: These notes are not Upper Charles Trail Committee Minutes*

UCTC Members Present: Jane Moran, Ken Parker, Eric Sonnett, Eli Post, Scott Knous, Irfan Nasrullah, Jim Ciriello, Bob Snyder, Cynthia Esthimer, Jamie Wronka (alternate member), Tim Ritterbusch (alternate member)

### Agenda Item - Review UCTC Charge:

Jane Moran suggested that members come up with suggested changes to the Charge that might help its functioning. She stated that she would recommend having a member proficient in social media, and to add to the Charge biannual reporting to the Select Board.

Jim Ciriello noted the current Charge includes a member with public relations experience and this includes social media. He suggested changing the makeup of the Committee to include more liaisons (not necessarily voting liaisons) from other boards/committees such as the Trail Coordination & Management Committee (TCMC).

Cynthia Esthimer suggested that “public outreach” replace social media, and recommended including “constructive collaboration” in charge item #10.

Eli Post stated he echoes the suggestions of Jane Moran and Cynthia Esthimer. He stated the Trail impacts people’s daily life so the Committee should reach out and interact with people, and this is paramount.

Scott Knous stated the membership should include a TCMC member, and the Parks & Recreation Commission and the Conservation Commission should be reminded that their member designees do not have to be members of those Commissions, they can designate anyone.

Jamie Wronka suggested clarity in the number of route options the Committee is required to recommend to the Select Board, and stated the provisions of the Charge referring to gathering input from the community are vague. She recommended there be a definite number of route options required, and more specificity in public outreach, such as specifying the number of public visioning workshops required.

Bob Snyder stated he joined the Committee because he is interested in creating a bikeable trail from Milford to Ashland, and he has heard the Town may be easing back on that goal because it’s been found that it’s hard to do - but it’s still important to him. He stated he agrees with the suggestion of periodic visioning workshops.

Ken Parker stated that skateboarders shouldn’t be part of what is included in the definition of a “multi-use” (bikeable) trail, because that implies it will be a paved trail. He stated this shouldn’t be part of the Charge, and it will increase opposition to it. He suggested amending charge item

#4 to require markings on the ground of the trail route wherever feasible so people can evaluate that. Members discussed that visual markings could be required where possible, and it was noted that some areas, such as the Campus Connector, had been marked in the past.

Tim Ritterbusch referred to Charge item #4 which references providing 2 or 3 route options to the Select Board, noting that perhaps recommending 2 or 3 segment options that would be part of one overall route would make better sense, reviewing it one segment at a time. He referred to presentations of segments/routes to the Select Board, noting the Committee could show the planning work, some of which might not be popular, but it gives the Select Board a choice. He stated it should be made clear it's a planning exercise for segments, and it doesn't need to be 100% designed to present to the Board. He stated it should be clear that the UCTC does the planning and the Select Board makes the choice.

Scott Knous stated what he heard is proposing segments for decision when ready rather than a complete package. Irfan Nasrullah stated that as a Select Board member, he would like to see the pros and cons of each segment.

Eric Sonnett recommended expanding or reorganizing the Committee to include a designee of the School Committee, because much of the Trail would go through their property and there needs to be interaction. He stated they are a potential partner and right now they have no say.

Jim Ciriello stated he has always looked at the Trail as segments. He stated "multi-use" means it can be used for any non-motorized purpose and he is open to any surface treatment. He stated he doesn't recall ever voting to use the Hayden Rowe route. He stated one segment can't be eliminated unless there is another option; he likes the use of segments and the reporting out. He stated Con. Comm. has a representative because wetlands are involved, and he regularly updates the Con. Comm. on that, and assumes other designees are doing the same.

Eli Post stated it's dangerous to approve segments individually because you don't know how they will connect.

Jane Moran stated there was a conceptual route plan for the Environmental Notification Form (ENF) that was being developed, but it never got to design. She stated the State needed an overall plan because of the wetlands impacts, as there are limits on the amount that can be impacted. She stated the Committee needs to be aware of that impact. She stated the ENF was never submitted to the State.

Ken Parker stated in some places separate segments make sense, and in others they don't. He stated the Committee doesn't have to wait until there is a complete route to start building, and some parts can stand alone.

Irfan Nasrullah stated the MassDEP won't approve each segment, they will need to see the entire plan via the MEPA process. He stated the Select Board doesn't need the full plan to

review it. He stated that for the Charge, he likes quantifiable measurable actions, segment reviews with the pros and cons of options.

Cynthia Esthinmer asked about the frequency of reporting and what is reported, and it's something for the Select Board to consider as to what they feel is important.



**Date:** May 3, 2023

**To:** Select Board

**From:** Amy Ritterbusch, Select Board Chair

In preparation for our discussion on volunteer recognition, I wanted to count up how many volunteers we have to recognize. I removed duplicate names (people who serve on more than one committee), and we have a total of 178 volunteers. They are a variety of age groups, so that makes it more challenging to find a good day or time to have an event. For example, if the majority were at retirement age, we might make an educated guess that they were likely to be available on weekdays. This is just a discussion point for our May 9, 2023 meeting.

*Amy*

<b>Generational Age Group</b>	
Traditionalists b. before 1945 (Age 77+)	7
Baby Boomers b.1946-64 (Age 58-76)	77
Generation X b. 1965-76 (Age 46-57)	51
Millennials Gen Y b. 1977-95 (Age 27-45)	28
Gen Z b. 1996+ (Age 18-26)	5
Age Group Unknown	10
<b>Total</b>	<b>178</b>

Board & Committee Statistics - FY23

## Town of Hopkinton

### REVOCABLE LICENSE AGREEMENT

THIS REVOCABLE LICENSE AGREEMENT (this “**License Agreement**”) is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2023 by and between Kevin W. Lobisser, Trustee of the Hopkinton Village Center Condominium Trust, u/d/t, dated December 18, 2020, and recorded with the Middlesex South District Registry of Deeds in Book 76502, Page 129 together with its successors and assigns, “**Licensor**”), and the TOWN OF HOPKINTON, MASSACHUSETTS acting by and through its Select Board (“**Licensee**”) with a principal office at 18 Main Street, Hopkinton, Massachusetts 01748 (collectively, the “**Parties**”).

#### RECITALS

WHEREAS, Licensor is the owner of land located at 25 and 35 Main Street, Hopkinton, shown as Lot 1 on a plan entitled “Snow Storage Easement Plan Hopkinton Village Center Condominium”, dated April 7, 2023, recorded as Plan No. \_\_\_\_ of 2023, a copy of which is attached hereto as Exhibit A (the “**Property**”);

WHEREAS, Licensee seeks to utilize the twenty five (25) parking spaces on the Property located as follows: six (6) spaces to the east of 35 Main Street; thirteen (13) spaces between 35 Main Street and 25 Main Street; and six (6) spaces west of 25 Main Street (collectively, the “**Parking Spaces**”), and shown as the crosshatched areas on Page C3.0 of a plan entitled “Hopkinton Village Condominium, LFJ Development Corporation, Main Street, Hopkinton, Massachusetts dated June 6, 2021, a copy of which is attached hereto as Exhibit B, provided, however, that the exact location of the spaces may diverge in a non-substantive manner from those shown on said plan; and

WHEREAS, Licensor has agreed to grant Licensee a temporary, non-exclusive, revocable license for vehicular access over the **Drive Aisle** between the thirteen (13) parking spaces located between 25 and 35 Main Street, and the area identified as “**Snow Storage**” adjacent to the Drive Aisle, both as shown on Exhibit B, an area shown as “Snow Storage Easement H” on Exhibit A and an area extending five feet from the bounds of the pavement comprising the Drive Aisle and Parking Spaces, excluding any area where a building is located, (the “**Additional Plowing Space**”), for the purpose of clearing snow and, where needed, sanding the Parking Spaces, as well as a temporary, non-exclusive revocable license for the parking of vehicles in the Parking Spaces between the hours of 6:00 P.M. and 12:00 A.M.; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and the payment of other consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby enter into a license agreement upon the terms and conditions set forth herein.

1. Grant of License.

- a. Licensors hereby grants to Licensee a temporary, non-exclusive, revocable license to enter upon and use the Parking Spaces, Snow Storage Area, Drive Aisle, and Additional Plowing Space (collectively, the “**License Area**”) exclusively for the purposes described herein, subject to the terms and conditions set forth herein.
- b. Licensors does not make any representation or warranty as to any matter affecting or relating to the License Area, including, but not limited to, the physical condition or suitability thereof, and Licensee acknowledges that no such representation or warranty has been made and Licensee agrees that this License Agreement relates to the License Area in “as-is” condition as of the date of this License Agreement.

2. Term. The term of this License Agreement shall commence on the date hereof. The License Agreement may be terminated by either party by notice in writing and without cause. Notice shall be sent certified mail, as follows:

Licensee: Hopkinton Select Board, 18 Main Street, Hopkinton, Massachusetts 01748.

Licensors: Kevin Lobisser, Trustee of the Hopkinton Village Condominium, Trust, 1 Charlesview Road, Hopedale, MA:

3. Permitted Use. Licensee, its employees, agents, contractors, guests and invitees, including the general public, shall be permitted to use the License Area solely for the following uses:

- a. Vehicular access on or over said License Area for the purpose of clearing snow, ice, and other debris from the License Area, storing and stockpiling cleared snow within the Snow Storage Area, and sanding the License Area, as needed; and
- b. Vehicular parking in the Parking Spaces between the hours of 6:00 P.M. and 12:00 A.M.

4. Insurance. Both Parties shall carry during the Term, at their own cost and expense, the following insurance: (i) “All Risk” property insurance for the License Area’s replacement cost; (ii) commercial General Liability insurance with a minimum limit of liability of \$1,000,000 per occurrence; \$3,000,000 aggregate for bodily injury or death/property damage arising out of any one occurrence; (iii) Workers’ Compensation Insurance as required by law and Employer’s Liability Insurance; and (iv) umbrella liability insurance following the same form as the underlying General Liability and Employer’s Liability insurance policies. For (i), (ii) and (iii), each party shall be named as an additional insured on the other party’s insurance policies.

5. Mutual Release. The parties agree to forever release, discharge, and hold harmless each other of and from any and all actions, causes of action, suits, controversies, proceedings, expenses, claims arising out of personal injury, property damage, wrongful death, pain and suffering, negligence, demands and liabilities of every name and nature and description, both in law and equity, costs losses expenses and fees, which they may have, now has, or may have ever had against each other, and which are related in any way to or arise out of the use of the License Area. It is understood and agreed by and between the parties that this release is not to be construed as an admission of liability.

6. Interference. In exercising its rights hereunder, Licensee shall use reasonable efforts to minimize any interference with the Licensor's use of the License Area.

7. No Interest in Real Estate. This License Agreement does not grant Licensee, its successors, assigns or transferees any interest, legal or equitable, in the Property or the License Area, and this License Agreement shall become null and void and without legal effect if it is recorded in any registry of deeds or any land registration office.

8. Modification; Assignment. Any modification or amendment to this License Agreement must be in writing. This License Agreement is not transferable and no privilege contained herein may be sublet or assigned to any other person or organization without the express written consent of Licensor, which consent may be withheld for any or no reason.

9. Survival of Terms and Provisions. All appropriate terms and provisions hereof shall survive the termination or revocation of this License Agreement.

10. Severability. If any provision of this License Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this License Agreement shall nonetheless remain in full force and effect, and in the place of such invalid or unenforceable provision there shall be substituted a like, but valid and enforceable provision, which comports to the findings of the aforesaid court and most nearly accomplishes the original intention of the parties.

11. Counterparts. This License Agreement may be executed in two or more counterparts, each of which shall be an original for all purposes and all of which, taken together, shall constitute one and the same agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have caused this License Agreement to be executed under seal, in any number of counterpart copies, each of which shall be an original for all purposes, as of the day and year first above written.

**LICENSOR**

Hopkinton Village Center  
Condominium Trust

By: \_\_\_\_\_

Kevin W. Lobisser, Trustee

ASSENTED TO:

Oasis on Main Street LLC  
(Owner of Unit 1)

By: \_\_\_\_\_

Dawn Smith, Manager

ASSENTED TO:

35 Main St. LLC  
(Owner of Unit 2)

By: \_\_\_\_\_

Stephen Anthony Burns, Jr.,  
Manager

**LICENSEE**

TOWN OF HOPKINTON SELECT  
BOARD

By: \_\_\_\_\_

Norman Khumalo

Its: Town Manager, duly authorized

**EXHIBIT A**

Plan

# EXHIBIT B

## Plan

ACCESS, UTILITY, AND SNOW STORAGE EASEMENT

This Grant of Access, Utility, and Snow Storage Easement is made by Kevin W. Lobisser, Trustee of the Hopkinton Village Center Condominium Trust u/d/t dated December 18, 2020, and recorded with the Middlesex South District Registry of Deeds in Book 76502, Page 129 (the “**Grantor**”), to the TOWN OF HOPKINTON with a principal place of business at 18 Main Street, Hopkinton, MA 01748 (the “**Grantee**”).

WHEREAS, the Grantor is the owner of certain parcel of real property located off Main Street in Hopkinton, Massachusetts, as more particularly described in the Hopkinton Village Center Condominium Master Deed recorded in Book 76502, Page 106 (the “**Burdened Premises**”), which Burdened Premises are shown as Lot 1 on the plan entitled, “Site Plan Hopkinton Village Center Condominium 25-35 Main Street, Hopkinton, MA (Middlesex County, South District)”, prepared by Level Design Group for LFJ Development Corp. on October 21, 2020 which plan is recorded with the Middlesex County Registry of Deeds as Plan No. 939 of 2020 (the “Site Plan”);

WHEREAS, the Grantee is the owner of certain real property located off Main Street in Hopkinton, Massachusetts, as more particularly described in an Order of Taking, recorded with said Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_ (the “**Benefitted Premises**”), which Benefitted Premises are located as shown as “Possible Future Parking Lot for Town of Hopkinton (Not Part of Condominium)” on the Site Plan; and

WHEREAS, the Grantor has agreed to grant three access easements for the benefit of the Benefitted Premises on and over that certain portion of the Burdened Premises consisting of (1) ”Proposed Access Easement (2,594± S.F.)”; (2) ”Prop. Access Esmt.”; and (3) ”Proposed Access Easement 2,589± S.F as shown on the plan entitled “Easement Plan Hopkinton Village Center Condominium 25-35 Main Street, Hopkinton, MA (Middlesex County, South District)”, prepared by Level Design Group for LFJ Development Corp. on December 10, 2020 which plan is recorded with said Registry of Deeds as Plan No. 940 of 2020 (the “Access Easement Plan”)(said easements collectively referred to as the “**Access Easement Areas**”);

WHEREAS, the Grantor has further agreed to grant eight snow storage easements for the benefit of the Benefitted Premises on and over that certain portion of the Burdened Premises consisting of (1) “5' Wide Snow Storage Easement “A” 960± S.F.”; (2) “Snow Storage Easement “B” 1,024± S.F.”; (3) “Snow Storage Easement “C” 179± S.F.”; (4) “1.5' Wide Snow Storage Easement “D” 27.50'x1.50' 41± S.F.”; (5) “Snow Storage Easement “E” 223± S.F.”; (6) “Snow Storage Easement “F” 965± S.F.”; (7) “Snow Storage Easement “G” 974± S.F.”; and (8) “Snow Storage Easement “I” 1,776± S.F.” on the plan entitled “Snow Storage Easement Plan Hopkinton Village Center Condominium 25-35 Main Street, Hopkinton, MA (Middlesex County, South District)”, prepared by Level Design Group for LFJ Development Corp. on April \_\_\_\_, 2023 and recorded with said Registry of Deeds as Plan No. \_\_\_\_ of 2023 (the “Snow Storage Easement Plan”) (said easements collectively referred to as the “**Snow Storage Easement Areas**”);

WHEREAS, the Grantor has further agreed to grant four utility easements upon the Burdened Premises for the benefit of the Benefitted Premises on and over that certain portion of

the Burdened Premises consisting of (1) “Electrical Easement A 25± S.F. 5.00 x. 5.00”; (2) “Electrical Easement B 88± S.F.”; (3) “Electrical Easement C 1,903± S.F.”; and (4) “Electrical Easement D 564± S.F.” as shown on the plan entitled, “Electrical Easement Plan Hopkinton Village Center Condominium 25-35 Main Street, Hopkinton, MA (Middlesex County, South District)”, prepared by Level Design Group for LFJ Development Corp. on April \_\_\_\_, 2023 and recorded with said Registry of Deeds as Plan No. \_\_\_\_ of 2023 (the “Electrical Easement Plan”) (said easements collectively referred to as the “**Utility Easement Areas**”);

WHEREAS, the Grantee has agreed to certain limitations, conditions, and obligations relating to such access easement as set forth herein;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be bound hereby, the Grantor hereby grants to the Grantee the following easements, and the Grantee hereby agrees to the following restrictions, conditions, and obligations, all subject to the terms contained herein:

1. The Grantor does hereby grant and convey to the Grantee, without covenants, upon and subject to the terms and conditions herein contained, for the benefit of the Benefitted Premises and running with and as appurtenant to the Benefitted Premises, the perpetual, non-exclusive right and easement in, on, over and across the Access Easement Areas for the purpose of access and egress on foot, on bicycles, and in motor vehicles, to pass and repass from Main Street to the Benefitted Premises, in order to use and enjoy the Benefitted Premises as a municipal parking lot. The easements granted pursuant to the preceding sentence shall include the obligation to perform at the Grantee’s sole cost and expense reasonable maintenance and repair work in and on the Access Easement Areas as necessary or desirable to maintain safe year-round vehicular and/or pedestrian access including grading, patching, additions of pavement, gravel, or other material, snow plowing, and provisions for drainage. The parties agree to endeavor to work cooperatively to resurface the Access Easement Areas and pay for such work on an equitable basis when wear and tear dictate.
2. The Grantor does hereby grant and convey to the Grantee, without covenants, upon and subject to the terms and conditions herein contained, for the benefit of the Benefitted Premises and running with and as appurtenant to the Benefitted Premises, the perpetual, non-exclusive right and easement in, on, over and across the Snow Storage Easement Areas in order to store and stockpile snow.
3. The Grantor does hereby grant and convey to the Grantee, without covenants, upon and subject to the terms and conditions herein contained, for the benefit of the Benefitted Premises and running with and as appurtenant to the Benefitted Premises, the perpetual, non-exclusive right and easement in, on, over and across the Utility Easement Areas to provide all utility services to the Benefitted Premises and to install, maintain, repair and replace all or any portion of such services.
4. Grantor shall be solely responsible for the real estate taxes on the Access Easement Areas, the Snow Storage Easement Areas, and the Utility Easement Areas.



5. Damage to the Access Easement Areas, the Snow Storage Easement Areas, and the Utility Easement Areas caused by construction or snowplow equipment shall be the responsibility of the party causing such damage. If, in connection with the exercise of said right and easement, either shall make any excavations in said Access Easement Areas, Snow Storage Easement Areas, and Utility Easement Areas, the party so excavating will, as soon as possible, restore said easement area(s) and the surface thereof to their prior condition at such party's cost.

6. The Grantee agrees to indemnify, defend, and hold the Grantor harmless from and against all costs, claims, expenses, damages (including personal injury and property damage), and liabilities of any nature whatsoever (including, without limitation, court costs and reasonable attorneys' fees), incurred by the Grantor (a) as a result of or in connection with any personal injury or property damage that occurs in, on, or around the Burdened Premises in connection with any exercise of the rights granted to the Grantee hereunder, (b) as a result of or in connection with any failure by the Grantee to comply with the provisions of this instrument, or (c) otherwise resulting from or relating to any exercise of the right granted to the Grantee hereunder, except to the extent such cost, claim, expense, damage or liability is a result of the conduct of the Grantor or the Grantor's agents, employers or contractors. Without limitation of the terms of the preceding sentence, the Grantee shall pay to the Grantor all legal expenses incurred by the Grantor in connection with the enforcement of the provisions of this instrument and the recovery of damages or equitable relief relating to any failure by the Grantee to comply with the provisions of this instrument.

7. The Grantor agrees to indemnify, defend, and hold the Grantee harmless from and against all costs, claims, expenses, damages (including personal injury and property damage), and liabilities of any nature whatsoever (including without limitation, court costs and reasonable attorneys' fees), incurred by the Grantee (a) as a result of or in connection with any personal injury or property damage that occurs in, on, or around the Benefitted Premises in connection with any exercise of the rights reserved to the Grantor hereunder, (b) as a result of or in connection with any failure by the Grantor to comply with the provisions of this instrument, or (c) otherwise resulting from or relating to any exercise of the right reserved by the Grantor hereunder, unless such cost, claim, expense, damage or liability is a result of the conduct of the Grantee or the Grantee's agents, employers or contractors. Without limitation of the terms of the preceding sentence, the Grantor shall pay to the Grantee all legal expenses incurred by the Grantee in connection with the enforcement of the provisions of this instrument and the recovery of damages or equitable relief relating to any failure by the Grantor to comply with the provisions of this instrument.

8. As used herein, the terms "Grantor" and "Grantee" shall include their respective heirs, legal representatives, successors, assigns, and successors in title, and the rights, agreements, and obligations contained herein shall be covenants running with the land and shall be binding upon and inure to the benefit of the parties hereto and those claiming title to or interest in the Burdened Premises and/or the Benefitted Premises.

Executed under seal this \_\_\_\_ day of \_\_\_\_\_, 2023.

Hopkinton Village Center Condominium Trust

By: \_\_\_\_\_  
Kevin W. Lobisser, Trustee

COMMONWEALTH OF MASSACHUSETTS

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned notary public, personally appeared the above-named Kevin W. Lobisser, Trustee of the Hopkinton Village Center Condominium Trust, known to me to be the people whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose, and acknowledged the foregoing instrument to be the free act and deed, before me.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

## ORDER OF TAKING

The Select Board of the Town of Hopkinton, in the County of Middlesex and Commonwealth of Massachusetts, acting under the authority of and in accordance with General Laws Chapter 79, as amended, and by virtue of the authority conferred upon them by a vote of more than two-thirds under Article 51 of the Annual Town Meeting held on May 6, 2019, a certified copy of which is attached hereto, do hereby take for and on behalf of the Inhabitants of the Town of Hopkinton, a certain parcel of land located in the Town of Hopkinton, Middlesex County, Commonwealth of Massachusetts, shown as “Possible Future Parking Lot for Town of Hopkinton (Not Part of Condominium)” on a plan of land entitled, “Site Plan Hopkinton Village Center Condominium 25-35 Main Street, Hopkinton, MA (Middlesex County, South District)”, prepared by Level Design Group for LFJ Development Corp. on October 21, 2020 which plan is recorded with the Middlesex County Registry of Deeds as Plan No. 939 of 2020 (the “Plan”) and to which plan reference may be had for a more particular description of said land (the “Property”).

Said Property is taken subject to the following easements:

A Utility and Drainage easement for the benefit of Lot 1 over the entirety of the Property. The purpose of said easement is to provide all utility services to Lot 1 and to operate and maintain the existing drainage infrastructure upon the Property. The owner of Lot 1 may install, maintain, repair and replace all or any portion of such services and drainage infrastructure provided that such owner of Lot 1 restore the Property to its prior condition at their sole cost.

An access easement over the entirety of the Property (excluding marked parking spaces). The purpose of said easement is to permit the owner of Lot 1 to pass and repass on, over and across the easement area by foot, bicycles and motor vehicles.

The Property is taken for public convenience and necessity. Included with this taking is the perpetual right and easement to use, construct, inspect, repair, operate, maintain and replace surfaces and infrastructure of a parking lot and the right to enter on foot and with equipment and vehicles to perform any of said work.

Damages will be awarded. Pursuant to M.G.L. c. 79, §§ 6 and 39, Paragraphs 7 and 32 of a certain Purchase and Sale Agreement between the Town of Hopkinton and LFJ Development Corp., duly executed on October 22, 2020, the Town of Hopkinton shall pay the sum of Five Hundred Thousand Dollars (\$500,000) to LFJ Development Corp. as damages for this taking by exercise of the eminent domain power vested in the Select Board under Article 51 of the Annual Town Meeting held on May 6, 2019.

IN WITNESS WHEREOF, a majority of the Select Board of the Town of Hopkinton, Massachusetts, have signed the foregoing Order of Taking this 23<sup>rd</sup> day of May, 2023.

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

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

\_\_\_\_\_  
Irfan Nasrullah, Member

\_\_\_\_\_  
Muriel Kramer, Member

\_\_\_\_\_  
Shahidul Mannan, Member

COMMONWEALTH OF MASSACHUSETTS

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned notary public, personally appeared the above-named Amy Ritterbusch, Mary Jo LaFreniere, Irfan Nasrullah, Muriel Kramer, and Shahidul Mannan, a majority of the Select Board of the Town of Hopkinton, known to me to be the people whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose, and acknowledged the foregoing instrument to be the free act and deed of a majority of the Select Board of the Town of Hopkinton, before me.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**To:** Select Board

**From:** Norman Khumalo 

**Date:** May 19, 2023

**Ref:** Staff Report - Select Board May 23, 2023 Meeting

1. *Town Meeting Retrospective:* The Select Board members will continue its review of the 2023 Annual Town Meeting, including addressing the following questions.
  - a. What are the three things that went well?
  - b. What are the three things that could have gone better?
  - c. What are suggestions for improvement?
  - d. What are the priority follow-up actions from the town meeting, and which of these would you like to work on?
2. *Main Street Corridor Project:* Dave Daltorio (Town Engineer/Facilities Director) and Michell Murdock (Project Specialist) have provided the attached update (See Attachment 1).
3. *Per- and Polyfluoroalkyl Substances (PFAS) treatment project:* *Per- and Polyfluoroalkyl Substances (PFAS) treatment project:* The Town Manager conducted on the proposed use of American Rescue Plan Act (ARPA) funds on a PFAS Filtration System for the municipal water supply. Following that hearing, the Town Manager approved the use of \$1,187,000 of the American Rescue Plan Act of 2021 (ARPA) following a public hearing on Tuesday, May 16, 2023. Again, PFAS information for owners of private wells is available [here](#). If residents have questions or concerns regarding PFAS in private wells, they may contact the Health Services Department at 508-497-9725.
4. *Massachusetts Water Resources Authority (MWRA) Southborough Interconnection Project:* The Town continues reviewing Pare Corporation's (town consulting engineer) scope of work for the project design, including survey, design and permitting at DEP and Water Resources Commission.
5. *Invitational Entry Program Fundraising:* This year's Boston Marathon Invitational Entry Program raised \$526,450.55 for local non-profit organizations and supporting departments, an increase of 35 percent from last year's total of \$390,065.58.

Attachment 1

TO: Select Board

FROM: Michelle Murdock, Dave Daltorio *Michelle Murdock*  
VIA: Norman Khumalo, Town Manager *NK*  
DATE: May 17, 2023  
SUBJ: Select Board Update: Main Street Corridor Project Date: May 23, 2023

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

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

Most traffic and speed limit signs have been placed. The Town has requested that MassDOT remove the second pole from street signs. Street signs will be mounted on single poles.

Full depth reconstruction from the Muffin House to the east end of the project is nearing completion. Paving is expected to begin the week of 5/22/23

**Anticipated Work for Spring 2023 includes the following:**

- Full depth reconstruction from the Muffin House to the east end of the project.
- Curb work anticipated the first week in June, followed by sidewalks.
- Eversource anticipated to be in the field the first week of June to continue pulling underground cables..
- Note: Eversource has shortage of transformers; 36-week lead time possible; not sure if this impacts project's schedule. TBD
- Verizon poles still need to be set; The Town and MassDOT met with Verizon on 5/17/2023. Verizon will update the Town with a schedule.
- Loam and Seed: Once concrete is poured for sidewalks, loam and seed on the backside will occur.  
Estimated to be two months out.
- Trees to be selected by the Town as needed soon. Amorello working with landscaping company and  
MassDOT will be involved with the tree selection and construction process.
- MassDOT is expecting a submittal from the manufacturer for replacing mast arms and signal poles due to defective paint. MassDOT rejected the original manufacturer submission for in-field repainting.

**Anticipated Work for the Week of May 22nd to May 27th:**

- Begin the paving of Main Street from the Muffin House to Ray Street - anticipated to take 3 days (4 at most if weather impacts work).
- Line striping may be done prior to the long weekend; if not temporary tape will be installed.
- To expedite work, Public Safety has approved a 7am to 5pm workday from Monday - Saturday
- The eastbound detour from Grove Street to Maple Street to Hayden Rowe will be used from Monday-Saturday from 7am to 5pm. Additional detours may be used as needed.
- Two-way traffic on Walcott St. will be allowed when the detour is in place.
- School buses and emergency vehicles will be allowed through the detour
- Message boards are up to provide detour information.

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

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

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

	<b>As of 12/18/2021</b>	<b>As of 9/24/2022</b>	<b>Percent Complete</b>
Catch Basins	80	82	100%
Drain Manholes	40	40	100%
Reinforced Concrete Pipe	5,100 ft	5,100 ft	100%
Ductile Iron Pipe	727 ft	727 ft	100%
Hot Mix Asphalt (all types)	2,750 tons	10,268 tons	71%
Gravel (all types)	2,456 cy	9,873 cy	51%
Rock Excavation	1,037 cy	1,037 cy	Est. 100%
Grading and Compaction	n/a	18,000 sy	47%

Granite Curbing	n/a	3,0147 lf	30%
Underground Conduit	2,012 ft	11,459 ft	42%
Utility Vaults Installed	12	18	1. 100%
Excavation (all types)	968 cy	13,326 cy	56%
Concrete Sidewalk	n/a	565 sy	6%

### **Community Contact (5-4-23 thru 5-17-23)**

- Construction Advisory #63 was distributed via email on Friday, May 12, 2023. Also delivered in person to downtown businesses.
- Construction Meeting held with MassDOT on May 16, 2023
- Meeting held with Hopkinton Chamber of Commerce on Friday, May 19, 2023.
- Construction Advisory #64 was distributed via email on Friday, May 19, 2023.
  
- A total of 17 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. Onsite meeting held with property owner of 30-36 Main to review upcoming sidewalk work.
  2. Email from business owner at 35 Main Suite 6 to ask about full depth reconstruction; will her clients have access to the driveway to enter the building; advised driveway may be blocked while they are working directly in front of the entrance; suggested second driveway could be used.
  3. Resident at 121 Main reports continued puddling on Clafin Ave., his sump pump is running more frequently. Also reports his neighbor had issues, contacted HFD and required a french drain.
  4. Email from property owner at 81-85 Main to report that since the sidewalks have been completed he believes there is a drainage issue. Advised that this is being reviewed by VHB - will update when more information is available.
  5. Phone call from Ash Street resident with concerns about the full depth reconstruction. Was advised to move her car out of the driveway early in the morning, but does not have access yet to return. Also worried about possible damage to her house.
  6. Phone call from owner at 5 East Main during full depth reconstruction; worried about damage to building; MassDOT notified; Onsite visit by Amorello.



7. Email from business owner at 1 Main Street/2 Hayden Rowe to ask about full depth reconstruction and how her business will be affected; also asks about plantings that were removed without notice; advised that her landlord was notified of any work being done; also asked about landscaping; advised not taking place at this time; signed her up to directly receive advisories and project updates.
8. Onsite visit to 15 Main St. on 5/9/23 to check in with property owner; was not onsite; follow up email sent on 5/11/23 to advise that landscaping and railings will be done, but not scheduled yet; the town has asked Amorello for an update and asked that 15 Main St. be prioritized.
9. Phone call from Hamilton Hair Salon to ask when the sidewalk area near the 3 parking spaces will be filled in; she is OK with temporary fill until sidewalks are completed.
10. Onsite meeting held by Nicole Bratsos with property manager at 77 Main Street on 5/11/23 to review sidewalk plan. Property owner says the sidewalk was set too low; sidewalk was set per plan and the ramp before construction did not meet ADA requirements. Town is coordinating with MassDOT to check the ADA ramp.
11. Email from project abutter to ask when his front lawn will be restored and how much of it and is there a timeline. Advised that landscaping is not yet scheduled, but will be done. Will confirm that only the area affected by construction will be restored.
12. Email from Ash Street resident to ask if dust control can be addressed since they are no longer working in front of her property but cars are driving through. MassDOT contacted; watering truck was sent out.
13. Email from property owner at 87 Main to ask about landscaping now that the sidewalk is completed in front of his property. Advised that landscaping is in the plans, but not yet scheduled, the town does not provide grass seed, and that there is additional work on the bike path to be completed in that area.
14. Email from property owner at 2 West Main to ask when work will take place on his property. Advised that a specific date for work by Premiere Fence is not yet scheduled, but will be done.
15. Traffic sign complaint brought to the Select Board has been addressed; the sign is being replaced with the corrected street name.
16. Email from Town Hall employee to complain about the use of bathrooms by construction workers; asks that they be directed to use porta johns. Was advised that they had been instructed not to use them; will ask again.
17. Email to project abutter to provide update on property at 1 West Main. Advised that the sign company will be out to set new signs in June. Also provided an update on sign removal on lawn, timeframe for seeding and steps and railing work.

## **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>

## **2023 Invitational Entry Fundraising Report prepared by Vasudha Dutta.**

**2023 Invitational Entry TOTAL FUNDS RAISED-\$ \$526,450.55**

<b>Invitation Waiver #</b>	<b>Receiving Organization</b>	<b>First Name of Runner</b>	<b>Last Name of Runner</b>	<b>Funds Raised</b>
237,823	Sophie's Hope Foundation	Jamas	LaFreniere	\$53,000.00
239,047	Hopkinton Boys Youth Lacrosse	Mark	Howard	6,000
836,157	Hopkinton Country Club Charitable Foundation (HCCCF)	David Patrick	Lane	7,551
665136	Hopkinton Garden Club	David	Adlestein	8,100
731,472	The Michael Lisnow Respite Center	Jamie	Hughes	16,732
254,896	Hopkinton Little League	Eliza	Goehry	5,899
273,928	Baypath Humane Society	Matt	Mainstruck	25,000
876,495	Hopkinton Masonic Benevolent Fund	Erik	Gonzalez	20,350
793,691	Hopkinton Youth Field Hockey	Jennifer	Carter	5,600
300,804	Hopkinton Women's Club	Beth	Hankin	\$5,000
791,769	Hopkinton Girls Youth Lacrosse	Rachel	Stevenson	\$6,000
821,741	Hopkinton Education Foundation	Ashley	Windheuser	6,640
304,311	Mental Health Collaborative, Inc	Nathan	Pucci	65,000
335,562	Hopkinton Historical Society	Adam	Castoreno	5,200
336,032	Friends of Hopkinton SEPAC	Mark	Beauregard	8,441
632,674	Hopkinton Food Pantry	Ann-Michele	Dragsbaek	\$7,126
343,337	Live4Evan	Jeff	Doyle	15,000
356,034	Hopkinton Freedom Team, Inc.	Sophia	Lin	5,562
669,684	HPTO	Matthew	Karpinski	5,000
360,178	Canty's Underdog Scholarship Fund Inc	Reganne	Murphy	6,022
378,259	KeepSmilin4Abbie Foundation	Devin	Callinan	31,723
380,581	Dignity Matters, Inc.	Chloe	Riven	5,116
382,585	Friends of Hopkinton, Inc	Morgan	Woodman	5,100
394016	Hopkinton Public Library Friends, Inc	Daryl	Moore	4,000
415,379	Friends of Hopkinton Seniors	Christopher J	Barry	4,000
451,878	Hopkinton Public Library Foundation, Inc.	Nick	Brown	5,528
466,179	The Hopkinton Lions Club	Mikala	Constanzo	5,250

815,978	Demons Youth Hockey	Andrea	Russak	5,442
493,096	Hopkinton Emergency Fund	Zack	Sisitsky	9,940
499,567	Hopkinton Music Association	Kerry	Vogel	7,251
509,590	National Brain Tumor Society	Kimberly	Niemi	14,436
533,717	The 20th Annual Sharon Timlin Memorial Event to Cure ALS (event proceeds benefit The Angel Fund)	Mykayla M	Timlin	5,050
638,488	Project Just Because	Christy	Marchel	7,498
890,127	Hopkinton Area Land Trust	Kate Sorgi	Coleman	6,425
560,523	South Asian Circle of Hopkinton	Junaid	Muhammad	2,735
563,779	Veterans Celebration Committee	Cassandra	Leal	5,000
774,009	Hopkinton Senior and Disabled Tax Relief Committee	Elizabeth	Getchell	7,386
979,291	Expanded Arts Opportunities, Hopkinton Middle School	Shelby	Holt	5,209
568,828	HHS BPA/Robotics	Daniel	Distefano	6,500
682,194	Hopkinton Fire Department	Haley	Barraza	30,250
105,286	Hopkinton Police Department	Olivia	Frogamini	1,464
125,404	Hopkinton Police Department	Eric	Boucher	7,501
178,171	Hopkinton Police Department	Melissa	Loneragan	2,723
831,487	Hopkinton Police Department	Michael	Weiss	7,000
619,707	Hopkinton Police Department	Linda	Thompson	1,000
835,441	Hopkinton Police Department	Andrew	Longoria	3,507
984,880	Hopkinton Police Department	Meghan	Krueger	8,000
578,020	Hopkinton Senior Center	Jon	Kalus	5,378
579,820	Hopkinton Marathon Committee	Jocelyn	Thibeault	\$3,240
604,552	Hopkinton Marathon Committee	Pam	Freeman	3,010
618,546	Hopkinton Marathon Committee	Robert	Sisca	8,360
702,653	Hopkinton Marathon Committee	Ashley	Donnelly	5,800
757,316	Hopkinton Marathon Committee	Patty	Shea	12,406
<b>Total Raised</b>				<b>\$526,450.55</b>

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**

**May 10, 2023**

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

1. Social Justice issues - Nasrullah (8/4/20)
2. Master Plan action plan/implementation plan items for Select Board - Ritterbusch (12/1/20)  
(12/15/20)
3. Examination into municipal cable - Nasrullah (9/7/21)
4. The role of the Select Board in the trails/Upper Charles Trail process and what are the next steps for the Board - Kramer (1/25/22)
5. Consider support for Senate and House bills regarding a temporary moratorium on construction of new jails and prisons in Massachusetts - Kramer (1/25/22)
6. Affordable housing updates - Mannan (5/17/22)
7. West Main St. left turns, Cumberland Farms area - Kramer (5/17/22, 10/18/22)
8. Cemetery Commission Rate Changes - Ritterbusch (6/21/22)
9. Parks & Rec. future plans - Mannan (7/12/22)
10. Status and plans for roads & sidewalks; pavement management plan - Mannan (8/2/22)
11. Board & Committee appointments - fostering volunteerism, outreach, and appreciation - Kramer (9/13/22)
12. Discuss ways to keep seniors in their homes - LaFreniere (10/18/22)
13. Policy on redaction of public survey comments - Ritterbusch (11/1/22)
14. Communications plan for the MWRA connection project - Kramer (11/15/22)
15. Ways to support boards/committees & their Chairs, including reviewing committee Charge, and asking how things are going - Kramer (12/6/22)
16. Center School and Elmwood School - 2/14/23
17. Honor Boston Marathon runners who are Hopkinton residents - 5/9/23





Elaine Lazarus <elaine1@hopkintonma.gov>

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## The Historic District was not protected.

1 message

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**Beth Kelly** <bethkell700@gmail.com>  
To: Selectboard@hopkintonma.gov

Tue, May 9, 2023 at 2:27 PM

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### 3 attachments



**20230509\_074802.jpg**  
2537K



**20230509\_141529.jpg**  
2840K



**20230509\_074815.jpg**  
5337K



**TOWN OF HOPKINTON  
BOARD OF APPEALS**

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

HOPKINTON TOWN CLERK  
2023 MAY 10 AM 11:15

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

#23-020

May 10, 2023

**NOTICE OF DECISION**

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on May 10, 2023, filed the following Decision in the Office of the Town Clerk:

- A Decision granting a Special Permit to Phosphorex, LLC, 35 Parkwood Drive, Hopkinton, MA, pursuant to Section 210-128B of the Zoning Bylaw for alterations involving the installation of additional pad mounted mechanical equipment, an emergency generator and a stairway at **35 Parkwood Drive, Hopkinton, MA**, that do not conform to the street setback requirement.

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

Select Board



## TOWN OF HOPKINTON

### BOARD OF APPEALS

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

HOPKINTON TOWN CLERK  
2023 MAY 11 AM 11:30

John Coutinho, Chair & Clerk  
Michael Riley, Vice Chair

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

#23-019

May 11, 2023

#### NOTICE OF DECISION

Notice is hereby given that the Board of Appeals of the Town of Hopkinton, MA, on May 11, 2023, filed the following Decision in the Office of the Town Clerk:

- A Decision granting a Special Permit to James Shomper Jr. and Jennifer Burdman, 151 Fruit Street, Hopkinton, MA, pursuant to Section 210-128A of the Zoning Bylaw to construct an addition to a nonconforming single family dwelling located at **151 Fruit Street, Hopkinton, MA**, that does not conform to the street line 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, Chair & Clerk



Elaine Lazarus <elaine1@hopkintonma.gov>

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## New Construction

1 message

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'James Bruce' via Select Board Office <selectboard@hopkintonma.gov>

Fri, May 12, 2023 at 2:58 PM

Reply-To: James Bruce <jbwinthrope@yahoo.com>

To: selectboard@hopkintonma.gov

Select Board,

Good afternoon. I have been a resident of Hopkinton for 17 years and I have watched the town go from a charming quiet place to a traffic ridden urban sprawl "city". Have there been discussions or motions to stop new construction? Let the schools catch up and see if we can figure out the traffic. Is it something that the town can vote on? I know in Carlisle you need an acre of land for new construction and they have been able to keep the charm of that town. I speak with lots of residents who feel the same as I do and it's not too late to save this town, sadly though if construction remains at this pace for another few years it will be too late.

Thank you,

James Bruce

[30 Valleywood Road](#)

Hopkinton

[Sent from Yahoo Mail for iPhone](#)



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

*Over 100 Years of Public Service*

**CHAIRMAN**  
THOMAS F. GIBSON, ESQ.  
  
BRIAN P. CURTIN  
  
JOSEPH W. KEARNS  
  
JOHN BROWN  
  
ROBERT W. HEALY  
  
**Chief Administrative Officer**  
LISA MALONEY, ESQ.

**DATE:** May 17, 2023  
**TO:** All Member Units  
**FROM:** Thomas Gibson, Chair  
Middlesex County Retirement Board  
**RE:** Approval of One-Time COLA Adjustment for Retirees

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The Middlesex County Retirement Board is pleased to announce that Chapter 269 of the Acts of 2022 (“the Act”), a local option which allows a one-time increase to the Cost of Living Adjustment (COLA) granted to retirees in FY 2023, from 3% to 5% of the System’s \$16,000 COLA base, has met the requirements for enactment.

The one-time increase of 2% to the COLA percentage for FY 2023 will result in an additional annual COLA payment of \$320 for approximately 4,000 retirees and beneficiaries whose pensions exceed \$16,000 (from the previously granted \$480/year to \$800/year). The approximately 2,500 retirees and beneficiaries receiving less than \$16,000 annually will receive proportionately less. Retroactive COLA adjustments will be included in the June 30, 2023 monthly retiree payroll.

Acceptance of the Act was conditioned upon approval by the Middlesex County Retirement Board and by two-thirds of the System’s municipal Select Boards prior to June 30, 2023. After reviewing the financial impact upon the System, the Board voted to accept the Act on December 14, 2022, and to request approval by the System’s 31 Select Boards.

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

As of this date, the Select Boards of the following towns have voted approval, thus making the Act effective:

<b>Town of Ayer</b>	<b>3/27/2023</b>
<b>Town of Bedford</b>	<b>4/10/2023</b>
<b>Town of Billerica</b>	<b>3/6/2023</b>
<b>Town of Boxborough</b>	<b>2/27/2023</b>
<b>Town of Carlisle</b>	<b>4/11/2023</b>
<b>Town of Chelmsford</b>	<b>3/13/2023</b>
<b>Town of Dracut</b>	<b>3/28/2023</b>
<b>Town of Groton</b>	<b>3/6/2023</b>
<b>Town of Holliston</b>	<b>3/6/2023</b>
<b>Town of Hopkinton</b>	<b>3/28/2023</b>
<b>Town of Hudson</b>	<b>2/6/2023</b>
<b>Town of Littleton</b>	<b>3/13/2023</b>
<b>Town of Sherborn</b>	<b>4/20/2023</b>
<b>Town of Shirley</b>	<b>3/6/2023</b>
<b>Town of Stow</b>	<b>4/11/2023</b>
<b>Town of Sudbury</b>	<b>3/21/2023</b>
<b>Town of Tewksbury</b>	<b>3/7/2023</b>
<b>Town of Tyngsborough</b>	<b>2/27/2023</b>
<b>Town of Westford</b>	<b>3/28/2023</b>
<b>Town of Weston</b>	<b>4/11/2023</b>
<b>Town of Wilmington</b>	<b>3/13/2023</b>

The System's Actuary, The Segal Group, has estimated that acceptance of the COLA adjustment will increase the System's July 1, 2022 unfunded liability by 1.0%. After discussion with Town Administrators and Town Managers, the Board voted to begin funding the COLA adjustment in FY 2026. The System Valuation as of January 1, 2024 will be undertaken next year.

If you have any questions in this regard, please contact our office.

*Thomas F. Gibson*



# Public Forum

## Municipal Property Master Planning



Wednesday, May 24

at 6:30 p.m.

Senior Center, 25 Mayhew St.

### **GIVE YOUR INPUT**

How would you like to see these properties used to meet municipal space needs now and in the future?

Fruit Street



Center School



Elmwood School



*or*, give your feedback to the  
Permanent Building Committee via  
an online form: [click here](#)



## TOWN OF HOPKINTON

### Notice of Vacancies - Commission on Disability

May 9, 2023

The Town of Hopkinton is seeking members for a new **Commission on Disability**. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability and advise the Select Board on the same to bring about full and equal participation in all aspects of life in the Town of Hopkinton for people with disabilities.

Duties of the Commission include:

- A. Research, understand, evaluate, and advocate local issues, challenges and opportunities encountered by people with disabilities.
- B. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
- C. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town as they affect people with disabilities.
- D. Work in cooperation with the departments and agencies of the Town to bring about maximum participation of people with disabilities.
- E. Initiate, monitor, and promote legislation at the city, state and federal level which advances the equal status of people with disabilities.
- F. Encourage public awareness of disability issues.
- G. Provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability

The Commission consists of seven (7) members appointed by the Town Manager, subject to the approval of the Select Board. Four members shall consist of people with disabilities. One member shall be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the Town.

**Interested residents must apply via the Online Volunteer form here: [Town of Hopkinton, MA: Board Application](#)**

For questions, please contact Vasudha Dutta at 508-497-9701.





Elaine Lazarus &lt;elainel@hopkintonma.gov&gt;

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## UCTC

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John Ritz &lt;jwrutz@gmail.com&gt;

Wed, May 10, 2023 at 3:01 PM

To: Hopkinton Select Board &lt;selectboard@hopkintonma.gov&gt;

I attended the Select Board meeting on May 9, and am writing to offer some thoughts regarding the Upper Charles Trail and the Upper Charles Trail Committee (UCTC).

- The Upper Charles Trail was first conceived of in 1997, when a Metropolitan Area Planning Council study resulted in the concept of a 25-mile trail to link the communities of Milford, Ashland, Sherborn, Holliston, and Hopkinton via an abandoned CSX rail bed.
- As noted in the UCTC's own mission statement, the UCTC is intended to be a recreational path, not a commuter path: "The mission of the Hopkinton Upper Charles Trail Committee (UCTC) is to provide leadership and oversight of the planning, design and development of the Hopkinton rail trail for recreational use."
- As proven by Holliston's extraordinarily popular portion of the trail (and Hopkinton's Center Trail), a packed stone dust surface *will* accommodate all users (with the exception of rollerbladers), and is ADA-compliant. It's also less expensive to install & maintain. A paved path discourages use by those who prefer a surface with a little "give" (runners and horse riders).
- Retaining institutional knowledge makes sense with a successful organization, such as the fire department. The UCTC's efforts have been resoundingly rejected by the Town, and retaining that "institutional knowledge" will just continue the problems. Documentation (maps, meeting minutes, etc.) of the committee's work still exists and can be referenced as needed. The Town Engineer will still be the Town Engineer.
- The UCTC was charged with developing multiple proposed routes to offer to the Select Board. After more than a decade of work, they proposed a single route that goes through the school properties, and then down Hayden Rowe. Clearly this is not a realistic route, yet it was presented as the only option. An alternative western route was considered and rejected by the UCTC. A new Western route has since been proposed and appears on the UCTC's current maps, but as the UCTC Chair stated at the meeting, that was developed by the TCMC, not the UCTC.
- Article 47 was quite specific in the actions to be taken: "...abolish the Upper Charles Trail Committee (UCTC) and establish a subcommittee termed the Upper Charles Trail Subcommittee under the direction of the Trails Coordination and Management Committee...This subcommittee shall perform the function of the former UCTC..." There is no ambiguity in what the Town voted to have done.

I will be the first to acknowledge the complexity and difficulty of the task the UCTC was formed to address. As an original member (since 2005) of the Hopkinton Trails Club, I am keenly aware of both the issues with, and interest in this project. Make no mistake about it, the residents of Hopkinton want a trail. Rather than a vote against the trail, the vote at Town Meeting was a vote of no confidence in the UCTC's ability to develop that trail, and I agree with that sentiment.

John Ritz  
11 Erika Drive



Elaine Lazarus &lt;elainel@hopkintonma.gov&gt;

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**UCTC concern**

2 messages

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**'Carolyn Fitzpatrick' via Select Board Office** <selectboard@hopkintonma.gov>

Thu, May 18, 2023 at 7:45 AM

Reply-To: Carolyn Fitzpatrick &lt;luckyboston@yahoo.com&gt;

To: selectboard@hopkintonma.gov

Cc: Andy Fitzpatrick &lt;fitzpatrick.andy@gmail.com&gt;

Despite the town meeting vote, the Upper Charles Trail Committee met and voted to maintain Jane Moran as chair and Eric Sonnet as vice chair. It was also clear that Hayden Rowe, while off the table in the near term, could be back in a couple years. This seems unacceptable.

At the recent Select Board meeting, the Board acknowledged that town meeting had spoken loudly, yet this is the UCTC's response. The Board expressed concern about a loss of institutional knowledge, but the bigger issue is that a majority of the UCTC voted to spend over \$350,000 on engineering work (Segments 5 and 6) that has no value without Hayden Rowe, so these folks are unlikely to be objective in reviewing alternatives.

We are reaching out to you to let you know that while we understand you have a lot on your plate right now, replacing this committee, and honoring the town vote on articles 47 and 48 is important.

Sincerely,  
Carolyn and Andy Fitzpatrick  
14 Smith Rd

Sent from Yahoo Mail for iPhone

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**'Amanda Losada' via Select Board Office** <selectboard@hopkintonma.gov>

Thu, May 18, 2023 at 8:10 AM

Reply-To: Amanda Losada &lt;nalosada@yahoo.com&gt;

To: "selectboard@hopkintonma.gov" &lt;selectboard@hopkintonma.gov&gt;

Despite the town meeting vote, the Upper Charles Trail Committee met and voted to maintain Jane Moran as chair and Eric Sonnet as vice chair. It was also clear that Hayden Rowe, while off the table in the near term, could be back in a couple years. This seems unacceptable.

At the recent Select Board meeting, the Board acknowledged that town meeting had spoken loudly, yet this is the UCTC's response. The Board expressed concern about a loss of institutional knowledge, but the bigger issue is that a majority of the UCTC voted to spend over \$350,000 on engineering work (Segments 5 and 6) that has no value without Hayden Rowe, so these folks are unlikely to be objective in reviewing alternatives.

We are reaching out to you to let you know that while we understand you have a lot on your plate right now, replacing this committee, and honoring the town vote on articles 47 and 48 is important.

Sincerely,  
Nancy and Jose Losada  
30 Chestnut St.



Elaine Lazarus &lt;elaine1@hopkintonma.gov&gt;

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## Hayden Rowe Bine trail

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**Beth Malloy** <mbdc4eva@gmail.com>  
To: selectboard@hopkintonma.gov

Thu, May 18, 2023 at 1:57 PM

Hello Friends,

I'm here as another citizen against the bike trail down Hayden Rowe. It is my firm belief that, even when citizens spoke against this section at their community meeting, the UCTC was not listening. Eric Sonnett spoke freely to the Independent about it not going through the Charles View Estates, his neighborhood. He didn't want people parking in front of his house, which we all know is completely legal on most streets. He talked about the characters it may bring to the neighborhood. He said the same to me at the citizen's meeting. Apparently it's okay then to bring them by our schools and other peoples houses? We lived in Hayden Rowe in the 90's. Backing out of our driveway was scary, and that was before the population explosion in town. Hayden Rowe is crazy busy now especially with the addition of Marathon School. Adding the new Elmwood School over there will certainly add to the congestion.

If we have to re-examine the sections leading to sections 5 & 6 let's do it. I don't think the town will ever support this bike path going down Hayden Rowe. Let's do it safely and correctly the first time. I want to see the a reexamination done of the proposed trail through the Charles View Estates. There were neighbors from that section who came in support of it going through their neighborhoods.

People in Hopkinton have historically fought against the 'well the decision was made so tough' type of approach to changes in our town. (Like the elementary school proposal at Fruit Street). Please hold the UCTC accountable to the towns wishes. It'd be a foolish mistake to put it down Hayden Rowe and will see as much traffic as the double bike lane down Main Street.

Thank you for your time and consideration.

Beth Malloy  
190 Lumber St, Hopkinton, MA 01748

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*"My goal in life is to be as good a person as my dog already thinks I am." ~Author Unknown*



Elaine Lazarus &lt;elainel@hopkintonma.gov&gt;

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## Upper Charles Trail Committee - community directions

1 message

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**Jamie Wronka** <jamie.l.hinman@gmail.com>  
To: selectboard@hopkintonma.gov

Tue, May 9, 2023 at 11:41 AM

Good afternoon, members of the Select Board.

Thank you for taking the time to read the feedback you are receiving.

I have volunteered as an alternate member of UCTC since September 2022. I voted, along with 72% of ATM voters, in support of articles 47 & 48. I have two significant concerns where UCTC is not meeting the charge, supporting my vote.

1) Charge 4: outline and present 2 or 3 route options to the SB, one located west of Hayden Rowe. UCTC members (multiple) have stated in meetings "there is only one route", "the western route is not viable", the western route "was ruled out years ago". The chair encouraged letting the TCMC work on the western alternative - giving UCTC responsibilities to another committee that lacks the same level of operational support. I have asked for documentation of the evidence that the western route is "not viable" - it does not exist beyond in memories of long time members.

2) Charge 6: gathering input from as many Hopkinton residents as possible. It took **months** to create an outreach initiative, spearheaded entirely by a new member from summer 2022. Despite Scott Knous starting this work in the fall, we have **STILL** not developed a survey and multiple meetings this discussion has been pushed off to another meeting or into a working group of which results are not discussed in the main committee meetings.

The UCTC lacks transparency and efficiency also. Communication from the chair is always through her personal email - I requested that she please use the town email, which now I get emails forwarded from her personal address to her town address to me. This is in conflict with her stated concern that the wealth of knowledge from years of the committee are important to be preserved, when so many committee specific communications are not documented in the town system - which would immediately be accessible to future chairs.

As an alternate member, I have attended every meeting except 1 since joining. Every voting member has never been in attendance. Despite this, the UCTC chair has decided that alternates may only vote when a quorum is not present - I am asking the Select Board to please formalize guidance alternate members' voting status. I strongly suggest a policy that is the same across all boards - if an alternate is present when any voting member is not, the alternate will vote.

I am in support of dissolving the current UCTC. I am asking that the Select Board honor the town voters' concerns expressed at the annual town meeting - thank you for honoring the deep concerns and creating a new committee. If you do not feel this is the best path forward - please prepare a full explanation of reasoning with concrete requirements and timelines in place so that if the committee continues to fail to meet expectations and charter, consequences will be clear and actionable.

Very sincerely,  
Jamie Wronka  
6 Blackthorne Circle



Elaine Lazarus &lt;elainel@hopkintonma.gov&gt;

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## UCTC - Town Meeting Follow Up

1 message

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**Lucia V. Lopez** <lvielma@gmail.com>  
To: Select Board Office <selectboard@hopkintonma.gov>

Tue, May 9, 2023 at 10:18 AM

Dear Select Board,

I am writing to express my support for the vote at town meeting to dissolve the UCTC in its current form. Unfortunately, I was unable to attend given that we have young children, but my husband attended and voted in favor of article 47.

It has become clear to anyone paying attention that the current chair is either unwilling or unable to move forward in a reasonable manner. She and other members have repeatedly stated that the western alternative is not a viable option because of opposition from abutters while ignoring the opposition from abutters along Hayden Rowe. She also repeated the false claim that the Western alternative requires a bridge, which a resident had to correct at town meeting. A school committee member also explained the rush to spend money on a trail segment that was already known to be a potential future site of the new Elmwood school.

For these reasons, I ask that the Select Board hear the town's concerns and move forward with creating a new committee. If you feel that the process used was not what you would want, then I request that you explain what process you believe will better address the concerns of the townspeople and put specific requirements and timelines in place to ensure that issues are appropriately addressed.

Regards,

Lucia V. Lopez



Elaine Lazarus &lt;elainel@hopkintonma.gov&gt;

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**Why?**

1 message

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**Sally Snyder** <sallyp.snyder@gmail.com>  
To: selectboard@hopkintonma.gov

Fri, May 5, 2023 at 10:57 AM

**Select Board:**

It's unfortunate that the Hopkinton Select Board shirked their management responsibilities with regard to the Upper Charles Trail Committee.

This committee was appointed by the Select Board and given a specific assignment. The committee is charged with identifying routes for a multiuse trail connecting with Milford and Ashland. And in addition they are to use the existing Center Trail. The committee has spent 11 years exploring routes.

If the Select Board was dissatisfied with the progress of the committee, they could have had a discussion with them. Instead they allowed a dispute between town volunteers to simmer and erupt at our recent town meeting.

Volunteers are the energy that keeps our democracy going. They are a valuable resource and should be treated with curtesy and respect.

The challenge now is to restore a civil process and establish trust so that the work of building a multiuse trail can be

completed. It is a complex charge with no current solution. There are lots of facts, ideas, views and not in my back, or front, yard sentiment.

Communication, compromise and trust building are required if we are to have this trail.

Sally Snyder  
Former Selectman